

Summit Trail Middle School

2024-2025



Be **HERE**
Excellent
Accepting
Respectful
Safe

25600 SE Summit Landsburg Rd.
Ravensdale, WA 98051
425-413-5600

Student Commitment: I recognize that the planner is a tool to help me be organized and successful at Summit Trail Middle School. I commit to using this tool for my success!

My Name is: _____

My Schedule:

Period 4: _____

Period 1: _____

Period 5: _____

Period 2: _____

Period 6: _____

Period 3: _____

STRETCH: _____

My quarterly electives (6th grade rotation only) / My semester electives

Quarter 1	Quarter 2	Quarter 3	Quarter 4

Student Handbook:



Scan the QR Code above to access the Summit Trail Student Handbook

Main Office

Sean Cassidy, Principal
Paul Gardner, Assistant Principal
Kimberly McElreath, Dean of Students
Scott Manzanares, Student Safety Officer

Counseling

Branda Almli, Counselor (last name A-G)
Brianne Doherty, Counselor (last name H-N)
Naomi Whyllie, Counselor (last name O-Z)

Main Office – 425-413-5600
Attendance Line – 425-423-5619
Counseling Office – 425-413-5612
School Nurse – 425-413-5620
Cashier – 425-413-5608
Kitchen Manager – 425-413-5697

School Website

Counseling Website





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Student expectations include:

- * Promote and work toward making school a positive, supportive, safe, and welcoming place for all students and staff
- * Respect and be courteous to fellow students, parents/guardians, and school staff
- * Understand and comply with discipline policies, regulations, and rules
- * Follow school rules, even when not specifically asked to do so
- * Make every reasonable effort to participate actively in any conferences, activities, interventions, or programs recommended appropriately by school staff
- * Recognize how their conduct affects other students and school staff, and make every reasonable effort to restore relationships affected by their conduct
- * Request to complete makeup work while they are out of school for disciplinary reasons, so that they do not fall behind.
- * Share ideas and strategies for improving school climate and school discipline practices



If you are being bullied... ACT!

(**A**cknowledge the problem, **C**are about yourself and others, **T**ell a trusted adult)

- * Calmly tell the other person to stop, or say nothing and walk away. Try to avoid situations where bullying is likely to happen
- * Try not to show anger or fear
- * Tell someone—a parent, a teacher, a counselor

If you know someone who is being bullied:

- * If you feel safe, tell the bully to stop
- * If you don't feel safe...
 - Tell other bystanders how to help stop bullying
 - Say kind words to the student being bullied—be a friend
 - Don't encourage the bully by laughing or joining in
 - Tell an adult
 - Encourage the bullied student to talk to someone about what happened

Tahoma School District

Report it!




SafeSchools Alert is our district's tip reporting service. If you have information about a threat to our safety, do your part and report it! And remember, you can remain anonymous.

REPORT TIPS ON:

- Bullying
- Intimidation
- Harassment
- Weapons
- Drugs
- Other

4 EASY WAYS

 <http://1347.alert1.us>

 1347@alert1.us

 855.997.8625

 Text your tip
to 855.997.8625



Key B.E.A.R.S. Expectations

- Cell phones are to **ALWAYS** be powered off and concealed while on campus
- Gum is not to be chewed on campus
- Food and beverages are to be consumed **only** in the cafeteria
- Water is the **only** beverage allowed in classrooms
- Airpods, headphones and earbuds are not to be brought to school



Tahoma School District Chromebook Care and Responsibility

Your Chromebook is your responsibility until you turn it in when you graduate or leave our system. So, taking care of your Chromebook is important.

Remember:

- Only use for school related activities, not social media, and games.
- Carry in a case, sleeve, or a properly padded backpack.
- Use it only on flat surfaces like a table or a desk.
- Turn it off when not in use.
- Take special care not to damage the screen.
- Keep liquids away from the keyboard.
- Keep it out of sight from thieves.
- Call the Help Desk if you need assistance: 425-413-3230

Don't:

- Leave it on the seat of a car or truck to be seen by thieves.
- Store in a hot car or truck
- Touch it with greasy, food covered fingers.
- Carry it by the delicate screen.
- Jam it into a backpack unprotected.
- Drop or toss your Chromebook.
- Pry off keys.

Repairs can be costly:

- Fines will be assessed for total replacement.
- A fine will be assessed for screen damage/replacement.
- A fine will be assessed for any type of spill damage.

Please remember:

- Bring your Chromebook to school fully charged every day.
- Take your Chromebook to the STMS library if you are experiencing any problems with it.

Summit Trail Middle School

Student Handbook Rules and Responsibilities Agreement

Parent / Guardian

I _____, parent /guardian of Summit Trail
Middle School student _____,
have read and understand the school rules and responsibilities.

Student

I _____, a student at Summit Trail Middle
School, have read and understand the rules and responsibilities. I agree that I
am responsible for complying with these expectations, as well as, any
consequences for failure to comply with these rules and responsibilities.

Parent/Guardian Signature _____ Date _____

Student Signature _____ Date _____

Summit Trail Middle School

Welcome to the 2024-2025 School Year!

This student handbook section will provide you with essential information regarding our school, important procedures, what is expected of you, and how you can get help whenever you need it to be successful during your school year. You and your parents will want to read all the information carefully and use it throughout the school year.

We are proud that you are attending an excellent school. We strive to create an educational environment where all students acquire knowledge, skills, and attitudes, which contribute to a productive and successful future. We look forward to working together with you to make this an exciting, enjoyable, and rewarding school year.

WELCOME

The opportunities for you to learn abound at Tahoma. Whatever your interests, personal goals, or aspirations, you will find unique opportunities to achieve, excel, and receive recognition.

ASSOCIATED STUDENT BODY

Every student at Summit Trail Middle School is a member of the Associated Student Body organization (A.S.B.). The duties of this democratic organization shall be to

- 1) organize and coordinate activities or clubs and classes;
- 2) promote curricular and co-curricular activities;
- 3) reflect student representation on school related issues;
- 4) monitor student funds; and
- 5) model servant leadership.

Students are encouraged to run for A.S.B. office. Officer positions include President (8th grade), Vice President (8th grade), Secretary (7th/8th grade), Treasurer (7th/8th grade), and Human Resources (7th/8th grade) who are elected by the student body in the spring. Director positions include Technology (7th/8th grade), Organization (7th/8th grade), and School Spirit (7th/8th grade) who are appointed through an application process in the spring after officer elections. Senators (6th thru 8th grade) are elected by the student body in the fall. In order to qualify for an A.S.B. leadership position, students must demonstrate strong academics, model behavior, and good attendance prior to and during their term as an ASB leader.

STUDENT ACTIVITY PROGRAM

The student activity program at Summit Trail Middle School is designed to offer all students a balanced set of extracurricular opportunities. In addition to the student government organizations, there are clubs formed by students with common interests. Each club has a faculty advisor and plans its own activities. Clubs are part of and responsible to the Associated Student Body organization.

A.S.B. ACTIVITY CARDS

A.S.B. cards may be purchased in the cashier's office or online at <https://wa-tahoma.intouchreceipting.com/>. The A.S.B. sticker may offer reduced prices for dances/events. The A.S.B. sticker is required for any student participating in co-curricular activities. A.S.B. cards are \$20 for 6th graders and \$35 for 7th and 8th graders.

FINES

Fines and/or fees are imposed for materials that are not returned or have been damaged. Grades and transcripts can be

withheld until all fines are paid. Students with outstanding fines will not be able to participate in sports and/or activities. Each student is responsible for issued Chromebooks, textbooks and materials. Fines will be assessed if they are lost or damaged.

