

## ATTENDANCE

If a student is absent, he or she loses educational benefits. Many times, it is impossible to make up the missed experience of the group involvement that comes from a regular classroom activity or conversation. The Mead School District has a passion to position our students for success now and in the future. Part of this success is to instill values of responsibility and daily, prompt attendance. It is the expectation that students be on time to school and attend classes every period - every day.

Teachers are required to take daily attendance and the school's role is to abide by Washington State's mandatory attendance laws called the "Becca Bill". This requires all children between ages 8 and 18 to attend **school** regularly and requires parents or **legal** guardians to make sure their children are in **school** regularly unless they have a valid excuse.

**LATE ARRIVAL:** Any student arriving at school after the beginning of the school day must clear himself/herself through the attendance office. It is the responsibility of the parent/legal guardian and the late student to verify the late arrival through one of the methods described above (a phone call or a note), or the parent can sign the student in at the attendance office. The late student cannot be admitted to class without a late pass. Students arriving late to school without a call from a parent or a written note will be marked tardy within the first 10 minutes of class time. After 10 minutes, students will be marked absent and will need to be cleared by a parent.

**TARDY POLICY:** It is expected that students will be in class on time. A student will be marked tardy when he/she is not in the classroom on time. Accumulative tardies, may result in discipline consequences.

**UNEXCUSED ABSENCE/TRUANCY:** As a means of instilling values of responsibility and personal accountability, a student whose absence is not excused shall experience a consequence for his/her truancy. A truant student's grade shall be affected if a graded activity or assignment occurs during the period of time that the student is truant.

A student is truant if he/she is unexcused any period in a day and:

- fails to have parent/legal guardian call prior to or on the day of the absence or fails to submit any type of excuse statement signed by the parent/legal guardian immediately upon return to school
- is absent without the knowledge and consent of a parent
- falsifies parental notification.
- the school shall notify a student's parent/legal guardian by telephone whenever a student is absent. If an absence remains unexcused by the parent, it is considered truancy and will be recorded as such.
- Parents/Guardians, through PowerSchool can see their child's daily attendance

Northwood Middle School will file petitions with the juvenile court systems when excessive absence conditions have been met. The court can and will compel class attendance per this compulsory attendance law.

**EXCESSIVE ABSENCES:** All excessive excused absences can be questioned by school administration and will be handled at its discretion. This is in accordance with the School District policy supported by State Law. Extended medical absences (10 days or more) must be documented by a doctor's note. If your student continues to accrue unexcused absences where one of the following applies:

- Five (5) unexcused absences within a 30-day period during the school year
- Ten (10) unexcused absences at any time during the school year the school is mandated to file a petition with juvenile court alleging a violation of RCW.28A.225 by the parent, by the child, or by the parent and the child. If the court determines there is not just cause for the unexcused absences, one or more of the following consequences may be invoked:
  - A court order compelling school attendance every period, every day, on time
  - Alternatives such as community service hours
  - An order that the student be punished by juvenile detention and parents can be fined a maximum of \$25 per unexcused absence.

**LEAVING SCHOOL DURING THE SCHOOL DAY:** If a student has to leave school prior to the end of the day, he/she must check out at the attendance office. If parents would like their student in the office upon their arrival, please phone the office (465-7500) so that the staff can make sure your student is ready. Because students are only allowed to use their phone before or after school please avoid communicating with your students while they are in class i.e.: texting. The student may bring a written request, which must be signed by the parent/legal guardian, stating the reason for the dismissal. A parent can also fax a written request (465-7520), email the office staff or sign the student out at the attendance office.

**ABSENCES AND CO-CURRICULAR ACTIVITIES:** Students who are absent from any of their scheduled classes on the day of a co-curricular event or practice shall not be allowed to participate in that co-curricular activity. Exceptions shall be made for verified doctor or dental appointments and for other absences where prior approval is obtained through an administrator.

**VACATION OR PRIOR-ARRANGED ABSENCES:** Northwood Middle School strongly discourages students taking extended vacations during the school year or leaving school prior to the normal closing date. Students missing classes lose essential instruction and place increased demands on the classroom system. During planning for an extended absence, parents and students should understand that teachers couldn't possibly pre-teach lessons, nor provide all the make-up assignments to cover the material that will be missed. Since students need to attend the full semester to earn full credit, it is reasonable to expect that extended absences could result in a lower grade. However, occasions do arise when extended absences are necessary. When this is the case, the school will make every reasonable attempt, at the discretion of the teacher(s), to reduce affecting the student's educational program.

**HOMEWORK AND MAKE UP TIME:** It is the parent's/student's responsibility to check with the student's teachers to complete required make-up work within the allowed make-up period following the student's return to school.

