

Lakeridge Middle School

Home of the HAWKS

"Working together to prepare all students for their future in an emotionally safe, socially civil, and academically productive environment."



Monday Late Start Class Hours

8:30 am - 2:00 pm

Tuesday – Friday Class Hours

7:25 am - 2:00 pm

Daily Office Hours

7:00 am - 3:30 pm

Lakeridge Middle School

5909 Myers Road East
Bonney Lake, WA 98391

Important Phone Numbers

Main office: 253-891-5100
Attendance: 253-891-5110
Counseling Office: 253-891-5111

Website: <http://www.sumnersd.org/ourschools/lakeridge/>

This handbook belongs to: _____

Grade: _____

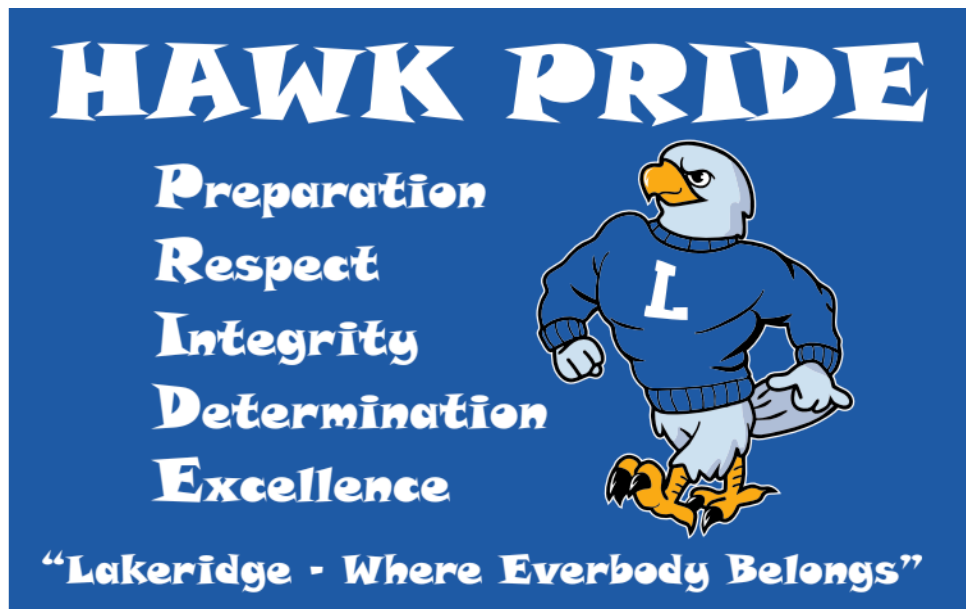
Hawk PRIDE

Lakeridge Guidelines for Success will enhance our strong community. Acting with PRIDE ensures success for today and the future. Lakeridge is the home of Hawk PRIDE. Our school's mascot represents our spirit and "can do" attitude.

At Lakeridge, we recognize that certain character traits contribute significantly to student success. Students are taught behavior expectations connected to Hawk PRIDE and receive positive recognition for exhibiting these traits.

Students will receive a PRIDE recognition certificate for demonstrating Hawk PRIDE characteristics. Once students earn a Pride Recognition Certificate in each of the five PRIDE character areas, they will receive a Hawk PRIDE bracelet.

- **Preparation:** Be prepared for class every day. Bring materials and an open mind.
- **Respect:** Be polite and courteous.
- **Integrity:** Do the right thing even when no one is watching.
- **Determination:** Be relentless in your efforts for personal growth.
- **Excellence:** Strive for excellence every day.



How We Show PRIDE

	Classroom	Halls / Stairways	Commons	Bathroom
PREPARATION	I will... <ul style="list-style-type: none"> Bring all required materials Arrive on time Follow teacher's entry procedures Come ready to learn, participate & listen • Have chromebooks charged 	I will... <ul style="list-style-type: none"> Have electronic devices on silent and out of sight Make a SmartPass when outside of the classroom 	I will... <ul style="list-style-type: none"> Have all items needed Enter & leave commons safely & quietly 	I will... <ul style="list-style-type: none"> Make a SmartPass Use restroom closest to my classroom Use restroom during passing & lunch time
RESPECT	I will... <ul style="list-style-type: none"> Be considerate of others learning Make an effort to understand each other's differences Care for all supplies Keep conversations positive & school-appropriate and be aware of how my actions impact others 	I will... <ul style="list-style-type: none"> Follow staff directions Keep conversations positive & school-appropriate Keep noise volume down 	I will... <ul style="list-style-type: none"> Follow staff directions Wait patiently Keep conversations positive & school-appropriate 	I will... <ul style="list-style-type: none"> Keep scented products at home
INTEGRITY	I will... <ul style="list-style-type: none"> Recognize, Refuse & Report bullying Remain honest when completing & correcting assignments Do the right thing 	I will... <ul style="list-style-type: none"> Recognize, Refuse & Report bullying Walk safely 	I will... <ul style="list-style-type: none"> Recognize, Refuse & Report bullying 	I will... <ul style="list-style-type: none"> Recognize, Refuse & Report bullying Report problems to teachers Have electronic devices on silent and out of sight
DETERMINATION	I will... <ul style="list-style-type: none"> Ask for help when I need it Learn from my mistakes Remain focused & complete tasks 	I will... <ul style="list-style-type: none"> Stay to the right & keep moving Use handrail as intended Keep hands and feet to self 	I will... <ul style="list-style-type: none"> Line up responsibly Keep hands and feet to self Push in chairs 	I will... <ul style="list-style-type: none"> Return promptly to class
EXCELLENCE	I will... <ul style="list-style-type: none"> Show positive leadership Actively participate 	I will... <ul style="list-style-type: none"> Help others Keep food and drink out of sight, except water Keep hallways clean & clear 	I will... <ul style="list-style-type: none"> Welcome & care for all Hawks Do my part to leave commons clean (tables & floor) Be kind & considerate 	I will... <ul style="list-style-type: none"> Use only what you need (soap / paper towels) Do my part to leave bathroom clean

Student Handbook Information

This school handbook contains school specific information and supplements the Sumner-Bonney Lake School District Student and Family Information Guide. Information in school handbooks is updated annually to maintain positive learning environments that nurture, inspire and empower every student to achieve academic excellence.