LIBRARY

Students are welcome to visit the library before school, after school and during lunch to read, study, check out books and relax. Students should get a pass from the cafeteria before school and a stamp during lunches to come to the library. Students may check out up to three items at a time and most items circulate for three weeks. Students will be notified via e-mail when books are about to be due. Late books will result in check out restrictions and replacement fines will be issued for books more than 30 days overdue. Fines will also be charged for damaged library materials.

IMMUNIZATION

Each student is required to meet the state's immunization standards. Information and forms are available in the counseling center. State regulations prohibit students from attending public schools without proper immunizations.

MEDICATION

Pursuant to Washington laws, administration of oral medications may be provided at school if all of the following conditions are met:

- All medications must be brought to school by the parent.
- Must be accompanied by an authorization form completed and signed by both the health care provider and the parent.
- Must be in the original bottle labeled with the student's name, health care provider, dosage, and the time of day to be administered.
- All medication must be kept and distributed by the school nurse. The only exception to this would be inhalers or epinephrine pens (when authorized by the nurse). This means that students cannot bring, transport, or possess medications while at school.
- Oral medications include vitamins, cough syrup or ANY over-the-counter medication taken by mouth.

HEALTH CARE SERVICES

To comply with the Family Rights and Privacy Act, we keep a record of the health care services that we provide to each student. You may ask to see a copy of your student's record. You may also ask us to correct that record. We will not disclose your record to others unless you direct us to do so, or unless the law authorizes or compels us to do so. You may see

your record or get information about it at the attending school. Health information pertaining to special education needs is located in the Special Services Department at Tahoma School District Central Services Center.

NURSE'S OFFICE

We have a nurse available every day to administer medications, respond to emergencies, fulfill state requirements for vision, assist in student personal hygiene needs, and determine whether or not a student is too ill to be at school. A student running a fever is considered to be contagious and will need to be picked up. As a general rule of thumb, students should not expect to remain in the nurse's office for more than 15 minutes or expect that teachers will let them visit the nurse's office frequently. The school nurse can be contacted at stnurse@tahomasd.us

BULLETIN BOARDS

All posters and written information distributed to students are to be approved by the principal or the activities coordinator before they are placed on a bulletin board or wall. Nothing is to be posted on the brick or painted walls, doors, etc., without permission.

FLOWER/GIFT/FOOD DELIVERIES

Flowers, gifts, balloons and/or food deliveries (from individuals or delivery services) are not to be brought to your student here at school. They will not be delivered as they are very disruptive to the class and/or cafeteria. A note will be delivered to the student to notify the student that they can pick up the gift/food at the end of day.

PHONES

Students will be allowed to use the classroom or office telephones only in essential situations. Students must have a pass from the classroom teacher to use the office telephone or their own personal cell phone during class time. Students may have cell phones here at school (please see rules regarding cell phones and the District policy and procedures). Cell phones are not to be powered on while at school and the school is not responsible for theft or loss of any cell phone at school.

SCHOOL VISITATIONS

Please see School Board Policy 4200P.

CLOSED CAMPUS

Summit Trail Middle School is designated as "closed campus," which means students CANNOT leave the school grounds once they have arrived, even if school has not yet started.

In addition to being a closed campus, Tahoma has areas where students are not allowed except for instructional purposes. These restricted areas are the parking lots, bus loading areas, and the areas behind any buildings/portables. Students are reminded that the woods surrounding the school are considered off campus areas and are off limits once students arrive at school. Violation of these regulations will result in disciplinary action.

STUDENT PRIVACY

The right to privacy is a fundamental tenet of human liberty. District staff shall take particular care to respect students' privacy. At the same time, they must protect the health and safety of all students and promote the effective operation of the schools. Therefore, only designated personnel shall have the authority to conduct student searches. They shall do so only upon reasonable cause and in a manner prescribed by district

policy. A student shall be free from searches of his/her clothing and other personal property unless there is reasonable cause to believe that something is concealed that may be stolen, an illegal substance, or of immediate danger to the student or to other students. School officials shall request the student remove all items from pockets, backpacks, bags and other personal effects.

VOLUNTEERING

There are many opportunities to volunteer at STMS. School ASB activities, student celebrations, lunch supervision, and library support are some of the areas where volunteer assistance is needed. All volunteers must complete a district background check prior to volunteering. The district volunteer clearance procedure can be completed online. <https://tahomavolunteers.hrmplus.net/>
Please call 425-413-5600 if you have any questions.

BUS TRANSPORTATION

Buses will load and unload in the bus zone. The driver is in full charge of the bus and the students. Students are to obey the driver promptly and willingly. Buses have the right-of-way when leaving the campus. Parents who provide transportation for their children should deliver and pick up their students at the front of the school building. Students being dropped off by parents shall not be on campus prior to 7:40am. Once students arrive to school, they are to proceed to the gymnasium, cafeteria (if eating breakfast), or sign into the library until released at 7:50am.

BUS PASSES

Students planning to get off the bus at a stop or ride a bus other than their regular arrangements must present the bus driver a pass issued from the main office. To obtain a bus pass, the student must bring a signed note from their parent/guardian granting permission. The note must include the address and bus number for the requested bus pass. No walking /bus pass will be issued to visit elementary schools without written permission by the school or teacher they are wanting to visit and a note from their parent, and then transportation home must be provided by parents. The request for all bus passes must be presented to the office prior to lunchtime. There will be no bus passes issued on early release days or the last day of school with the exception of childcare. All bus passes are subject to seating availability.

LEAVING SCHOOL AT THE END OF THE DAY

At the close of school, unless they are attending a school-sponsored activity, students are expected to ride home on the bus or with their parents/guardians. Students that walk to and from school **must** have a note registered in the office. Students are not allowed to ride home with unauthorized individuals without written permission from a parent/guardian. This includes neighbors, friends or older siblings.

SKYWARD ACCESS

All teachers keep grades on-line. The grades are updated at least every two weeks. Student/Family access codes do not change year to year. If you need your student or family access information, please contact the school registrar.

BE A BEAR & ALWAYS BE THERE!

Being present is essential to getting the job done and being successful in school.

ATTENDANCE POLICY

The regularity of attendance is a major contributing factor in reaching the instructional objectives of a course. The following procedures have been designed by Summit Trail Middle School and Tahoma School District staff to develop cooperation between parents/guardians and school authorities in order to assist students in establishing lifelong habits of reliability and promptness. Laws of the State of Washington specify that parents have the primary responsibility for ensuring the attendance of their students at school. The law further states that students shall be regular and punctual in attendance. **This law governs all absences, including excused absences.**

Definitions and Process

Absences

If your student is absent for any reason, please notify the attendance office by calling 425-413-5619 or by e-mailing STATTEND@tahomasd.us by 8:45am. Prior to returning to school, students are required to clear all absences with the attendance office through either a parent phone call, note, or e-mail including the date of absence, current date, parent/guardian signature and the reason for the absence. Students with excessive absences may receive a letter informing them about "BECCA Bill" requirements. It is the student's responsibility to check with their teachers and Google Classroom sites for all make-up work during absences.

Excused Absences - Illness, family emergencies, (i.e., funeral or serious illness), and appointments of a medical, dental or legal nature represent excused absences.

Parental Absences - RCW 28A.225.0101 places the responsibility of student attendance on the parent or legal guardian. Absences other than those defined as excused, given the permission of the parent or legal guardian, are considered parental absences. Parents/legal guardians should understand that any absences will affect academic progress.

Pre-arranged Absences (Form is located in the student

handbook) - Absences for other reasons may be excused if the student presents a STMS pre-arranged excused absence form to the attendance office prior to the planned absence. The student must return the signed form to the attendance office prior to the absence.

Students need to contact teachers through email or teacher websites for assigned work during the absence. Otherwise, the student will make up homework upon returning to school. Although homework may be made up, lack of classroom participation during a pre-arranged absence may affect the student's grade. Formative and summative assessments will need to be made up at homework centers or arranged by the teacher during school time.