Homework can be requested after the second consecutive day of absence by leaving a request on the attendance line (voice mail phone # 465-7580). Parents should try to anticipate how long a student will be absent so homework can be compiled efficiently. Please call the office ahead of time to determine in homework is ready to be picked up.

The absent student has one day for each missed day plus one extra day to complete the missed work. For example: if a student is absent for five days and has six days school days to make up all work. This does not apply to pre-arranged projects or pre-arranged test dates. These are to be completed the first day of the student's return. The administrators, working in conjunction with the counseling center and the teachers involved, will handle students who find themselves in unusual situations (extensive illness or hardships) on an individual basis.

**PHYSICAL EDUCATION ATTENDANCE POLICY:** Physical education is an activity-based class, and participation and attendance is necessary for success in this class.

- When a student is absent from class, it is the responsibility of the student to check with their teacher for any information that they will need. For each absence, they need to complete a PE makeup form that requires a parent/guardian signature. Each day the student is absent they need to do a minimum of 45 minutes of activity/workout to receive their points back for the day they missed.
  - If a student is unable to participate in PE class, a parent/guardian note is required for the first 2 days of non-participation.

The student will be given an alternate assignment.

- After two consecutive days of absences, a doctor's note will be necessary to excuse the student.

**ABSENCE PROCEDURES:** It is the responsibility of the parent/legal guardian and the absent student to verify the absence. One of the two following options must happen:

- Phone Call: The parent/legal guardian must call the office the day before or the day of the absence

- A written note or email the attendance secretary: Students may bring a note to the office once they return to school.

## **465-7580 (24-hour absence line/homework request)**

### **SCHOOL DELAY/LATE START**

Inclement weather or emergency conditions/events happen from time to time and may force a change in the school day.

When possible, decisions regarding school delays or closures due to weather-related issues are made by 6 a.m. Notification of changes regarding the school day will be communicated using: (1) **School Messenger** (phone call & email, along with a text message for those who have signed up to receive emergency text alerts), (2) **District & School Websites/Social Media** and (3) **Local Radio & Television Media**. Messages you may see or hear include the following:

**SCHOOL CLOSED:** When school is canceled for an entire day, the day will be made-up using one of the district's designated "snow make-up days."

**TWO-HOUR LATE START:** All schools and buses will run two hours late. Dismissal will be at the regular time unless otherwise announced. In addition to school starting two (2) hours late, please note the following:

- NO Breakfast Program
- NO Before School District Programs (academic, music, athletic, extra-curricular, etc.)
- NO AM Skills Center Busing
- NO AM Pre-School (PM Pre-School will run as normal)
- YES - YMCA Before School Programs will open at 7 am (rather than the normal 6:30 am) unless the YMCA communicates otherwise

**EMERGENCY SNOW ROUTE IN USE - SCHOOL ON TIME:** Some bus routes will be running on limited service due to inclement weather (snow/icy roads). [Snow Route Information](#)

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**SCHOOL DISMISSING EARLY:** Early dismissal may be required due to snow or other conditions that develop during the school day. The message announcing an early dismissal will state if "Regular" or "Emergency Snow Routes" will be used.

When schools are closed district/school activities, events and athletic games & practices may be postponed or canceled.

**CLOSED CAMPUS:** Northwood Middle School is a closed campus. Once students arrive at school, they are not allowed to leave unless cleared by the office.

### **PARENT CLASSROOM HELPERS**

Parent classroom helpers are welcome to volunteer but must have contacted the teacher prior and make an appointment. All visitors are required to sign in at the office and secure a visitor's pass through our 'Hall Pass' program. Volunteers will need to show their valid ID.

### **STUDENT FEES**

**Associated Student Body (ASB):** A student body fee is charged to participate in all ASB school clubs, activities, band, choir, orchestra and sports. This fee is due before or at the time of students turn out for the activity.

Sports Participation Fee: A fee is charged once a year for any student participating in any sport. Please check with the business office for more information.

Yearbooks: Students may purchase a yearbook for a reasonable cost during the first semester. Second semester the price increases. Yearbooks may be purchased at the Business Office or online under the Mead354.org website. Yearbooks are delivered and distributed the last week of school.

Food Service (breakfast & lunch): Breakfast is available before school and each lunch period is 30 minutes long. Students may bring their own lunch from home or purchase a hot lunch or sack lunch. Cash, checks or bankcards are accepted at the Business Office to be applied to the student's meal account. Payments can also be made online at Mead354.org under the "MENU" tab. No money is accepted in the cafeteria.

