

# PARENT HANDBOOK



## **NORTH TAPPS MIDDLE SCHOOL**

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**[www.dieringer.wednet.edu](http://www.dieringer.wednet.edu)**

**2022-23**

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## **PRINCIPAL'S MESSAGE**

Dear Parents, Guardians and Students,

The staff of North Tapps Middle School welcomes you to our school. We hope you will find working with us a rewarding and exciting experience. At North Tapps Middle School, learning and safety are our most important goals, but we hope that the challenges and opportunities you will find here will also make the journey fun.

This booklet has been designed as a quick and easy reference guide. We hope that you will use it in combination with the Student Handbook, Student Rights, Responsibilities and Regulations, and the Bulldog Survival Guide to find answers to any of the questions you may have about our building. We also invite you to visit our website at [www.dieringer.wednet.edu](http://www.dieringer.wednet.edu) for more information about our school's programs and services.

I hope you will feel free to contact us if you ever need further assistance.

David Uberti,  
Principal

## **VISION STATEMENT**

*Learning Today for Tomorrow's Challenges*

## **BELIEF STATEMENTS**

North Tapps Middle School:

- Staff are caring, growing professionals who set the highest performance expectations for themselves and their students.
- Continually strives to improve the academic performance of students through innovative instructional practices, emphasis on higher order thinking skills, and commitment to instruction in basic skills.
- Aggressively employs emerging technology as a powerful instructional tool.
- Promotes a positive and safe learning environment where achievements and good citizenship are consistently recognized.
- Staff pledge themselves to the successful academic, physical, and social growth of every student.
- Staff recognize and respond to the unique needs of emerging adolescents.

## **DAILY SCHEDULE**

Building Opens	7:35
1st Period	7:45 - 8:45
2nd Period	8:48 - 9:45
3rd Period	9:48 - 10:45
4th Period	10:48 - 12:15
1st Lunch	10:45 - 11:15
2nd Lunch	11:15 - 11:45
3rd Lunch	11:45 - 12:15
5th Period	12:18 - 1:15
6th Period	1:18 - 2:15
School Dismisses	2:15
Busses Depart	2:20
Activity Bus Departs (Wed.& Thurs.)	4:10

## **EARLY DISMISSAL SCHEDULE**

Building Opens	7:35
School Begins	7:45
School Ends	10:59
Buses Depart	11:04

## **SCHOOL HOURS**

Students are not allowed into the building before 7:35; at that time the commons/cafeteria is available for student use. The official school day is 7:45 - 2:15. On Wednesday ACE days, school will start at 9:45. You must leave promptly at 2:15 unless you are taking part in supervised school sponsored activities. Take your belongings with you as you go to classes and activities.

## **ACADEMIC COLLABORATION AND ENHANCEMENT (ACE) CALENDAR**

The Staff of North Tapps Middle School utilizes a program of late start ACE Days that provide benefit to the students, parents and staff in several ways including:

- Providing time for our professional staff to work and plan collaboratively
- Creating opportunities for staff to meet with parents to discuss progress
- Developing school wide initiatives such as the School Improvement Plan
- Providing time for adolescent students to catch up on sleep and/or homework
- Giving parents options for scheduling medical and dental appointments during the day and outside of the school day

The ACE calendar will operate beginning with the first and continuing through the last Wednesday of the school year. There is no ACE late start on the Wednesday before Thanksgiving Break. During the first five Fridays following winter vacation, ACE Wednesdays will be exchanged for early dismissal Fridays. On Wednesday ACE days, buses will run two hours late and school will begin at 9:45 a.m and end at 2:15p.m. On ACE Fridays, we will start school at 7:45 a.m. and end at 10:54 a.m.

An ACE calendar will be provided to parents at the beginning of the year.

### **SAFETY:**

The safety of NTMS students is of the utmost importance and receives regular attention. Ongoing committees on school safety and emergency preparedness meet regularly. The building and grounds are inspected and monitored consistently for repair needs and safe conditions.

For the safety of your student, the following guidelines are in place:

- All visitors must check in at the office to receive a visitor's badge.
- NTMS has a closed campus. Students are not allowed to leave campus during the school day.
- There is no before or after school supervision on school grounds or in the building unless you or your child have made prior arrangements with a staff member. Students not having made such arrangements must not arrive at school before 7:35 am and should go home on the after school bus.
- One of the reasons we transport so many students is our rural roads and lack of sidewalks. For safety reasons, we do not want to have Dieringer students walking along the shoulders of our roads or crossing the street on their way to and from school. In some cases, students live just across the street or very close to a school, yet it is safer to transport them by bus than to have them walk. Under no circumstances should students be crossing the road in front of the school.