Late Arrival/Tardy - A student arriving after 8:00am must check into the main office with a parent note excusing the tardy before going to class. The office will then issue the student a "Class Entry" slip which the student will then give to the teacher.

Early Dismissal - A student who needs to leave before the end of the day must be signed out by a parent or guardian through the main office. All parents/guardians are required to show picture I.D. when entering the building and signing out a student.

Truancy - Truancy is defined as absence from school or class without the knowledge and consent of the parent/guardian or absence from school or class once arriving on campus without the knowledge or consent of the school staff. Students may lose credit for any academic work assigned during a truancy. Students are also subject to discipline up to and including long-term suspension for truancy.

Tardiness - Students will be considered tardy when he/she is not in his/her designated area at the start of the class according to the posted classroom policy. If a student arriving tardy does not have a signed pass to class, the student will need to obtain a tardy slip from the main office. The tardy will then be considered unexcused. Passes are not issued to students to leave class the first 5 minutes of class time or the last 5 minutes of class time. Students are subject to discipline and possible loss of academic work for excessive tardiness.

BE PREPARED

Being prepared leads to successful experiences with the school learning environment. Skills and habits you develop at this time will help you to be prepared for future success in high school and the world of work.

MATERIALS

Students are required to come to class each day with the necessary supplies to be ready to learn including their fully charged Chromebook or laptop. Elective and PE classes have additional materials/fees that can be paid to the school bookkeeper.

HOMEWORK AND ASSIGNMENTS

Homework assignments are extremely important and are essential practice for developing understanding and ability. On average, students should expect about 10 minutes per grade level each day, although it will fluctuate throughout the year. Homework and assignments are expected to be completed to the best of each student's ability and on time. Successful students have regular routines of practice and preparation every day and are good habits to develop for future independence.

Students who struggle with work completion will be directed to additional time and support to ensure that the proper practice is completed.

In the event of excused absences, the student will have one day for each day missed to complete and submit the work. To assist students with gathering homework practice after an absence, each teacher will maintain a teacher website that can be accessed through the building's webpage. Some teacher sites will list the homework that was given each day in class. There are two ways to get accompanying handouts or worksheets, by electronic form on the teacher's website or as a hardcopy in the classroom. If the student does not have access to a computer, please call (425)413-5600 to request homework for two or more days of absences.

Opportunities are provided to help you with your homework.

- Teachers often provide work time in class and can answer questions and support learning immediately.
- WIN Time (What I Need) during STRETCH is a time for teachers to request students who are struggling back to their class for additional support and instruction on the learning of the day.
- Homework Center is offered after school. The days of the week Homework Center is held will vary. Students can receive additional assistance on homework and assignments on these days. The locations of Homework Center each week are made during daily student announcements.

LUNCH TIME

Students are expected to eat in the cafeteria. Food and drinks are not permitted in the outside courtyard, school hallways or classrooms and may be subject to confiscation (exception: personal water bottles) and/or disciplinary consequences. During lunch periods, students may choose to go outside after being dismissed, go to the library with a lunchtime library stamp, or visit with friends in the cafeteria. If students choose to stay in the cafeteria the entire lunch period, they must be seated at a lunch table. Cafeteria expectations are posted and reviewed periodically throughout the school year.

SNOW BULLETIN

In unsafe weather conditions, school may be closed or delayed 2 hours. Sometimes school starts an hour late and/or we are on an emergency schedule. *When "Emergency Schedule" is announced, the Emergency Bus Pick-up/Drop-off routes will be in effect and all after-school and out-of-district transportation is canceled.* Emergency Transportation information is provided by the district transportation department. (425-413-3220)

Communication on poor weather days is via the free FlashAlert Messenger app (Google Play/App store) and from the district. This information will also be posted on the Tahoma School District website.

NO ANNOUNCEMENT MEANS SCHOOL WILL BE IN SESSION ON REGULAR SCHEDULE.

NATURAL DISASTERS

One of the important responsibilities for any school district is to provide for the safety of students in the event of an emergency or natural disaster. Parents and students should be aware of the following:

- If the event occurs during the time students are coming to school, buses will continue to school rather than returning students to their bus stops.
- Students will remain at school and will not be released or returned home unless/until conditions allow them to be returned safely. In extreme cases this could involve remaining at school overnight(s).
- Parents/Guardians are advised not to remove a student from the school grounds unless they have first checked with school officials and the student has been checked out. Students will not be released to neighbors, friends, or relatives unless written permission is sent, or they are designated on the emergency contact form.
- Parents should avoid calling the school. The phones may be needed by school officials for emergency communications.
- Summit Trail Middle School conducts Fire, Earthquake, and Lockdown drills in accordance with the Tahoma School District Safety Policy.

BE EXCELLENT, ACCEPTING, RESPECTFUL & SAFE

A positive, healthy attitude and behavior promotes a safe, fun and successful learning environment.

STUDENT RECOGNITION PROGRAM

The goal of the Student Recognition Program is to promote and publicly recognize students for academic and behavioral excellence. Special events will be organized throughout the school year for students who have met the behavior criteria set at the start of the year.

STMS B.E.A.R.S.

Students who are observed by a staff member **B**eing **E**xcellent **A**ccepting **R**espectful or **S**afe will be recognized with a BEAR Buck. All STMS staff members can

recognize students with a BEAR buck. Students can redeem Bear Bucks for various items at the Bear Buck Booth. The Bear Buck Booth is open Wednesdays during all 3 lunches.

Counseling Services

The Counselor focuses on the personal, social, and educational needs of all students.
The Counselor is an important resource for all students, staff and parents/guardians.

SCHOOL COUNSELORS

Tahoma counselors are professionally trained and certified to work within the school setting with students, parents, teachers, administrators and agencies within the community. The counselor coordinates guidance programs to help students acquire skills in the social, personal, educational and career areas necessary for living in our society. The counselor is a specialist trained to provide prevention and intervention services and to meet the educational and mental health needs of students within the public school system.

Specific services provided may include:

- classroom guidance activities
- group/individual counseling
- academic counseling
- crisis prevention and intervention
- assistance and consultation for parents
- liaison between students, parents, and staff

Counselors:

Branda Almli (A-G)
Brianne Doherty (H-N)
Naomi Whyllie (O-Z)

ACADEMIC REPORTING

Reports cards are issued following the end of each semester/grading period. Semester grades are recorded and maintained in each student's permanent record. In addition, parents and students will be reminded at the midpoint of each quarter to check Skyward grades. Questions regarding student academic progress in class should be directed to the classroom teacher.

PARENT CONFERENCES

Parents/guardians are encouraged to communicate regularly with teachers regarding their student's progress. The date and time of these conferences will be communicated with parents. Parents may also schedule a parent/teacher conference throughout the year by contacting the counselor or the teacher. Because teachers are with students most of the day, email is the most efficient way to communicate factual information with a teacher. However, if there is a concern that involves a discussion, a phone call or conference usually works best.

[TSD Mental Health and Wellness](#)

BE EXCELLENT, ACCEPTING, RESPECTFUL & SAFE

All segments of our society require some standards and rules which every member is expected to follow and maintain. So that the rights of classmates and other students are not infringed upon, the following rules are formed for all to follow. With rights, go responsibilities. A student's responsibility lies in following these guidelines and in encouragement of peers to do likewise.

In addition to the rules that follow, teachers will have specific policies and regulations of which students will be informed, in writing. The specific policies and regulations of the staff will be posted in their classrooms. Students are to follow the school and classroom rules and regulations.

Lastly, any activity that violates state law is also prohibited under district policy.

Aggressive Behavior (see also reckless physical behavior)

Behavior towards another person that is meant to instigate a fight or cause a negative response will not be allowed.