**Business Office – 465-7539**

### **LOCKERS**

Each student will be assigned a locker and lock. Do not give your locker combination to anyone. Students are responsible for keeping lockers neat and orderly. The school district retains the right to inspect student lockers at any time. Valuables should be left at home and the school district assumes no responsibility for the theft or loss of items stored in student lockers. If students don't lock their locker after using their locker, a consequence may be ensued.

- Use only the locker assigned to you and **keep it locked at all times**. Failure to keep it locked, may result in a consequence.
- All personal items and books when not in use are to be kept in lockers.
- Do not tamper with anyone else's locker.
- Report jammed or broken lockers to the counseling center immediately.
- Lock and locker exchanges with other students may not be made.
- All backpacks must be left in lockers. They will not be allowed in class.
- Students who lose their lock will be fined \$7.50.

### **COMMONS**

Students are to always walk in the commons. Students are to consume food and drink in the commons area only. When taking hot lunch/breakfast students are to get in line and have their student ID ready as they go through the meal line. Cutting in line or saving a spot for a friend is not allowed. Students may lose lunch privileges of eating in the commons for inappropriate behavior. i.e., throwing food, not picking up after themselves, cutting in line or running in the commons.

### **COUNSELING CENTER**

The role of the school counselor is to connect students and families to services. Counselors are available to every student at Northwood Middle School. Parent conferences may be scheduled through the Counseling Center Administrative Assistant at any time. Counselors can help with scheduling issues, personal concerns and other support for students. You can find our counseling center webpage by going to our Northwood Middle School website.

**Counseling Center – 465-7527**

**8<sup>th</sup> Grade: Brock Salzman – 465-7526**

**6<sup>th</sup> Grade: Alana Cummings – 465-7525**

**7<sup>th</sup> Grade: A-K – Alana Cummings – 465-7525**

## HEALTH ROOM SERVICES

The health room is reserved for students who are too ill to remain in class and are waiting for a ride home. When a student feels ill, the nurse will assess the student. After 10 minutes they will be asked to return to class unless they are going home. We require that a current emergency information be on file in the office for every student. Please update your student's information as it changes.

Pursuant to Chapter 195, Laws of 1982 and Chapter 28A.210 RCW, Mead School District is authorized to administer oral, topical or nasal medications, and eye drops or ear drops to students during school hours. It is our policy that such medications will only be administered when the failure to receive the medication may result in the student being unable to attend school and/or be well enough to participate in learning activities. We define medication to mean all drugs - whether prescription or over the counter. Medication must be brought to the school office by the parent/guardian/custodian and will be stored in a locked cabinet, unless the student is approved for self-carrying the medication. Medication authorization is good for the current school year only.

### **THE FOLLOWING CONDITIONS MUST BE MET:**

#### **I. Prescription Medication (Use school district form HS 300A)**

1. All prescription medication must have written orders. The medication request must be signed by a licensed health professional who has prescriptive authority.
2. All prescription medication must have signed parent/guardian/custodian permission.
3. All medication must be in the original prescription bottle (container), unexpired, and properly labeled with student's name, name of drug, dosage, name of health professional who is prescribing, and the time of day to be given.
4. Sample medication must also be properly labeled, unexpired, and in the original container or package.
5. When Prescription Medication is approved for self-carry, HS 300A and HS-300B must be completed.

## BUS INFORMATION

Students riding school buses will arrive at school from 7:45 to 8:00 AM. At the end of the school day, students will board the buses at 2:30 PM. If students are to ride a bus other than their regular route, a note signed by the parent/legal guardian must be sent to school with the student. Phone calls will not be accepted. A parent may FAX a written request at 465-7520 or email a staff member in the office. Permission to ride another bus is contingent upon space available. Students are expected to follow all bus/school rules when riding the bus. Consequences may be applied to students who do not comply with bus/school rules or directions from the driver.

**For specific bus route information call transportation at 465-6107**

## SCHOOL CLOSURE DUE TO INCLEMENT WEATHER

In preparation for the winter months ahead and the potential for a weather event to impact the school day, there are many factors taken into consideration when deciding whether to delay or close schools for the day. It is always our goal to keep schools open and on time during snowy weather, but safety comes first. Parents, guardians and students should always assume the school day will be conducted as normal unless they hear from the district via phone call, email, district webpage, [Facebook](#) and [Twitter](#) accounts or the local media. These decisions take into account road conditions, walking routes to schools and the day's forecast. Families should take their own situation into account when deciding whether their child should attend school or not and be sure to make an attendance call if staying home is the best option.