### **EMERGENCY PREPAREDNESS:**

North Tapps Middle School and the NTMS PTSA have worked extensively to ensure that the NTMS staff and students are prepared in case of a major emergency during the school day. Emergency procedures have been written and the staff has been trained to carry them out. Classroom emergency kits and other emergency equipment are in place throughout the school. Fire, earthquake, and lockdown drills are practiced during the year. Additionally,

bus safety drills are conducted regularly.

**EMERGENCY/REGISTRATION INFORMATION:**

At the beginning of each school year, Student Information Updates completed through Family Access. Upon receipt of the email, you may log in and update your information. We ask that you complete this as soon as possible so we have the most current information on file in the event we need to contact you in an emergency.

**EMERGENCY PLANS:**

Weather conditions or other emergency situations may require that NTMS students be bused home before normal dismissal time. Parents are advised to develop a plan and discuss it with their students concerning what to do if the student should arrive home and no adult is there to meet them.

**EMERGENCY SCHOOL CLOSURE PROCEDURES:**

Emergency school closure information is available on the website, radio, and TV. Emergency information will also be relayed to parents and students by phone and e-mail through the district’s School Messenger phone service. Radio stations will be announcing schedule changes by district name and number. **Listen for Dieringer School District #343, not Sumner District #320.** Please do not call the radio stations or the school offices, as the calls jam busy phone lines.

**Announcements are for one day only!** These stations will be broadcasting school emergency information.

<b>TV:</b>		<b>AM:</b>		<b>FM:</b>	
KOMO 4	KIRO 7	KCIS 630	KLAY 1180	KPLU 88.5	KXXO 96.1
KING 5	KCPQ 13	KIXI 880	KGRG 1330	KGRG 89.9	KGy 96.9
KONG 6		KOMO 1000	KUOW 1340	KMPS 94.1	KIRO 97.3
		KGy 1240	KRKO 1380	KUOW 94.9	KCMS 105.3
				KWRM 106.9	

You may hear the following announcements:

**“School Closed.”** All schools are closed for one day. If school is closed, all meetings, field trips and after school activities are canceled.

**“Schools Open, Limited Bus Transportation.”** Limited transportation routes will be in effect all day. Your child will be dropped off where he or she was picked up in the morning. All after school activities are canceled. Information on limited bus transportation routes will be sent home with your child.

**“School Open, Two Hours Late.”** All after school activities are subject to cancellation. Decisions will be made by noon. If the district announces School Open Two Hours Late on an ACE day, the middle school will start school at 9:49.

**“No Out of District Special Education.”** Self-explanatory.

Emergency school closure information is also available through the Dieringer website at **www.dieringer.wednet.edu**. Access the District Office page, For Families tab and click on “Emergency Information”. A link to the Flash Alert System will provide specific information on closures in our district.

## **PROHIBITION OF HARASSMENT, INTIMIDATION AND BULLYING**

North Tapps Middle School is committed to providing a safe and civil environment free from harassment, intimidation and bullying (HIB). HIB includes any intentional written, verbal or physical act including those motivated by characteristics such as race, color, religion, ancestry, national origin, gender, sexual orientation or mental or physical disability when the act:

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

Many behaviors that do not rise to the level of HIB may still be prohibited by other building or classroom policies. This policy is a component of the building's responsibility to maintain a safe, civil, respectful and inclusive learning community and is accompanied by comprehensive training of staff.

Depending on the frequency and severity of the conduct, intervention, counseling, correction, discipline and/or referral to law enforcement will be used to remediate the situation. False reports or retaliation for HIB also constitute violations of this policy.

### **Procedures**

#### Informal Complaint Process:

Anyone may use informal procedures to report to any building staff member complaints of HIB. Complaints will be investigated and resolved informally if possible using any of the following steps;

- An opportunity for the complainant to explain to the alleged perpetrator that the conduct is unwelcome, disruptive or inappropriate either in writing or face to face;
- A statement from a staff member to the alleged perpetrator indicating the conduct is not appropriate and could lead to discipline if proven or repeated or;
- A general statement from an administrator without identifying the complainant.

Informal complaints may become formal complaints at the request of the complainant, parent, or guardian or because the district believes the complaint needs to be more thoroughly investigated.