Alcohol and Chemical Substances

A student shall not possess, use, transmit, be under the influence of, or show evidence of having used any alcoholic beverage or other intoxicant. Students may not be in possession of drug paraphernalia. Any illegal chemical substance, Vape, Jule, vape juice, narcotic, hallucinogenic drug, or medicine prescribed to another student is not permitted. No counterfeit drug is permitted. Use of inhalants (huffing) is not permitted. Students may not possess over-the-counter (OTC) drugs or medicines prescribed for them. In addition, a student may not knowingly remain in any area where there is alcohol or drug activity taking place.

Alteration of Records

A student who falsifies, alters, or destroys school records or any communication between home and school shall be subject to corrective action.

Arson

Setting fire to a building or property is prohibited.

Assault/Battery

A student shall not use, threaten to use, or attempt to use force or violence upon another person, including the use of an object or instrument for the purpose of inflicting injury.

Attendance/Truancy/Tardiness

A student absent or tardy from classes without an approved excuse shall be subject to corrective or disciplinary action. Leaving class without the permission of the teacher is also considered a truancy. A student out of class, for any reason, must have a hall pass.

Behavior Contract

Students who violate school rule(s) may be subject to the stipulations of a behavior contract and/or a parent conference before returning to class(es) and/or school.

Bullying (See Harassment, Intimidation, and Bullying)

Cellular Phones, eReaders*, electronic games, earbuds/Airpods, Bluetooth speakers and all other electronic devices.

These devices are to remain off and concealed during the school day (7:40-2:40) and while on campus before school, lunch time and attending after-school activities beyond 2:30pm. Confiscation of the device(s) and progressive discipline will result if they are not powered off and concealed while on campus. Devices can be picked up or returned upon parent request. Students may be placed on a daily check-in/check-out plan if they continue to violate the policy. The Tahoma School District reserves the right to inspect the content on personal electronic devices used at school or school events if school personnel determine there is reasonable suspicion that such devices are not being used in accordance with district rules.

*eReaders may only be used by students during sustained silent reading under the following conditions.

1. The device cannot be accessing the Internet during this time.
2. No games can be on the device.
3. No sound will be enabled.
4. The device does not cause a disruption in any way to the class.

Please see the District Policy and Procedures at the end of this section.

Cheating

Any student who knowingly submits work of others represented as his/her own shall be considered to have cheated and will be subject to corrective action. A student who knowingly allows his/her work to be copied shall also be subject to corrective action.

Closed Campus/Unauthorized Areas

Summit Trail Middle School is designated a closed campus, which means students SHALL NOT leave the campus area once they have arrived—even if the first period of the day has not yet started. Students shall not be permitted in unauthorized areas without staff permission. These areas include parking lots, playing fields, and the woods surrounding the school.

Damage or Destruction of Property

A student shall not intentionally or negligently damage nor deface school or private property in any way. Students and parents shall be liable to the school district for all damage to school district property, and disciplinary consequences may be assigned.

Defiance of School Authority

A student shall comply with all lawful and reasonable instructions of any District employee.

Disruptive Conduct

A student shall not use violence, force, noise coercion, threat, intimidation, fear, passive resistance, or any other conduct to cause the substantial and material disruption of any lawful mission, process, or function of the school.

Such conduct includes occupying school property in order to deprive others of its use, blocking normal pedestrian or vehicular traffic, and intimidating or preventing students from attending a class or school activity or a staff member from exercising his or her lawfully assigned duties.

Dress Code

Please see Tahoma School District Dress Code.

Students must follow the dress code as listed in [School Board Policy and Procedure 3224](#).

Drugs (See Alcohol and Chemical Substance)

Electronic Listening Devices

All electronic listening devices, headphones/earbuds/Airpods, Bluetooth speakers etc. are not to be used or seen on campus during the school day. Please see the District Policy and Procedure at the end of this section.

Explosives

Explosives, including fireworks, are not permitted on school premises or at school-sponsored events.

Extortion

A student shall not take another person's money or property, or coerce behavior, by the use of threats or physical violence.

False Alarm

The intentional tripping of a fire alarm or making a written or verbal bomb threat is prohibited.

Fighting

A student shall not engage in mutual combat in which both parties have contributed to the situation by verbal or physical action. Both combatants involved in a fight may be subject to corrective action or punishment. Any student videoing a fight or verbal/physical altercation between students may be subject to corrective action similar to that of the fight or verbal/physical altercation participants.

Food

All food and beverages must be confined to the student Cafeteria. Gum chewing is **NOT** allowed anywhere on school grounds. Students may have water with them in the building as long as it is in a clear water bottle.

Forgery/Falsification

The act of fraudulently using (in writing or orally) the name of another person or falsifying times, dates, grades, addresses, or other data is prohibited.

Gang Behavior

A student shall not exhibit behavior or gestures or gang membership as set forth in Board Policy 3244.

Hall Passes

A student out of class, for any reason, must have a hall pass. Students wishing to move between after-school activities must also have a pass.

Harassment, Intimidation, and Bullying

The district is committed to a safe and civil educational environment for all students free from harassment, intimidation, or bullying. "Harassment, intimidation, or bullying" is defined as any intentional written, verbal, or physical act, including but not limited to one shown to be motivated by any characteristic in RCW 9A.36080(3), (race, color, religion, or mental or

physical disability) or other distinguishing characteristics, when the intentional written, verbal, or physical act: a) physically harms a student or damages the student's property; or b) has the effect of substantially interfering with a student's education; or c) is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or d) has the effect of substantially disrupting the orderly operation of the school. A student who believes that he/ she, or another student, is being subjected to harassment, intimidation, or bullying (whether by another student, district staff member, parent, or volunteer) may use the guidelines outlined in Policy and Procedure 3207-Prohibition of Harassment, Intimidation and Bullying, to report and resolve the concern. The HIB Policy and Procedure is available through the link below. [\(OSPI HIB Model Student Handbook Language\)](#)

Inappropriate Social Behavior

Students shall refrain from activities that violate standards of acceptable social conduct including public demonstrations of physical affection on the school campus or at school-sponsored events.

Loitering

A student shall be expected to leave the school campus at the official close of the school day unless permission to do otherwise has been granted. Students shall immediately follow requests to disperse.

Loitering in the Presence of Misconduct

A student shall be expected to immediately leave any activity at which misconduct is occurring.

Lying to Authorities

Students shall not deliberately misrepresent or omit any relevant fact when answering the questions of or conversing with school personnel.

Misconduct with Substitute Teacher

Students are expected to show respect to guest or substitute teachers. Students receiving a discipline referral from a guest teacher may incur a harsher consequence.

Multiple Infractions

Multiple infractions means violating more than one school rule or violating the same rule on separate occasions. This may result in significant consequences, up to and including expulsion.

Off-Campus Events

Students at school-sponsored, off-campus events shall be governed by school district rules and regulations and are subject to the authority of school district personnel.

Plagiarism (see cheating)

Students shall not copy, download, or plagiarize a written work and turn in the assignment as his/her own.

Reckless Physical Behavior

Any aggressive or reckless behavior, including horseplay, which jeopardizes the health, safety, or welfare of students and/or staff, is prohibited. Laser pointers are not allowed in school. Any/all sprays/fragrances (i.e. Axe, Tag, etc.) are not allowed at school.

Refusal to Identify Self

All persons are expected, upon request, to identify themselves to school personnel in the school buildings, on the campus, or at school-sponsored events.

Theft

Theft is defined as the unauthorized carrying away of the personal goods or property of another person or the school district. Students and parents shall be liable to the school district for the failure to return school property loaned to a student.

Threats

Students shall not threaten to use force or violence upon any school staff, student, or property. All threats will be taken seriously.

Tobacco and/or Vaping

A student shall not possess, use, or show evidence of having used a tobacco/vaping product of any kind, or any item purported to be such. A student shall not knowingly remain in any area where such an activity is taking place. Possession of matches/lighters or electronic vapes/cigarettes are also not permitted.