By 6 a.m. the Mead School District will notify parents and guardians of a delay or closure via:

- Phone call, text message and email via SchoolMessenger (this information is derived from PowerSchool)
  - [Sign up](#) to receive emergency text alerts
- Emergency News Announcement posted on District homepage at [www.mead354.org](http://www.mead354.org)
- Local television and radio
- District Facebook and Twitter accounts

During the winter months, there are occasions when it is necessary to delay the start of the school day, send students home early or cancel school for the day. Please check local television stations or the Mead School District website (<http://www.mead354.org/>) beginning at 6:00 AM on the days when the weather is inclement. Do not drop your student(s) off at school until you are certain that school will be in session as there may be no adult supervision.

### **FIRE AND OTHER EMERGENCY DRILLS**

We are required by law to have at least one emergency drill per month. We take these drills seriously and teachers will instruct the students on the appropriate procedures. To ensure the safety of all students, we ask that students comply with all reasonable requests during any and every drill.

### **ATHLETICS AND AFTER-SCHOOL ACTIVITIES**

There are many after-school and enrichment activities offered to Northwood students. All students involved in athletics and after-school clubs must purchase an ASB card (\$15). Students playing sports will need to pay a Sports Participation Fee (\$35). These fees can be paid online, or at the Northwood Middle School Business Office. Fees for those on free or reduced lunches will be waived.

In order for a student to participate in any athletic sport at Northwood, he/she must register online at FamilyID.com. This is a process where the parent/guardian creates an account in the parent's name, and registers all their children participating in sports at the Middle School and High School level. Once the account is created, you can go in to FamilyID and make changes as needed, choosing participating sports for the new year and never have to create a second account. Electronic signatures will need to be provided in this program for the Athletic Code of Conduct, Concussion information, Cardiac Arrest, and the Insurance Coverage Verification. Students will need to have a physical exam (valid for two years). Physical documents can be downloaded into FamilyID or a hard copy may be turned in to the school.

Northwood students may not attend Northwood activities to cheer on their fellow Huskies without parent supervision. Students must leave the campus at the end of the school day (2:30 PM) and then return at the time of the event with a parent or guardian. All students in attendance at these activities must stay in the activity area. Spectators are not to be in the halls or in other unauthorized areas. Restrooms are available in the gym area. Attendance at Northwood activities is a privilege, not a right, and may be revoked by the Northwood administration at any time.

### **DRESS AND PERSONAL APPEARANCE**

Here are some simple guidelines. Any type of clothing that is deemed disruptive to the educational process or that constitutes a threat to health and safety is prohibited. We ask that parents monitor what their student wears to school and help them choose wisely. If clothing is in question, your son or daughter may be calling you to bring them something more appropriate. General examples of unacceptable dress are as follows:

- Northwood's expectation is that student dress should be school appropriate and semi-professional.

- When student dress does not meet the dress code, he or she will be expected to change clothes.
- Inappropriate “messages” on clothing: This includes references to drugs, alcohol or tobacco, vulgar or offensive words and messages that are purposely suggestive are not allowed.
- Dresses and shorts should extend to at least mid-thigh.
- Shirts should extend to the belt line. Undergarments should not be visible.
- Footwear is required at all times.
- Hoods are not allowed to be worn at school.

### **CELL PHONES & OTHER ELECTRONIC DEVICES**

Cell phones and other personal electronic devices are to be put away, and not in use from 8:05 am to 2:30 pm. Teachers may, for the purpose of supporting instruction and learning, specifically allow for electronic device use in their own classrooms on a day by day, or student by student basis. Electronic devices that are present without permission from the teacher, will be surrendered to the office until the end of the day with warnings and appropriate parent communication. If the use continues, there will be a requirement to turn the phone in for specific periods of time or for parent agreements to restrict the phone at home. Failure to follow cell phone expectations may result in further discipline.

### **BICYCLES/SKATEBOARDS**

Upon arrival at school, bicycles and skateboards are to be parked and locked in designated areas and are not to be used until the end of the day. Bicycles and skateboards may not be ridden on school property. Bicycle and skateboard lock stations are available outside the main entrance.

### **ITEMS TO SELL**

Selling or trading items at school is not allowed. Whether these things are candy, tickets or personal belongings, such sales cannot occur. Sales of any kind must be authorized by ASB.

### **RESTRICTED AREAS**

Halls are closed during lunches. All parking lots are restricted. Students found in a restricted area will be subject to discipline.

### **NETWORK ACCEPTABLE USE GUIDELINES**

The district issues each student a chrome book to be used for their learning. The chrome books are not to be used for inappropriate searches or socializing purposes. Use of the district’s electronic communications system and Internet by students and staff of Mead School District shall be in support of education, the mission of the district or school-related business and operations. Network use is limited to those students and staff that has returned signed network contracts. Use will be in accordance with the Mead School District’s Policy and Procedure 4900 on Electronic Communication Systems and Internet.