#### Formal Complaint Process:

Anyone may initiate a formal complaint of HIB even if the informal complaint process is being used. Complainants will not be promised confidentiality since it cannot be predicted what will be discovered or what kind of hearings may result. Additional provisions include;

- All formal complaints shall be in writing
- A district appointed compliance officer shall investigate all formal, written complaints of HIB and will provide a written report with results of the investigation
- The superintendent or designee shall respond in writing within thirty days stating;
  - That the district intends to take corrective action; or



○ That the investigation is incomplete to date and will be continuing; or  
**PROHIBITION OF HARASSMENT, INTIMIDATION AND BULLYING,  
cont'd**

- That the district does not have adequate evidence to conclude that HIB occurred.

Students will be provided with age-appropriate information on the recognition and prevention of HIB and their rights and responsibilities under this and other district policies and rules at student orientation sessions.

## **BULLDOG PRIDE**

The actions of students and staff of North Tapps Middle School are a reflection of the way we feel about our school. We call this feeling “Bulldog Pride” and it is shown to others in many ways.

### **SCHOOL COLORS:**

North Tapps Middle School’s colors are red, white and black. Our mascot is the Bulldog. Students are encouraged to wear school colors on Fridays to enhance school spirit.

### **BUILDING CARE:**

Because we care about our school, we all must work to keep it clean and in great shape. Those who see others treating the building and grounds poorly should take responsibility to correct the problem or report it to an adult. There are several ways that everyone can help to keep the school looking great:

- To avoid gum on carpets, furniture and walkways, chewing gum must not be used at school or on school buses.
- Food and beverages (excluding water) may only be consumed in rooms with tiled floors (commons and science classrooms) with staff permission.
- To keep our hallways, classrooms and busses clutter-free and safe, all bags should be no longer than 18”. Students should keep their belongings with them at all times. P.E. lockers are available for students needing to store clothing for that class.
- To help keep our gym floor safe and clean, a separate pair of sneakers must be used in P.E. classes. When attending an event in the gym, please be sure to walk to the side and not directly on the gym floor.

## **STUDENT APPEARANCE:**

Styles and fashions are continually changing, and student attitudes and behaviors are influenced by both how much of the body is revealed and by printed statements and symbols found on clothing. To maintain a climate that supports learning, decisions as to what clothes are appropriate for school will be made using the following specific guidelines.

- Chains, hats, scarves or other head coverings are not to be worn at school
- Tank tops, bare midriff, halter top, strapless or narrow strap/string shirts are not permitted
- Undergarments must not be visible
- Necklines should be appropriate for the school environment
- Shirt bottoms must meet the waistline of skirts, shorts or pants
- Shorts and/or skirts must be fingertip in length and hemmed
- T-shirts, badges or other items of apparel which, by printed word or symbol, display or promote alcohol, drugs, tobacco, sex, nudity, violence or gang behavior or that disrupt the educational climate, are prohibited
- Pants, shirts, or blouses must be free from holes and must not be cut as to be excessively revealing
- Dress and/or appearances which constitute a clear and present danger to the students' health or safety or which cause interference with work or create a classroom or school disruption will not be permitted.

Any student found out of compliance with the dress code will be given a warning and a chance to correct the violation. Students unable to correct the violation will be expected to wear a school issued cover-up or they will be sent home.

## **STUDENT BUILDING RULES:**

- ◆ Keep our building and outside areas clean
- ◆ Respect school property and the property of others
- ◆ Gum is not permitted
- ◆ Follow the school dress code
- ◆ Respect the safety of others
- ◆ Walk through the building and outside areas in a safe and orderly manner
- ◆ Follow school cell phone policy; all other electronic devices are prohibited unless requested by staff
- ◆ Food and beverages may only be consumed in rooms with tiled floors by staff permission \*  
Water only in carpeted rooms unless permission given by teacher
- ◆ Students may not leave campus or return without office permission – North Tapps Middle School has a closed campus during the school day

*\* Does not apply for lunch detention (considered an extension of the lunchroom)*

## **SUPPORT PROGRAMS**

### **SPEECH PATHOLOGIST:**

Students identified as having difficulties in the areas of speech, language voice, hearing and /or fluency that affects their educational performance are referred to our speech pathologist. The student may receive assessments, consultation and/or remediation for these needs.