Truancy (See Attendance/Truancy)

Unauthorized Computer Use

School board policy states that computers are for educational purposes only and must be in support of education, research, or school-approved co-curricular activities, the use of computers and systems must be in conformity with all laws and school policy and commercial solicitation is not allowed. The use is further defined by the Tahoma School District Electronic Users Agreement found in this handbook. Users are responsible for the privacy of their password, logging off the computer when they are finished, and the appropriateness of the material and actions that take place under their account. No use of the system shall disrupt the operation. Software and hardware shall not be destroyed, modified, or abused. Unauthorized access or attempts to access any computer hard drive or computer system is prohibited and the cost of parts and labor associated with repairing the system may be included as a consequence for tampering with the system.

Level One Offenses may include:

- Accessing programs that are not in the start menu or local programs
- Downloading programs from the internet
- Accessing or deleting programs and/or files from the public directory
- Non-educational use of e-mail and/or computers (i.e. computer games)
- Using someone else's account
- No programs shall be downloaded onto the hard drive
- Attempting to or connecting a personal computing device to the Tahoma School District's network
- Intentionally wasting school resources (paper, ink, etc.)

Possible Consequences for Level One Offenses include short-term loss of internet/computer access at school and disciplinary actions ranging from after-school detention to suspension from school.

Level Two Offenses may include:

- Attempting to gain access to accounts or other restricted areas, such as the computer's hard drive
- Attempting any activity that may potentially disrupt or damage a personal device or district network.
- Displaying and/or printing instructions for making weapons or conducting illegal activities damage the computer or the network.
- Use of the system to store, distribute, or access obscene or pornographic material

Possible Consequences for Level Two Offenses include long-term/permanent loss of internet/computer access at school and disciplinary actions ranging from after-school detention to expulsion from school.

Unauthorized Sales/Distribution

Selling or purchasing any items not authorized as a school fundraiser is prohibited. Distribution of information or material not authorized by the Tahoma School District is not permitted.

Vulgar or Lewd Conduct

Any lewd, indecent, or obscene act or expression is prohibited, including those remarks with racist or sexist overtones.

Weapons and Dangerous Instruments

A student shall not possess or transmit any object that can reasonably be considered a firearm, knife, razor blade(s)/X-ACTO knife, trainer knives, air gun, dangerous weapon/ammunition, objects emitting electrical charges, or a facsimile thereof. State law provides that possession of a dangerous weapon is grounds for expulsion. Any student who is determined to have carried a firearm onto, or to have possessed a firearm on school premises, school-provided transportation, or areas of facilities while being used for school activities, shall be expelled from school for up to one calendar year subject to the provisions of RCW 28A.600.010. The Superintendent may make exceptions in this mandatory penalty on a case-by-case basis.



STUDENTS AND ELECTRONIC DEVICES

Students in possession of electronics devices including, but not limited to, pagers, beepers and cellular phones, while on school property, school vehicles or while attending school-sponsored or school-related activities shall observe the following conditions:

- A. Electronic devices shall be used in accordance with the district's 2022F-1 Acceptable Use Guidelines for Electronic Devices and Information Systems (AUP).
- B. Students shall not use electronic devices in a manner that poses a threat to academic integrity, disrupts the learning environment or violates the privacy rights of others.
- C. Students shall not send, share, view or possess pictures, text messages, emails or other material depicting sexually explicit conduct, as defined in RCW 9.68A.011, in any electronic device, while the student is on school grounds, at school sponsored events or on school buses or vehicles provided by the district.
- D. When a school official has reasonable suspicion, based on objective and articulable facts, that a student is using an electronics device in a manner that violates the law or school rules, the official may confiscate the device, which shall only be returned to the student's parent or legal guardian or law enforcement officers if the device becomes evidence in a legal investigation. .
- E. By bringing a cell phone or other electronic devices to school or school-sponsored events, the student and their parent/guardian consent to the search of the device when school officials have a reasonable suspicion, based on objective and articulable facts, that such a search will reveal a violation of the law or school rules. The scope of the search will be limited to the violation of which the student is accused. Content or images that violate state or federal laws will be referred to law enforcement.
- F. Students are responsible for devices they bring to school. The district shall not be responsible for loss, theft or destruction of devices brought onto school property or to school sponsored events.
- G. Students shall comply with any additional rules developed by the school concerning the appropriate use all electronic devices.
- H. Students who violate this policy will be subject to disciplinary action, including suspension or expulsion.

Cross References: 2022 Electronic Resources

3207	Prohibition of Harassment, Intimidation and Bullying
3241	Classroom Management, Corrective Actions or Punishment
3241P	Classroom Management, Corrective Actions or Punishment
4310	Relations with Law Enforcement Agencies, Child Protective Agencies and County Health

Management Resources: *Policy News*, February 2004
Policy News, June 2010
Policy News, October 2010

Evolution of Cell Phone Use

Students and Sexting

Students and Telecommunication Devices

Revisited

Adopted:041012
Tahoma School District
Classification: Priority

Students and Electronic Devices

Definitions

- A. *Sexting* means sending, forwarding, displaying, retaining, storing or posting sexually explicit, lewd, indecent or pornographic photographs, images or messages by or on a cell phone, computer or other electronic means during school hours or school activities on or off campus; while on school district property, during any recess, lunch or leave periods on or off school district property; or beyond the hours of school operation if the behavior detrimentally affects the personal safety or well-being of school-related individuals, the governance, climate or efficient operation of the school; or the educational process or experience.
- B. *Disrupting the Learning Environment*: means any intentional gesture, any intentional electronic communication or any intentional written, verbal or physical act or statement initiated, occurring, transmitted or received by a student at school that a reasonable person under the circumstance should know will have the effect of:
 - 1. Insulting, mocking or demeaning a student or group of students causing substantial disruption in, or substantial interference with, the orderly operation of the school; or
 - 2. Creating an intimidating, threatening, hostile or abusive educational environment for a student or group of students through substantially severe, persistent or pervasive behavior.
- C. *Third parties* include, but are not limited to coaches, school volunteers, parents or guardians, school visitors, service contractors or others engaged in district business or activities that are not directly subject to District control at inter-district and intra-district athletic competitions or other school events.

Reporting Violations

Any student, employee, parent or guardian or third party who has knowledge of conduct in violation of this policy or any student who feels he/she has been a victim of sexting, menacing, retaliation or reprisal in violation of this policy shall immediately report the concerns to:

- A. The building principal or his/her designee;
- B. A teacher who will be responsible for notifying the building principal or designee immediately if the matter cannot be adequately addressed by the teacher, or warrants administrative intervention;
- C. A counselor, who is responsible for notifying the building principal or designee immediately if the matter cannot be addressed by the counselor or is sufficiently serious to warrant administrative intervention; or
- D. The superintendent of schools or designee.

Investigating

The principal or designee shall be responsible for timely investigating a complaint made under this policy. The investigation, witness statements and evidence shall be documented along with the outcome of the investigation. In the course of the investigation, administrative staff will not send, receive or unnecessarily view or transmit sexting photographs or any other inappropriate images on either the district's or their personal electronic devices. The examination or viewing of the evidence/information will be limited to the extent necessary to determine that misconduct occurred.

Parent or Guardian Notification

Parents or guardians of all students identified in the report shall be notified of the investigation and informed of their students' involvement in the incident.

Discipline

Students whose behavior violates this policy will be subject to discipline up to and including expulsion. Law enforcement will also be notified when conduct may violate criminal laws.

In addition to discipline, the district will assist students and/or parents or guardians to resolve concerns and issues prior to the use of the formal criminal complaint process. These interventions may include consultation, counseling, education, mediation and/or other opportunities for problem-solving.