- Protect your password information. Do not let other students know or use your password.
- Respect the privacy of other users. Do not use passwords other than your own.
- Be courteous and ethical. Do not produce, send, save or publish information or communication, which is profane, obscene, pornographic, hateful, harassing, discriminatory or demonstrate other antisocial behaviors.
- Maintain the integrity of files and data. Do not access, change or copy files/data of other users without their consent.
- Do not destroy, modify or abuse hardware and software in any way. Unauthorized access or “hacking” into the network system and its information systems is prohibited.
- Use the network in a way that does not disrupt its use by others. Certain uses or applications may be banned because they consume too many network resources at the expense of other users. Some examples are on-line gaming, chain letters, broadcast messages and files download/sharing programs.
  - Students should never provide personal information such as full names, addresses and telephone numbers without getting permission from their teacher and parents.
  - Students should never make appointments to meet other people in person without getting permission from their teacher and parents.
  - Students should notify their teacher if they see information or communication that is profane, obscene, pornographic, hateful, harassing, and discriminatory or makes them feel uncomfortable.
  - Do not use the network for commercial purposes.
  - Treat information created by others as the private property of the creator. Respect copyrights and give credit appropriately.

The district reserves the right to take disciplinary action or legal action for any illegal, unacceptable or unethical use of the network system. Violations can be cause for suspension of access to school computers, removal of network access privileges, other school disciplinary actions and/or appropriate legal actions.

### **ELECTRONIC LEARNING DEVICES- Chromebooks**

Mead School District will be issuing each student at Northwood Middle School their personal Chromebook electronic learning device. Students are to use Chromebook for learning and expected to care for them. Students will use them for learning at home and bring them to school daily. Charging stations at school will be limited so the expectation is that students will bring their devices charged at the beginning of the day. Lost or damaged Chromebook will be subject to fines/fees as defined in the user contract that is given to students and their families upon issuance. Inappropriate use of the technology will be subject to disciplinary action both on and off school grounds as all internet use is filtered through the school district servers.

On-line learning Code of Conduct:

- Students will use their electronic devices to engage in learning.
- Be at scheduled online learning meetings.
- Turn on your cameras when asked. Unmute/mute when asked.
- Students will be respectful and have meaningful interactions with staff and other students in the online environments.
- Students will use the Chat Room features to answer questions and promote learning. The chat room scripts are monitored, and saved.
- Students will complete work in the online learning platform, (google classroom) and using google suite complete tasks and assignments.
- Try and attempt all work provided by your teachers.
- Classroom teachers can add specific expectations relevant to their grade, content, and team expectations.

### **STUDENT EXPECTATIONS DISCIPLINE, SUSPENSION AND EXPULSION**



Quality learning and teaching can take place in a school setting where good order is maintained. Students are reminded that they must adhere to a code of good behavior, not only for their own benefit, but for the benefit of others as well. Students are responsible for their actions. They are held accountable for all rules and responsibilities listed in the Northwood Middle School Student Handbook and the Mead School District Board of Directors policies concerning student conduct. Students are accountable for other rules set forth by the Northwood Middle School administration and staff. Students not adhering to the rules and policies will be subject to discipline, suspension and/or expulsion.

Student discipline policy remains in effect while students are en route to and from school and at bus stops as well as during the school day. The discipline policy is in effect for all school-sponsored activities, whether at home or away. Students are counseled and encouraged by administrators, counselors and staff throughout all phases of our discipline code to make good choices.

## **NORTHWOOD STUDENT ACCOUNTABILITY PLAN**

Our goal is for every student at Northwood to experience success by earning good grades, being involved in positive activities and learning to contribute to the overall good of the school. Our accountability plan provides a clear and consistent process to deal with inappropriate behavior. Listed below are categories for unacceptable behaviors at Northwood. Some violations are more serious than others, which will require varied consequences. Student behavior that violates these expectations is dealt with and documented consistently throughout the year. Parents will be informed of any behavior violations.

### **NONDISCRIMINATION**

Mead School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups.

Grievances or concerns should be directed to **Josh Westerman, Director of Student and Family Services 465-6008**.

**You can report discrimination and discriminatory harassment** to any school staff member or to the district's Civil Rights Coordinator, listed above. You also have the right to file a complaint (see below). For a copy of your district's nondiscrimination policy and procedure 3210, contact your school or district office or view it online here:

[https://www.mead354.org/apps/pages/Board\\_Policies/](https://www.mead354.org/apps/pages/Board_Policies/)

### **SEXUAL HARASSMENT**

Students and staff are protected against sexual harassment by anyone in any school program or activity, including on the school campus, on the school bus, or off-campus during a school-sponsored activity.