### **ASSISTANT PRINCIPAL:**

North Tapps Middle School is served by an Assistant Principal who is available to work with students on an individual, group or classroom basis. The Assistant Principal also works with parents to help them better understand the school environment, the unique needs of adolescents, and will provide referrals to parents who request further support.

### **SCHOOL COUNSELOR:**

Two school counselors are available to support students' social/emotional well being. Students wishing to see their counselor may fill out a request card in the office.

### **SPECIAL EDUCATION:**

Special Education provides additional assistance to students who are experiencing academic, social or emotional difficulties. On-going evaluation is performed with students who qualify for this program. The goal is to enable students to work in the regular classroom setting as much as possible. Eligibility criteria for students served by the Special Education program is established by the state.

### **SCHOOL PSYCHOLOGIST:**

The school psychologist works cooperatively with the principal, assistant principal, counselor, teachers, and parents in understanding student learning and social problems. Children are referred to the psychologist through the multi-disciplinary team (MDT) which is managed by the building principal.

## SCHOOL CONFERENCES:

Parent-teacher conferences are held in mid-November. Parents will receive specific information concerning conference times and locations through the school newsletter. If parents have questions or concerns at other times during the year, they are encouraged to contact teachers by phone or e-mail.



## PARENT INVOLVEMENT

Parent involvement is as important in the middle school years as in the elementary years. The school and the home are partners in your student's education, and when we work together, your student will do better. Not only does parent and family involvement increase your child's achievement and success, but research has also shown that when parents and other adults are involved in school, the school gets better. We want to have you involved, for all our students' benefit.

Some of the ways you can become involved at school are:

- Volunteer in the classroom.
- Help on school projects, events, field trips, etc.
- Participate in school functions. From curriculum nights to parent conferences to athletic events; just being at school shows you value learning and support the school.

***For safety reasons, all visitors and volunteers must check into the school office upon arrival at school.***

Some of the ways you can help at home are:

- Send your child to school on time every day, well-rested, fed and ready to learn.
- Establish a regular place and time to do homework.
- Encourage reading.
- Take an active interest in your child's school and let your child know how much you value learning.
- Become informed about what is happening at school. The NTMS newsletter is published weekly and sent home via email. It is also available on the North Tapps Website.

Keep the lines of communication open between you and your child's teachers. Call or e-mail the teacher directly with compliments or concerns.

For more information on how to be involved, call the school office or contact a PTSA officer.

## NTMS PTSA

The NTMS PTSA is an important part of North Tapps Middle School. The PTSA works to provide programs that enhance and promote the health, safety, welfare and education of all students. Each year, together with you, we continue to build working relationships between parents, the school staff and your children, to improve communication between home and school, and to help parents better understand the challenges of raising adolescents.

NTMS PTSA programs include:

- Emergency preparedness and school safety
- Pink Day Activities
- Color Run
- NTMS technology support
- Book fairs & Bulldog Tile sales
- Teacher funding

All NTMS parents are encouraged to join the PTSA. Your membership shows NTMS staff and students that education is important to you and that our supplemental learning programs, safety awareness, and advocacy for all children are essential in today's schools.

The PTA is the largest volunteer organization in Washington State. The results of strong membership extend far beyond the shores of Lake Tapps. The Washington State PTA keeps a daily presence in Olympia on behalf of all kids.

NTMS PTSA membership cost is \$20.00 per family or \$10.00 per individual. Parents may sign up at Bulldog Days or throughout the year. Membership forms are available in the office or on the PTSA portion of the website.

Your input is always welcome! Please contact one of the elected officers below with your questions, ideas, or to volunteer for one of our activities:

President                      Jennie Hulburt                      [ntmsptsa@gmail.com](mailto:ntmsptsa@gmail.com)

## ATTENDANCE

Regular and punctual attendance is necessary for students to achieve maximum benefit from the school program. By having students stay home only when absolutely necessary, consistent attendance patterns can be established. Good attendance is also an important way that parents can help their youngsters meet our district's "Standards of Excellence" and high expectations for student performance.

### **EARLY DISMISSAL:**

In the interest of safety, parents wishing to take their children out of school early must pick them up in the office where they will be signed out.

### **EXCUSED ABSENCES:**

North Tapps Middle School accepts the following as excused absences: Illness, medical or dental appointments, and bereavement. Any other absence must be checked with the principal

in advance. If possible, please attempt to keep these excused absences to a minimum by scheduling appointments outside the school day.