In imposing discipline the administrator will take into consideration the context of the events, all relevant circumstances, and the parties' prior behavior, the nature of the behavior and its potential harm and the emotional and/or physical harm resulting from the reported party's actions. Exceptional misconduct penalties may be imposed, if in the opinion of the administration it is warranted.

POSSIBLE DISCIPLINARY ACTIONS

A fair and consistent discipline plan must also provide degrees of flexibility for the consideration of individuals involved. The considerations include: 1) intent and severity of the act; 2) the number of previous acts by the parties involved; 3) prior disciplinary action taken to alleviate the situation; and 4) previous parent involvement and input.

Progressive and corrective disciplinary action may involve any of the following actions:

- **Informal Warning:** An administrator or staff member will talk with student explaining the expectations for future situations.
- **Student Conference and/or Warning:** A formal conference is held between the student and staff member to discuss the behavior and expectations and consequences of future situations.
- **Parent Involvement:** Parent/guardian is notified by e-mail, telephone, personal contact or letter. A conference may be conducted between the student, his/her parent/guardian, and staff members.

DISCIPLINE PROGRAM DEFINITIONS

Possible disciplinary actions include the following, which are listed from those considered least to most severe. These definitions should be read together with the District's Responsibilities, Rights and Due Process publication.

- **30 Minute Closed Lunch:** The student is assigned to a supervised classroom during his/her own lunch period. The student is to report at the start of lunch.
- **After-School Detention:** The student is assigned to a supervised detention room after school from 2:35p.m. to 3:55 p.m. During this time the student must work on schoolwork or read silently. Failure to attend After-School Detention may result in an additional consequence such as Closed Lunch in addition to rescheduling the after-school detention.
- **Friday School Discipline:** The student is assigned Friday School (1:00-3:00pm) during which time the student will complete schoolwork and school beautification. Failure to attend or complete Friday School may result in a three (3) day in-school suspension. Students assigned to Friday School may not attend after-school activities on the assigned day and will need to prearrange for someone to pick them up at 3:00pm as district transportation is not available at that time.
- **Partial Day In-school Suspension:** The student is assigned to a supervised in-school suspension room for part of the school day. The student is excluded from school activities during the suspension period. The student is expected to complete schoolwork or read silently.

- **Full Day In-school Suspension:** The student is assigned to a supervised in-school suspension room for the entire school day. The student is excluded from school activities during the suspension period. The student is expected to complete schoolwork or read silently.
- **Short term Suspension from School (1 to 10 days):** The student is excluded from school and related school activities.
- **Long-term Suspension from School:** The student is excluded from school and related school activities for a period of more than 10 days not to exceed one calendar year.
- **Emergency Expulsion from School:** An emergency expulsion means the immediate removal of a student from school, school activities, and all related school functions. An emergency expulsion will end or be converted into another form of corrective action, such as a long-term suspension or expulsion, within ten (10) school days.
- **Expulsion from School:** An expulsion means the removal of a student from school, school activities, and all related school functions for a stated period of time not to exceed one calendar year.
- **Restitution:**
Payment for replacement or repair of theft or vandalism.

All students suspended or expelled have the right to apply for re-admission at any time. All disciplinary actions that remove the student from classes are subject to limitations set by WAC 180-40-245 and 250.

When a student is long-term suspended or expelled on a non-emergency basis, the school will hold a meeting with the student and his or her parents/guardians to discuss a plan to reengage the student in a school program. The meeting will be held within 20 days of the long-term suspension or expulsion, and in no case later than five days before the student returns to school.

* Students receiving disciplinary action from a substitute teacher may receive double consequences.

***Additional infractions under exceptional misconduct are accumulated from the date of the first infraction. (i.e., may include infractions from previous years)

MIDDLE SCHOOL SANCTION RANGE CHART

The shaded areas indicate a continuum of possible sanctions for certain misbehaviors. A less severe form of misbehavior would warrant a less severe sanction while more severe forms warrant more severe sanctions. District officials have the discretion to depart from the sanction chart in based on the context of the situation, a student's developmental level, age or past discipline history, as well as taking into account any exceptional or extenuating circumstances. Discipline for students with disabilities may be subject to review by student support, 504 or IEP teams.

Misconduct (Middle School)	Classroom Intervention	Administrative Intervention	Closed Lunch	After School Detention	Friday Evening School	In-school Suspension (1-5 Days)	Short-term Suspension (1-10 Days)	Long-term Suspension (11-90 Days)	Emergency Removal	Expulsion	Intervention Follow Up	Restorative Practices
Academic Expectations												
Aggressive Behavior												
Alcohol / Chemical Substance (Distribution/Selling)												
Alcohol possession/use ⁵												
Illegal Chemical Substances ⁵								20 days				
Over the Counter Meds/Substances						1st – 1-3 Days ⁴	2nd – 3 days 3rd – 5 days 4th – 10 days ⁵					
Alteration of Records												
Arson												
Assault/Battery												
Attendance Tardies ^{1st} – written warning ¹												
Attendance/Truancy ²												
Cheating												
Closed Campus/Unauthorized Access												
Damage or Destruction of Property						Suspension until Restitution / School Service served						
Defiance of School Authority												
Disruptive Conduct												
Dress Code Violation 1 st			Request student to change clothing item									
Additional Violations												
Explosives												
Extortion												
False Alarm												
Fighting ³												
Food			Confisc ation									
Forgery/Falsification												
Gambling												
Gang Behavior												
Out of Assigned Area/Location												
Harassment, Intimidation and Bullying												
Inappropriate Language/Gesture												
Inappropriate Social Behavior												
Loitering												
Loitering in the Presence of Misconduct												
Lying to Authorities												
Misconduct w/Substitute Teacher												
Multiple Infractions												
Off-Campus Events			Subject to same regulations observed during school									
Plagiarism												
Possession of Firearms on school premises,										1 Year		

Misconduct (Middle School)	Classroom Intervention	Administrative Intervention	Closed Lunch	After School Detention	Friday Evening School	In-school Suspension (1-5 Days)	Short-term Suspension (1-10 Days)	Long-term Suspension (11-90 Days)	Emergency Removal	Expulsion	Intervention Follow Up	Restorative Practices
transportation or school facilities												
Reckless Physical Behavior												
Refusal to Identify Self												
Theft												
Threats												
Tobacco (per policy 4215) and/or Vaping Possession, Distribution and/or Use						1st – 1-3 Days ⁴	2nd – 3 days 3rd – 5 days 4th – 10 days ⁵					
Unauthorized Computer Use				Remove internet access and/or computer use								
Unauthorized Sales/ Distribution			Confiscation if failure to stop selling after request									
Unauthorized use of cell phones or any other electronic device			Confiscation									
Vulgar/Lewd Conduct												
Weapons and Dangerous Instruments												

- 1) 1st document tardy 2nd Office Discipline Referral (ODR) & e-mail home
- 2) Truancy Petition will be filed with the Juvenile Court System (through the Tahoma Community Engagement Board).
- 3) Suspension for fighting can be reduced if the student agrees to participate in an anger-management student group through the counseling center.
- 4) Students will complete an anti-smoking educational activity as one component of the In-School Suspension.
- 5) If parent and student consent to a school-approved counseling or treatment program that the student attends, at parent expense, and if student follows recommendation(s) for treatment, suspension would be reduced to five (5) day home suspension.