**Sexual harassment is unwelcome behavior or communication that is sexual in nature when:**

- A student or employee is led to believe that he or she must submit to unwelcome sexual conduct or communications in order to gain something in return, such as a grade, a promotion, a place on a sports team, or any educational or employment decision, or
- The conduct substantially interferes with a student's educational performance, or creates an intimidating or hostile educational or employment environment.

**Examples of Sexual Harassment:**

- Pressuring a person for sexual favors
- Unwelcome touching of a sexual nature
- Writing graffiti of a sexual nature

- Distributing sexually explicit texts, e-mails, or pictures
- Making sexual jokes, rumors, or suggestive remarks
- Physical violence, including rape and sexual assault

**You can report sexual harassment** to any school staff member or to the district's Title IX Officer, who is listed above. You also have the right to file a complaint (see below). For a copy of your district's sexual harassment policy and procedure 3205, contact your school or district office, or view it online here: [https://www.mead354.org/apps/pages/Board\\_Policies/](https://www.mead354.org/apps/pages/Board_Policies/)

### **COMPLAINT OPTIONS: DISCRIMINATION AND SEXUAL HARASSMENT**

If you believe that you or your child have experienced unlawful discrimination, discriminatory harassment, or sexual harassment at school, you have the right to file a complaint.

Before filing a complaint, you can discuss your concerns with your child's principal or with the school district's Section 504 Coordinator, Title IX Officer, or Civil Rights Coordinator, who are listed above. This is often the fastest way to resolve your concerns.

### **BEHAVIOR VIOLATIONS AND CONSEQUENCES**

#### **Exceptional Misconduct**

1<sup>st</sup> offense per year immediate consequence up to expulsion

- Any act which causes a serious threat to the health, safety or welfare of the students or staff or causes a serious disruption to the educational process on school property or at any school-sponsored activities will be considered "exceptional misconduct" and may be cause for immediate imposition of long-term suspension or expulsion and prosecution through the juvenile justice system. These acts may include, but are not limited to:
  - Possession and/or use of firearms, explosives, dangerous or illegal weapons such as, but not limited to, knives, martial arts weapons, tear gas or mace, pellet/BB guns, etc.
  - Any student who is determined to have carried a firearm or to have possessed a firearm on school premises, school-provided transportation, or school sponsored activities at any facility shall be expelled from school for not less than one year (12 months) under RCW 28A.600.420, with notification to parents and law enforcement. The district superintendent or the superintendent's designee is authorized to modify the expulsion of a student on a case-by-case basis.
  - Assault of staff or students in the form of violence, physical threats, verbal abuse or intimidation with any item used as a dangerous weapon
  - Arson
  - Theft or damage of property of value in excess of \$250 (a felony).
  - Sale, use, or possession, or being under the influence of drugs, alcohol, or other controlled substances
  - Any other criminal behavior

#### **Use/Possession of Illicit Drugs and Alcohol**

1<sup>st</sup> offense per year Suspension up to 20 days

### **Use/Possession of Illicit Drugs and Alcohol Prohibited**

The Mead School District believes that use of illicit drugs and unlawful possession and use of alcohol is wrong and harmful. All students in the district are held to the same standards and expectations. Compliance with these is mandatory. Students unlawfully possessing, using or distributing illicit drugs and alcohol on school premises or as a part of any school activity will be subject to *immediate* disciplinary action of expulsion or suspension. A drug/alcohol assessment may be required prior to being readmitted. Students dealing with problems related to illicit drugs or alcohol can seek help and information is available from a school counselor or social worker.

#### **Alcohol – Illegal Drugs**

The use, sale, purchase of, possession of, or being under the influence of drugs, alcohol or other controlled substances (or other criminal behavior related to illegal drugs or alcohol) during school hours, on school property or while attending any Mead School District-sponsored activity K-12 will result in a recommended long-term suspension or expulsion. Any material possessed, sold or offered for sale as an illegal drug is treated by law enforcement agencies and the school district as an illegal drug. Discipline, suspension or expulsion will occur.

#### **Prescription and/or Over-the-Counter Drugs**

Any medication out of its original, properly labeled container is illegal and will be treated as such. Examples include: Tylenol, Ibuprofen, Aspirin, etc. Any medication prescribed or over the counter, taken in quantities larger than prescribed or with the intent of altering a person's mood or behavior may be dealt with under the Alcohol/Drug policy of Northwood Middle School. Any student who needs to take prescriptions or over-the-counter drugs while at school must have a completed Mead School District Medication Request form on file in the school office. Students who share their medication with other students may be subject to the Northwood School Discipline Policy.