### **EXTENDED ABSENCES (FAMILY VACATIONS):**

Requests for student absence are highly discouraged and will be considered on an individual basis. Parents wishing to remove their students from school for family reasons must contact the building principal and complete the Pre-approval for Extended Absence form. One week notice is required, and, as with all makeup work, teachers will determine which assignments are to be completed.

### **ILLNESS:**

As soon as you know your student will be absent, please call the school at 253-862-2776 to let office personnel know. After we receive the absence reports from each classroom, as a safety check, an automated call will go out to parents of students who have not been reported absent by a parent or guardian.

We do not have adequate facilities to maintain students that are ill at NTMS. Therefore, we ask that parents pick up their child should he or she become ill during the school day. Please keep the office up to date with any telephone changes in case your child becomes ill or in case of emergency.

### **RETURNING TO SCHOOL:**

Upon returning from an absence, we ask that each student bring a written excuse signed by the parent or guardian. This excuse is not necessary if phone contact was made to our office personnel.

Students who intend to participate in after school activities must attend school a minimum of three periods and participate in PE classes for the day. Parents should also sign their child in at the office upon returning to school from an appointment or other excused absence.

### **TARDINESS:**

Punctuality is an important life skill and students who arrive late to school disrupt the learning environment for others. Transportation is provided for all students who live in the district, so arriving at school on time is an expectation. \*Tardies are excused if a doctor's note is received by our office. Students who do not arrive on time will be subject to the following disciplinary steps:

First tardy per quarter:	Warning to student
Second tardy per quarter:	Warning to student/Letter to parent

#### **TARDINESS, cont'd**

Third & Fourth tardy per quarter:	Blue slip and detention assigned
Fifth tardy per quarter:	Office referral/Honor Level III

**\*Please note-change to District policy-a doctor note is required to excuse a tardy.**

### **UNEXCUSED ABSENCES:**

Students are expected to attend school each day unless they are ill. Students who do not attend

school when they are well are considered truant and will receive an unexcused absence on their transcript. Students who are truant are also subject to disciplinary action by the school and legal action by Pierce County Juvenile Court. Students will be expected to make up the time lost from unexcused absences.

## **GENERAL INFORMATION**

### **ACCIDENTS:**

All accidents occurring at school or at school-related activities must be reported to the office immediately.

### **ASSIGNMENT SHEETS:**

Students are expected to use and maintain assignment sheets or a weekly class syllabus as a means of developing responsible behavior, improving organizational skills, and facilitating home/school communication. School guidelines for the use of assignment sheets will be shared with students. Parents will also be notified about these guidelines.

### **CURRICULUM:**

Each individual teacher will send home information regarding grading policy, materials and classroom rules.

### **EXTRACURRICULAR ACTIVITIES CODE:**

Students who choose to participate in extracurricular activities must meet the requirements of the Participation Guidelines for Extracurricular Activities Code. Coaches and advisors will explain additional requirements and check student eligibility. Basic requirements which must be met prior to the first practice or meeting include:

1. **Grade point average of 2.0 or higher with no "F's"**
2. Completed In Touch Online Registration
3. Physical form on file with office
4. Statement of insurance
5. Completed Concussion/Cardiac Arrest form
6. Completed Risk (consent) form - for each individual sport
7. ASB Card (\$25.00)
8. Pay a Sports Fee of \$25.00 (maximum of \$50.00 per year)

### **FAMILY ACCESS:**

Parents can access student information through Family Access through Skyward.

Features include:

- ◆ Parents follow link from district website
- ◆ Each parent has individual access to grades and attendance using PIN
- ◆ Uploads are done in real time but teachers can determine when grades are posted.

**FEES:**

Students must buy materials used for individual projects in Home & Family, Gateway, Video Game Design, and Art. A receipt will be issued upon payment of fees.

**FINES:**

It is assumed that materials used will be returned showing only usual and expected wear. In any instance of loss or damage to materials or equipment that has been issued to a student, a fine will be levied. Such monies will be receipted when collected. Yearbooks will be withheld until the last day of school if the fine is not paid.

**LOST AND FOUND:**

If an item is lost at school, Have student check with a PE teacher to see if it has been found. Parents are encouraged to label clothing and other belongings. Each year, hundreds of dollars of unclaimed clothing and materials are donated to charitable organizations!

**MONEY AND VALUABLES:**

It is unwise to bring large amounts of money or items of value to school, since the school will not be responsible for reimbursement should they be lost or stolen. Items such as baseball cards, music players, or any electronic equipment which can be valuable and for which ownership is difficult to determine will not be permitted.