STMS BEARS Expectations

(Students)

	Be Excellent <i>Participate Positively</i>	Be Accepting <i>Respond Appropriately</i>	Be Respectful <i>Respond Appropriately</i>		Be Safe <i>Control Your Body</i>
In the Classroom	Sit up	Listen to other points of view	Use positive language		Sit appropriately
	Listen	Work together as a team	Listen to the speaker		Aisles clear, materials stored
	Ask questions	Independent work	Always give your best effort		Hand/Feet/Objects to yourself
	Nod your head				
	Track the teacher				
In the Hallway	Walk with purpose	Yield to others	Use inside voice		Walk to the right
	Carry a hall pass	Assist others	Use school appropriate language		Hands/Feet/Objects to yourself
	Be in the proper place at the proper time		Honor personal space		Watch where you're going
In the Commons	Clean up after yourself	Settle differences peacefully	Say Please and Thank You		Hands/Feet/Objects to yourself
	Recycle all items	Support each other	Listen for special announcements		Stay seated until dismissed
	Wipe down your area	Celebrate differences	Use good manners		
	Eat responsibly				
	Use inside voices				
At Rec Time	Use proper etiquette				
	Report misbehaviors or injuries	Support each other	Settle differences peacefully		Walk at all times
	Expect the best from yourself and others	Invite others to join	Pick-up after self and others		Stay within expected boundaries
Library	Calm behaviors	Respect personal space	Celebrate differences		Hands/Feet/Objects to yourself
	Inside voice	Settle differences peacefully	Use good manners		Hands/Feet/Objects to yourself
		Work together as a team	Clean up after yourself		Walk at all times
Assemblies	Sit up	Show appreciation and encouragement	Formal (Future Ready, Concerts)	Informal (Pep)	Hand/Feet/Objects to yourself
	Hands to self		Applaud at appropriate times	Cheer at appropriate times	Remain seated
	In your own space		Voice level 0	Voice level 0-5 (Follow cues of the speaker)	Stay seated until dismissed
	Noise level is appropriate		Participate positively	Participate positively	
	Eyes on presenter				

ATHLETICS



Summit Trail Middle School is a member of the Kent/Tahoma League for interscholastic competitions. The Kent/Tahoma League offers four seasons for 7th / 8th grade athletes. There are many requirements concerning eligibility for any sport. All athletes must have:

- Registration completed on Family ID <https://www.familyid.com/summit-trail-middle-school>
- Sports physical on file
- ASB Card
- Participation fee paid
- No fines

Students will need to register and acquire a clearance card from the STMS cashier each sport season they play.

Please check the Summit Trail Middle School website for dates and more information. [STMS Website](#)

For additional information, contact the Summit Trail Athletic Director, Dan Orm at dorm@tahomasd.us

6th GRADE MORNING SPORTS

Summit Trail Middle School also runs a fun, low risk 6th grade intramural sports program in the mornings before school from 7:00am-7:45am. Days may vary.

Please check the Summit Trail Middle School website for dates and more information. <https://summittrail.tahomasd.us/>

PERSONAL PROPERTY

The following are examples of items which are not specifically related to the learning process. These items may be confiscated and held if brought on campus:

- Skateboards
- Rollerblades
- Heelys
- Toys/Electronic toys (fidget spinners)
- Collectibles
- Bluetooth speakers / AirPods / earbuds

The school is not responsible for the loss or theft of personal valuables.

PREVENTION AND CARE OF STUDENT LIFE-THREATENING ALLERGIC REACTIONS

Due to allergies, we ask that food is not brought in by parents and/or students for class celebrations. Additionally, colognes and perfumes must be kept at a minimum and not sprayed at school.

The following is from school board procedure 3420P

Students with Life-Threatening Allergies (Depending upon age/developmental level of student)

1. Know what your allergens are and avoid exposure to any known allergen.
2. Learn to recognize symptoms of an allergic reaction.
3. Notify an adult immediately if any symptoms suggestive of an allergic reaction begin to develop.
4. Notify an adult immediately if exposure to an allergen has occurred or is believed to have occurred.
5. Do not eat anything with unknown ingredients or known to contain any allergen.
6. Do not trade food with others.
7. Wash your hands before and after eating.
8. Be proactive in the care and management of your allergies and reactions (based upon developmental level).
9. May carry and self-administer epinephrine contingent upon specific conditions including LHCP and parent permission, and demonstration to school nurse the ability to self-carry and use emergency epinephrine.

Note: Students are strongly encouraged to agree to these activities. However, agreement by the student does not lessen the school's diligence in implementing the student's Individual Emergency Health Plan.

Parents of Students with Life-Threatening Allergies

1. Notify the school of the student's life-threatening allergy before the student attends school as required by law.
2. Collaborate with the school nurse to notify school staff and others caring for your child if he/she has a life-threatening health condition and an Individual Emergency Health Plan has been developed.
3. Secure updated LHCP orders each school year and notify the school nurse of any changes in the student's condition or the LHCP's orders during the school year.
4. Keep all emergency contact information current including phone numbers and addresses.
5. Provide treatment, medication, diet, or other medical orders from the student's licensed health care provider.
6. Provide adequate medications for the student and backup medication in the school office for students that are self-carrying epinephrine.
7. Replace medications immediately after use or upon expiration.
8. Support the student in the self-management of their allergy consistent with the age and developmental level of the student.
9. When possible, provide safe meals or snacks from home, including allergy safe food for disaster planning.

STUDENT SAFETY WALKING TO SCHOOL AND RIDING BUSES
TRANSPORTATION PHONE # (425) 413-3220

Student Conduct on Buses

Any misconduct by a student, which in the opinion of the bus driver or bus supervisor, is detrimental to the safe operation of the bus, shall be sufficient cause for the transportation supervisor to suspend the transportation privilege.

Rules of conduct for students riding buses:

1. The driver is in full charge of the bus and students. The students must obey the driver and/or aide promptly.
2. Students shall be on time. Students are to be at the bus stop five (5) minutes early and wait in a safe and orderly manner. Students who are late arriving to the bus stop will need to find other transportation to school.
3. Students shall ride their regularly assigned bus at all times unless written permission has been granted by the building or transportation authorities. If a parent requests a change of bus schedule (bus pass) for their student, it will be honored if space is available and subject to limitations communicated by the Transportation Department.
4. Students are not allowed in the driver's area. The driver may assign each student to a seat. Students who have been assigned will use only the assigned seat unless permission to change is given by the driver.
5. Students must remain seated while the bus is in motion. Students must seat facing the front of the bus, keeping their feet and legs out of the aisle. They may talk in a low, conversational level with those near them.
6. Students shall enter and leave the bus in an orderly fashion. A student shall be permitted to leave the bus only at his or her regular stop, unless they have a bus pass.
7. Students must look both ways before crossing a roadway and always cross in front of the bus in full view of the driver. Cross only when the driver signals it is safe to do so. Once off the bus, students should follow the rules for pedestrians.
8. In the event of an emergency, students must follow emergency exit procedures as established by the emergency exit drills. Students will not tamper with emergency doors or equipment.
9. When the bus stops at a railroad crossing or other dangerous crossing, there will be absolutely no noise or talking.
10. Students are to assist in keeping the bus clean. Eating and drinking on a school bus is not permitted except when specifically authorized and supervised by school district personnel. When transporting classes or teams, the teacher or coach will be primarily responsible for supervising the behavior of students. The teacher or coach will be responsible for ensuring that the students clean up after eating on the bus.
11. Any damage to a bus must be reported to the driver at once. The parents/students will be required to reimburse the school district for damage to buses resulting from a student's misconduct and may be subject to loss of riding privileges and suspension or expulsion from the school.
12. Students must see that personal belongings are kept out of the aisle. Large items which cannot be held in student's lap will not be transported on a school bus unless other arrangements are made with the bus driver. This includes musical instruments and school projects.
13. No student shall at any time extend head, arms or hands out of the windows, whether the school bus is in motion or standing still.
14. Students must not have anything in their possession that might cause injury to another such as laser pens, sticks, breakable containers, balloons, any type of firearm or fireworks, skateboards, or pins extending from their clothing. No animals, reptiles, fish, fowl or insects are permitted on the bus (except seeing-eye animals).
15. If requested by the bus driver, students must identify themselves. If 7-12 grade students refuse to identify themselves, they may be denied transportation.
16. Rude, obscene language and/or gestures will result in immediate discipline. Physical and/or sexual harassment will not be tolerated and will result in immediate disciplinary action.
17. Smoking, chewing, spitting tobacco, and using any type of flame or sparking device will not be allowed on the school bus. No alcohol, illegal substances or other paraphernalia, weapons, explosives or replicas will be allowed on the school bus.
18. Fighting, vulgar language or obscene gestures directed towards the driver will result in loss of bus privileges.