### **Use/Possession of Tobacco/Nicotine products or Vaping devices of any kind**

Suspension up to 3 days may occur

**First Offense:** Complete Tobacco Intervention Course. (Refusal or failure to complete Tobacco Intervention Course shall be considered to be a tobacco related offense for which students may receive school discipline sanctions as set forth in Defiance of School Authorities)

**Second Offense:** Complete Tobacco Intervention Course and attend extended after school detention. (Refusal to complete Tobacco intervention Course shall be considered to be a tobacco related offense for which students may receive school discipline that includes short-term suspension with days that may be held in abeyance for community service).

**Third Offense:** Complete Tobacco Intervention Course and attend extended after school detention. (Refusal to complete Tobacco Intervention Course shall be considered to be a tobacco related offense for which students may receive school discipline that includes short-term suspension with days that may be held in abeyance for community service).

Use in public areas that makes other feel unsafe which causes others to refuse to use that area, sharing, selling, or distribution of products will also constitute a large disruption of the educational process, other disciplinary may occur.

#### **Assault/Fighting/Fighting Involvement:**

Suspension up to 5 days may occur. Ongoing physical aggression will result in progressive discipline up to expulsion.

For purposes of school discipline, "assault" means actual or attempted hitting, striking or other wrongful physical contact inflicted on another either directly or indirectly through an object. For verbal threats, see Harassment, Intimidation and

Bullying. Fighting involvement includes instigating, promoting (including promotion by presence as a spectator), and escalating a fight, as well as the failure to disperse at the scene of the fight.

### **Reasonable Self-Defense**

It is expected that a student must always first retreat from any threat or harm and/or contact an adult staff member for assistance before engaging in any type of physical response to an assault. However, an administrator may decide not to subject a student to discipline if, following a reasonable investigation, the administrator determines that all of the follow are true.

- A student who is being assaulted or witnesses another student being assaulted acts only in a manner that is defensive and protective of himself/herself or others:
- The student is acting in a manner that a building administrator determines is reasonable and necessary in light of the circumstances; and
- The student did not instigate, provoke, or promote the violence by his or her words or conduct immediately prior to the assault. A reasonable physical response to an assault may include holding the assailant's hands or arms to prevent the assault, or pulling two fighting students apart and holding them until adult staff can arrive and intervene.

### **Lewd Conduct**

Suspension up to 10 days may occur

For purposes of school discipline, this includes, but is not limited to, lewd, obscene or profane language, gestures or materials that are unrelated to authorized school curriculum. Prohibited "materials" includes digital or electronic text, images, or sounds that are possessed, displayed, or transmitted while under the supervision of school authorities.

### **Harassment/Intimidation/Bullying**

Suspension up to 20 days may occur

For school discipline purposes, "harassment, intimidation, and bullying" includes:

- Intentional hurtful, threatening, or intimidating verbal and/or physical conduct in violation of district policy 3207 and procedure 3207P;
- Unsolicited or unwelcome verbal or physical conduct that is harassing or intimidating that can be of a sexual, racial or ethnic nature, or based on disability;
- A threat to cause bodily injury, property damage, or to cause the physical confinement or restraint of the person threatened, or any other act causing substantial harm to the physical or mental health of the person threatened.

Students have a basic right to a safe and calm learning environment in their school. Therefore, harassment is treated as a serious behavior that Northwood Middle School will neither ignore nor tolerate.

Harassment is saying or doing something that causes someone to feel unsafe or very uncomfortable. However, not all unwanted or disruptive behaviors are harassment.

- Harassment is generally unprovoked (the victim did nothing to cause it).
- Harassment is generally a deliberate behavior (it was done "on purpose").
- Harassment is generally a pattern of repeated, persistent actions directed toward another (not just one incident).
- Harassing is treated seriously even if the intended victim says that "it" did not bother him/her.

There are certain types of harassment that are considered to be major offenses even if they happen just one time. These include words or actions that make reference to another person's race, religion, color, gender, national origin and/or disability. Also included are sexually harassing behaviors.

**Sexual harassment behaviors include, but are not limited to:**

- Negative or offensive comments, jokes or suggestions about another student's gender or sexuality;
- Obscene or lewd sexual comments, jokes, suggestions or innuendoes;
- Slang, names or labels that others find offensive;
- Talking about or calling attention to another student's body or sexual characteristics in a negative or embarrassing way;
- Laughing at a student who has experienced sexual harassment;
- Blaming the victims of sexual harassment for causing the problem;
- Continuing harassing behavior after another student has objected to that behavior;
- Displaying nude or sexual pictures, cartoons or calendars on any school property.