**PE LOCKERS:**

PE lockers may be opened by school authorities whenever deemed necessary, and students will be held responsible for any unlawful items or materials found in their assigned locker.

**PESTICIDE POLICY:**

**Purpose:** This policy is to insure proper procedures are used by the Dieringer School District when applying pesticides. These procedures will reduce the risk of exposure to students, staff and the local community.

Pesticide applications will be posted in schools and at the site to be treated 48 hours prior to application. The notification will be posted in a prominent place in the main office of the school. The posting will include the heading “*Notice: Pesticide Application*”.

**PESTICIDE POLICY, cont’d.:**

- a. Product name of the pesticide to be applied
- b. Intended date and time of application



- c. Location to which the pesticide application is to be applied
- d. Pest to be controlled
- e. Name and phone number of a contact person for the district

In the event of emergency applications, school offices will be notified prior to application and will be posted upon completion of application.

Pesticides will be applied by the Dieringer School District Maintenance Department and or by licensed spray companies. Most applications will be done after school hours before weekends, school breaks and before holidays.

All pesticides and herbicides used by the Dieringer School District will be posted on our website and in handbooks. For more information you may contact our maintenance department at 253-862-6703.

### **PICTURES:**

Arrangements are made with a private photographer to take individual pictures of boys and girls at Bulldog Days for student records. A makeup picture day will be scheduled the first or second week of school and retakes will be taken in October. As a service to parents, these pictures may be purchased on a prepaid basis.

### **REPORT CARDS:**

Report cards are mailed home following each quarter or 45 day period. Progress reports are posted to parents midway through each quarter to alert parents to academic concerns prior to quarter or semester grades being posted. Parents with questions are encouraged to contact teachers through email. Students who receive a GPA of 3.25 or above are placed on the Honor Roll list. Students receiving all A's Quarter 1, 2 and Semester 1 are eligible for Honor Society.

### **SCHOOLGY INFORMATION:**

#### **SCHOOL PERFORMANCE REPORT:**

An annual School Performance Report is available online and to parents upon request. The report contains information about school programs, test scores, and plans for school improvement. The School Performance Report is available on the Website.

#### **STUDENT MEDICATION:**

It is desirable for medications to be taken at home. However, if it is necessary for a student to take medicine at school, it must be done in the office. All medicine, both prescription and nonprescription, must be checked in at the office. Students are not allowed to carry medications to school, they must be checked in by an adult. **Authorization to take the medicine must be given by a physician prior to any medication, prescription or non-prescription being administered.** Contact the office for the appropriate form.

#### **TELEPHONE:**

The office phone is not intended for student use and may only be used in case of emergency.

(Forgetting one's homework or gym clothes does not constitute an "emergency"!) To use the office phone, a student must have a written pass from the teacher who excused the student.

Cell phones may be used before school and after school outside the building only. At all other times cell phones are to be turned off. Unauthorized use of cell phones will result in confiscation of the phone (taken to the vice principal's office to be picked up by the parent). Additionally, the school will not be responsible for lost or stolen phones.

### **UNAUTHORIZED SALES:**

Sale of any item at school without the prior approval of the ASB and administration is prohibited.

### **VISITORS:**

In the interest of security, visitors must check in at the office to receive a visitor badge before proceeding to their destination. Student visitors are not permitted any time during school hours or at student activities such as dances or field trips. Former students who wish to visit with staff are encouraged to do so after regular school hours. Parents who wish to observe a classroom must first contact the building principal who will explain the process and make all arrangements.

## **NORTH TAPPS MIDDLE SCHOOL**

### **PHILOSOPHY OF DISCIPLINE:**

We believe and expect that all students will strive to accept responsibility for their behavior. Positive behavior creates a safe academic and social environment conducive to learning. As a means of promoting positive behavior, students are recognized. Students who consistently make inappropriate choices will face escalating disciplinary action. The focus of corrective action will be to encourage positive change.

### **EXPECTATIONS:**

All students at North Tapps Middle School will be expected to:

1. Demonstrate respect to everyone at all times.
2. Be prepared to learn.
3. Keep our school environment clean.
4. Walk through the building in an orderly manner.
5. Be in class on time.