Disciplinary Procedures

The Transportation Supervisor and building administrators are responsible for correcting those students whose abusive behavior results in a bus-incident report or violates the rules above. The principal shall provide supervision during bus arrival and departure times at his/her school and receive reports (written and oral) from the drivers. Principals must maintain open lines of communication among school officials, bus drivers and the transportation department.

When waiting for a bus, or going to and from a bus stop, students are responsible for conducting themselves according to the social and legal mores that apply to adults in public. That is, they must not abuse or cause damage to private or public property; they must not use obscene language or gestures; they must not engage in criminal activity. Failure to adhere to these mores may result in formal complaints by citizens to the proper law enforcement agency.

Students provided with transportation are responsible for complying with the district's rules of conduct for students riding buses. Failure to adhere to these rules or abusive behavior towards the public, driver, fellow passengers or the vehicle constitutes justification for initiating corrective action against a student.

Abusive behavior on the part of a student riding a bus may result in a written report when, in the opinion of the driver or bus supervisor, there has been an infraction of the rules applicable to student conduct. The written report is the primary means by which a driver communicates a student's conduct to the school and transportation department. This report, in most cases, reflects an infraction of rules by the student after his/her having received previous oral warnings from the driver. In order for drivers to effectively maintain control on their buses, it is expected that action be exercised by the Transportation Supervisor and building administrators when receiving such a report.

When a student's conduct constitutes an infraction of the rules, the driver shall complete a report on the students describing the incident or damage that occurred. The driver shall provide the student the original report, fax a copy to the principal and submit a copy to the transportation supervisor. The principal or Transportation Supervisor, upon receiving a copy of the warning slip, shall investigate the circumstances surrounding the incident and take action according to the procedures set forth in the district's policies pertaining to corrective action and punishment. (See Policy 3241.) When investigating the incident, the primary concern must be with respect to the safe transport of students. Corrective action, if necessary, should be consistent throughout the district as follows:

1. **Warning:** When a student's misconduct is of a minor nature that does not jeopardize the safety or welfare of other students or the operation of the bus.
2. **Suspension:** When a student's misconduct is deemed to jeopardize the safety of bus passengers and bus operation, or when repeated warning notices fail to correct abusive behavior, or when a student incurs damage to the bus.
3. **Expulsion:** When a student's misconduct is of such nature that the safety of the bus operation and/or of the occupants was willfully and seriously threatened (i.e., student assaulting the driver).

If the discipline slip warrants a suspension of bus riding privileges as determined by the transportation supervisor, the transportation supervisor will notify the parents/guardians and the building administrator.

Drivers shall be advised to file assault and battery charges against students who physically assault them. Under no circumstances shall the driver retaliate in kind and physically assault the student as this conduct may subject him/her to legal action.

The student or parent of a student who has been suspended from receiving transportation entitlements may grieve the suspension by submitting a written statement to the superintendent. The superintendent/or designee shall investigate the suspension and render a decision after evaluating the issues and facts involved. If the decision is based on issues unrelated to those described in the district's rules of conduct for students riding buses, the decision shall require board of director concurrence before implementation.

Emergencies

The Transportation Supervisor shall review the contents of the *School Bus Driver's Handbook* with each driver prior to the beginning of each school year. Each driver, in turn, is expected to follow the procedure as outlined in the handbook.

In the event of an accident, the driver shall make contact with the transportation supervisor who shall:

1. Determine the nature of the accident;
2. Contact 911.
3. Contact the State Patrol regarding the accident, depending on location and severity of the incident;
4. Advise the Superintendent's Office and Public Information Officer;
5. Investigate the accident and gather the names of all students and witnesses;
6. Dispatch another bus to transport the students to their destination;
7. Contact the parent(s) or guardian(s) of any students who are injured.

To facilitate the responsibilities assigned to the transportation department, the supervisor, in cooperation with the building principals, will compile a list of students, including addresses and phone numbers, which are authorized to ride each bus route.



Summit Trail Middle School

25600 Summit Landsburg Road SE ♦ Ravensdale, WA 98051 ♦ Phone (425) 413-5600 ♦ Fax (425) 413-5617

Middle School Pre-Arranged Excused Absence Request

Absences may be excused with prior approval by a building administrator. Teachers will work with students on a reasonable timeline for work completion. The student is responsible for completing work assigned by the teacher for make-up. Families are encouraged to schedule family trips during non-school dates. It is very difficult to make up lost instructional time. Please submit the form at least one week prior to the planned absence.

Step 1: Absence Information

Student Name: _____ Grade: _____

Dates of Absence: _____ Number School Days to be Missed: _____

Reason for Absence: _____

Please Note: All absences may adversely affect academic progress.

Step 2: Parent Verification

By signing below, I am stating that I am aware that this absence could adversely affect my student's academic progress, and that it is my student's responsibility to make up all assigned work within the deadlines established by his/her teacher. I understand that some classroom activities may be impossible to replicate and for my student to make up. While there may be some work available for my child to work on during their absence including projects, assignments in process, reading, and math fluency practice, I also understand that work missed may be compiled during the absence and available when the student returns. Students with access to on-line assignments and class work should be completing that during their absence if possible.

Parent Signature: _____ Date: _____

Step 3: Administrator Review of Attendance and Grades Year to Date and for Prior School Years

Administrator Approval for Pre-Arranged Absence

Pre-Arranged Excused Absence is: ☐ Approved ☐ Not Recommended

Administrator Signature: _____ Date: _____

Per board policy and procedure 3122P pre-arranged excused absence requests for students with a pattern of chronic absence the prior two years, with warning level (9-17 days absent per year) or chronic absence (18 or more days absent per year) in the current year, or students who are struggling in school (grades of D or F in 2 or more classes at secondary) the administrator will not recommend the absence, however will authorize as excused.

Community Resources for Families/Students of Summit Trail Middle School

Sea Mar Community Health Center

233 2nd Ave. S., Kent, WA 98032 206-436-6380

Hours: Monday 8:00 am to 8:00 pm

Tuesday – Friday 8:00 am to 5:00 pm

Care for patients of all ages without regard to income

Free immunizations/vaccinations except for Flu and Pneumonia which carry a \$15.60 administrative fee

Sea Mar offers all vaccines recommended by the Centers for Disease Control and Prevention **that are required for attending school.**

Sliding scale/Income based services include sports physicals and well-child checkups along with a variety of other services. Se habla espanol.

MultiCare Mobile Vaccination Clinic at South Hill Mall

Located inside South Hill Mall across from “Old Country Buffet”

3500 S. Meridian, Puyallup 253-403-1767

Hours: Tuesday - Thursday 10:30 am to 5:00 pm and every second Saturday 11:30 am to 5:00 pm

Offers free and low-cost immunizations to children

No appointment necessary but parents are asked to bring their child’s immunization record. MultiCare offers all vaccines recommended by the Centers for Disease Control and Prevention **that are required for attending school.**

DSHS Vision Providers

Benson Eye Clinic 253-852-2120, 10700 SE 208th St. #205, Kent

I Care Optical 253-852-5440, 10024 SE 240th St. #220, Kent

Eyes Rite Optical 253-854-2028, 603 Gowe St., Kent

Fairwood Vision Clinic 425-255-6860, 14270 SE 176th St., Renton

Kent Valley Optical 253-852-7444, 306 W. Meeker St., Kent