**Racial harassment behaviors include, but are not limited to:**

- Negative or offensive comments, jokes or suggestions about another student's ethnic origin;
- Obscene or lewd racial comments, jokes, suggestions or innuendoes;
- Slang, names or labels that others find offensive;
- Talking about or calling attention to another student's race or physical characteristics in a negative or embarrassing way;
- Laughing at a student who has experienced racial harassment;
- Blaming the victims of racial harassment for causing the problem;
- Continuing harassing behaviors after another student has objected to that behavior;
- Displaying racially mocking or demeaning pictures, cartoons or symbols on school property.

**General harassment behaviors include, but are not limited to:**

- Threats to hurt or harm
- Any type of bullying
- Intimidating behaviors that create fear
- Malicious teasing and gossip
- Retaliation (payback for getting in trouble)
- Gang-Like behaviors

**Responding to harassment: Reporting harassment forms are in the counseling and attendance office. Do not ignore harassment! As an individual student, you have a responsibility to do whatever you can to stop these types of behavior - whether harassment is directed at you or another student. In order for the school to follow through on these responsibilities, students must tell an adult (principal, teacher, counselor, or other staff). The student may also make a written harassment report. These forms are available in the counseling office or the school office.**

- **See Something, Hear Something, Say Something**

First of all, unless you simply do not feel comfortable in doing so, ask the harassing individual to stop. Let the person know that what you are experiencing or witnessing is wrong, hurtful, embarrassing, not appreciated, etc. Please do not respond in a way that could get you into trouble (for example: fighting, threatening, name calling).

The school also has two very important responsibilities when any harassing behavior takes place:

- To come to the assistance of any student who is being harassed;
- To discipline and counsel any student who is harassing another person.

**Direct Defiance/Disrespect to School Personnel**

Suspension up to 10 days can occur

Refusal to obey reasonable request, instructions, and directives of any school personnel, including volunteers and staff. When a student has an ongoing behavior that they refuse to correct at the directive of a school administrator, or that is a persistent and repeated violation of Policy 3200. Defiance of school authority can also include intentional disruptive behavior.

- Student use of profanity during correction is considered defiant behavior and will result in disciplinary action.

### **False Fire Alarm/911 Call**

1<sup>st</sup> offense per year Possible immediate emergency expulsion for a minimum of two (2) full days and parent conference prior to being readmitted 2<sup>nd</sup> offense per year Possible immediate emergency expulsion and recommended long-term suspension

The student may also be reported to the county fire officials or to the sheriff's office.

### **Leaving School Grounds without Permission**

Leaving campus without permission potentially puts students in situations that are concerns for their safety. Because of this, students will follow check out procedures at the office when leaving school during the day. Students who leave campus without permission will be subject to disciplinary action and potentially impacting Truancy actions.

### **Theft or Property Damage (less than felony level)**

Suspension up to 10 days can occur

Possession of another person's or district property, regardless of value, without the person's permission with the intent to deprive the owner of such property. As part of the sanction, restitution will usually be required. \*Plus restitution (cost of item or property damage and labor). The student may also be reported to the sheriff's office.

### **Theft or Property Damage (minor incident)**

Suspension up to 10 days can occur

Disciplinary action will vary based on the value of the item stolen or damaged (minor/major/felony level) and disciplinary action may include up to 10 days suspension and potential notification of law enforcement or fire officials. Restitution will often be required.

### **Defacing or Destruction of Property**

Suspension up to 10 days can occur

For school discipline purposes, means the unauthorized, intentional damage to district property or the property of others (other than arson). Note RCW 28A.635.060

### **Possession of Lost or Stolen Property**

Suspension up to 10 days can occur

### **Dangerous Behavior**

Suspension up to 10 days can occur Possession/use of objects that could endanger others

### **Cheating Plagiarism**

Will result in loss of credit for assignment or test and parent contact will be made

### **Out of Class without Permission**

Lunch detention or after school detention may be required

Misuse of hall pass or late to class more than 5 minutes. Not reporting within the first 5 minutes of class OR leaving class without permission is a truancy.

### **Misuse of Computers**

May include loss of computer and network privileges and or lunch detention.

### **Minor Infractions**

Repeated violations of the **same** infraction:

- 3 Pause Cards in a Monday through Friday week will trigger afterschool detention for the following Monday, 2:30 – 4:30pm.
- Excessive Pause cards may result in the creation of a behavior plan.

## **First Floor**