### **THE HONOR LEVEL PROGRAM:**

The "Honor Level" program is a key component of our school-wide discipline policy. This program stresses positive behavior and encourages, recognizes and rewards the vast majority of

students in the school who consistently make good choices about their behavior. Students who fail to make good choices about their behavior receive a consequence that is fair and consistent.

There are three honor levels in this program. The honor level of a student is determined by the number of demerits that a student has accumulated over a **fourteen** day period.

Here is how students are affected as they pass through levels.

**LEVEL I:** Students are eligible for all school events, activities and (no demerits during a 14 day period) rewards. Examples include: special assemblies, dances, special events and treats. Other privileges will be suggested by the faculty and the ASB.

**LEVEL II:** Students are eligible for most school events, activities (1-12 demerits during a 14 day period) and rewards. Each infraction will result in a consequence assigned the following day. Examples include lunch or after school detention.

**LEVEL III:** Students are not eligible for any school events and (13 or more demerits period) rewards. Increasing number of infractions results in during a 14 day more serious consequences.

### **HONOR LEVEL RECOGNITION:**

At North Tapps Middle School, our staff believes that the vast majority of students who demonstrate good behavior and conduct on a consistent basis should receive privileges and recognition for their efforts. These students are called “All Stars”, and a few of the ways in which their positive conduct has been recognized in the past have included:

- |                    |                        |
|--------------------|------------------------|
| Dances             | Rainiers’ game         |
| Skating party      | Treats                 |
| Special assemblies | Extended lunch periods |
| Ice cream          | Free time              |

A few key components of this program include:

- Everyone starts out at Level I.
- Positive conduct is recognized and rewarded.
- Once a student is able to go 14 days with no slips, he or she returns to Level I and all privileges are restored. **All-Star trips are not restored if a student received over 3 demerits in a quarter**
- Students are expected to serve detentions assigned to them or face a more serious consequence.

### **HONOR LEVEL RECOGNITION, Cont’d.:**

- Students are given a “fresh start” at the beginning of each quarter.

## **ROLE OF THE PRINCIPAL:**

In all matters involving student discipline, the building principal will investigate the problem by gathering as much information as possible. The decision reached will take into account the following factors:

1. Category of the infraction
2. Severity of the incident
3. Student's cumulative discipline record
4. Principal's discretion

## **INFRACTIONS:**

The following lists of behaviors and resulting consequences can be used as a guide for students and parents. It is not intended to be all inclusive but serves as a reminder that progressive discipline is the intent.

### **CATEGORY A**

Includes moderate classroom management, bus and building problems such as: Tardiness, lack of materials, refusal to follow directions, swearing, clothing, gum or hallway disruptions, disrespectful and disruptive behavior, lunch time misconduct, and away from assigned area. **The Honor Level program is often used as a means of correcting problems for this category of offense.**

Teacher actions for Category A violations may include one or more of the following:

1. Student conference
2. Parent contact by phone
3. Parent conference
4. Teacher assigned detention
5. **Honor Level detention slip** and/or removal from class for the period (time out)

Administrative actions for Category A violations may include one or more of the following:

1. **Loss of Honor Level/loss of privileges and detention**
2. After school detention
3. Parent contact
4. Behavior contract
5. Evening detention
6. Saturday school
7. Short-term suspension

### **CATEGORY B**

Includes serious classroom management, bus and building problems such as: Truancy, fighting, harassment, refusal to accept discipline, verbal abuse, rude, disruptive, disrespectful, or disobedient towards staff, minor theft, possession of dangerous materials such as matches, lighters or pocket knives. **Students with violations in this category will be dropped in level in addition to any of the actions found below.**

Teacher actions for Category B violations include:

1. Honor Level detention slip and/or removal from class for the period (time out).
2. Request conference with the student and principal.
3. Written referral to the principal.

Administrative actions for Category B violations include:

1. First offense will result in loss of level as well as student conference, detention and parent contact, and/or:
2. Saturday school.
3. One to ten days out-of-school suspension with parent/student/administration conference required prior to re-entry.

### **CATEGORY C**

Includes extreme classroom, bus and building problems such as: Tobacco, drug and alcohol offenses, theft, profanity towards staff, intimidation/threat to harm, vandalism, assault, extortion, weapons, arson, or setting off fire alarm or explosives. Students having violations in this category will immediately be dropped to Level III in addition to any of the actions below.

Teacher action for Category C violations includes:

1. Written referral to the principal.

Administrative actions for Category C violations include:

1. Immediate one to ten day short-term suspension and parent conference required for re-entry.
2. Long term suspension up to 90 days and parent conference required for re-entry.
3. Expulsion.

In addition to the above consequences, depending on the nature of the offense, the local authorities will also be contacted.

### **DETENTION/EVENING SCHOOL/SATURDAY SCHOOL:**

**After School Detention:** Students earning 3 blue slips within a 14 day period report to detention from 2:15 - 4:00 PM. Students may ride the activity bus home (no bus on Fridays).

**Evening School:** Students earning 4 blue slips within a 14 day period report to evening school from 2:15 - 5:00 PM. Your own transportation home is required.

**Saturday School:** Students earning 6 or 7 blue slips within a 14 day period report to Saturday school from 8:00 - 11:00 AM. Students will be given behavior expectations by the supervisor. Parents are contacted when students have been assigned any of these detentions.

**Administrative Action:** Students earning 7 or more blue slips within a 14 day period may

### **DETENTION/EVENING SCHOOL/SATURDAY SCHOOL, cont'd.:**

be suspended and/or assigned to the Discipline Review Committee. This committee will make specific recommendations concerning the student to the parents and principal.

\* Any student failing to report on time to these detentions may be directly recommended to the review committee and is subject to the next consequence.

## **DISTRICT RIGHTS, RESPONSIBILITIES and REGULATIONS HANDBOOK:**

A copy of our Dieringer School District Student Rights, Responsibilities and Regulations Handbook is available online or upon request at the district office or at any school.

**DSD PROHIBITS ALL DISCRIMINATION:**

The Dieringer School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employee has been designated to handle questions and complaints of alleged discrimination: Dr. Judy Neumeier-Martinson, Superintendent: Phone: 253.862.2537.

**SEXUAL HARASSMENT IS PROHIBITED:**

The Dieringer School District is committed to a positive and productive education and working environment free from discrimination, including sexual harassment. The district prohibits sexual harassment of students, employees and others involved in school district activities.

**DRUG AND ALCOHOL POLICY:**

NTMS has a zero tolerance policy for possession, use, or distribution of drugs, alcohol or paraphernalia which applies to any school-related activity or event. Students found to be in violation of this policy are subject to the following consequences:

First offense: Long-term suspension of 11-90 days\*  
Referral to the police

\*First time offenders may have their suspension time reduced if they are willing to complete a drug and alcohol assessment, along with required education classes.

Second offense: Long term suspension of 11-90 days  
Referral to the police

Third offense: Expulsion  
Referral to the police

**GUN-FREE ZONE:**

Guns or weapons of any kind are not permitted on or near our school grounds. Students found to be in possession of weapons or explosives are subject to suspension or expulsion. Students in possession of firearms will be immediately expelled from the Dieringer School District for a minimum of one year and referred to the police. Students in possession of toy guns or look-alike weapons will be subject to discipline including suspension.

## STAFF LIST

### **Administration:**

#### ***Board of Directors:***

Mike Skagen  
Scott Reisnouer  
Chelsea Steiner  
Greg Johnson  
Megan Bearor

#### ***Superintendent:***

Michael Farmer

[mfarmer@dieringer.wednet.edu](mailto:mfarmer@dieringer.wednet.edu)

### **NTMS Office and Certificated Support Staff:**

David Uberti	Principal
Tyler Borden	Assistant Principal
Jennifer Roscoe	Counselor
Kristine Brubaker	Counselor
Angelia Davis	Office Manager
Julie Sherman	School Secretary
Terry Woodall	Nurse
Kristin Liedtke	LPN/Attendance
Michelle Smith	Speech Pathologist
Dr. Taylor	Psychologist
Dietrich Baker	Technology Integr. Coach
Martha Bulpin	District Technology Coord.
Freddie Diaz	Network Engineer
John Bang	Technology Support Spec

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Library Technician

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### **Kitchen:**

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District Cook

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## STAFF LIST, Cont'd

### Custodial:

Carol Weidemann	Head Custodian
Wakocco Kannah	Evening Custodian

### Para-Educators:

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Effie Dattilo	Para-educator
Carli Eklund	Para-educator
Bianca Filiss	Para-educator
Lynn Nichols	Para-educator
Emma Hodge	Para-educator
Anna Jacques	Para-educator
Telisa Kuboyama	Para-educator
Angie Martinson	Para-educator
Meaghan Seitz	Para-educator
Tammy Smith	Para-educator
Leanne Tressler	Para-educator

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