The purpose of the Student and Family Information Guide is to ensure all students and families have crucial school and students' rights information on a variety of topics including school board policies and procedures as well as summaries of district guidelines. Discussion of these contents will provide teachable moments that afford students the opportunity to learn from their actions.

School handbooks and the District Student and Family Information Guide can be found online at www.sumnersd.org/publications. Both publications should be reviewed annually by students and families. Please contact the school to request printed copies.

Non-Discrimination Statement (School Board Policy 3210)

The Sumner-Bonney Lake School District does not discriminate in any programs, services or activities on the basis of sex, race, creed, religion, color, national origin, age honorably discharged veteran or military status, sexual orientation including gender expression or identity, the presence of any sensory, mental or physical disability, or the use of a trained guide dog or serving animal by a person with a disability. The district provides equal access to the Boys Scouts of America and other designated youth groups.

The Sumner-Bonney Lake School District does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX and its regulations, including in admission and employment.

Inquiries about Title IX may be referred to the Title IX Coordinator, TitleIXcoordinator@sumnersd.org, 253-891-6047, the U.S. Department of Education's Office for Civil Rights, or both.

The Sumner-Bonney Lake School District's nondiscrimination policy may be located at Legal Notices. The Nondiscrimination policy and grievance procedures can be located at Policy 3210: Nondiscrimination, Procedure 3210: Nondiscrimination.

To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please refer to the District Title IX Coordinator at TitleIXcoordinator@sumnersd.org, 253-891-6047.

You can report Sexual Harassment or complaints of alleged discrimination to any school staff member, or to any of the following designated officials:

The Principal (or designee) of your school

Sumner-Bonney Lake School District Title IX Coordinator
TitleIXcoordinator@sumnersd.org
253-891-6047

Sumner-Bonney Lake School District ADA Coordinator
ADAcoordinator@sumnersd.org
253-891-6047

Sumner-Bonney Lake School District Section 504 Coordinator
Section504coordinator@sumnersd.org
253-891-6047

By Mail:
Program Title Coordinator
Sumner-Bonney Lake School District
1202 Wood Avenue, Sumner, WA 98390

Washington State OSPI Equity Civil Rights Office
360-725-6162
equity@k12.wa.us

U.S. Department of Education Office for Civil Rights
206-607-1600
OCR.Seattle@ed.gov

The Sumner-Bonney Lake School District will also take steps to assure that persons without English language skills can participate in all education programs, services and activities. For information regarding translation services contact Communications at (253) 891-6083, communications@sumnersd.org or for transitional bilingual education programs contact Michelle Lewis at (253) 891-6143.

Student Rights and Responsibilities

The Rights and Responsibilities outlined here are intended to provide all students, teachers, administrators, and parents with access to an understanding of District expectations and provides a summary of some of the laws, regulations and District policies that govern student rights, responsibilities, student discipline and due process. Specific policies are referenced by number and complete policies are available online at www.sumnersd.org.

All students who attend the district's schools will comply with the written policies, rules, and regulations of the schools, will pursue the required course of studies, and will submit to the authority of staff of the schools, subject to such discipline, including other forms of discipline as the school officials will determine. Specific policies are referenced by the policy numbers (i.e, #3200). The complete policies are available on the district website: www.sumnersd.org.

Student Rights:

1. Students have the right to a safe environment free from intimidation, sexual harassment and assault.
2. Students have the right to a productive learning environment.
3. Students have the right to clean and safe classrooms, hallways, restrooms and lunchrooms.
4. Students have the right to safe passage to and from school, and while on campus.
5. Students have the right to expect staff to help them solve their problems.
6. Students have the right to engage in the grievance process.
7. Students have the right to remain anonymous when reporting a violation of school rules.
8. Students have the right to engage in respectful speech that expresses their thoughts and opinions as long as it is not disruptive to the educational environment.

9. Students have the right to actively participate in a problem-solving process in order to facilitate successful closure.
10. Students have the right to exercise freedom of expression as part of the instructional process. However, this right is subject to reasonable limits and may not be used to disrupt the educational environment or interfere with the rights of others.

Student Responsibilities:

1. Students are responsible for their own behavior.
2. Students are responsible for respecting the property of other people and school property.
3. Students are responsible for attending school and all classes daily and on time.
4. Students are expected to exhibit conduct that is courteous, cooperative, and responsible, and that displays regard for the safety and welfare of others, including students, staff, and substitutes at school and at all school-related activities.
5. Students are responsible for being prepared for class (i.e. bringing appropriate and necessary materials and books to class on a daily basis).
6. Students are responsible for informing staff of behavior that may be harmful to an individual or themselves.
7. Students are expected to make a determined effort to learn.
8. Students are expected to follow the instructions of teachers and other school staff.
9. Students are expected to dress appropriately for school in ways that will not disrupt the learning environment or cause safety or health problems

Athletics and Activity Information

Associated Student Body (ASB)

The Lakeridge ASB is the representative student government organization at LMS. Every regularly enrolled student is a member of the ASB. The Student Council is composed of elected officers who meet regularly to make decisions about student activities such as dances, clubs, assemblies and other facets of student life at LMS.

ASB Cards

Students are encouraged to buy a LMS ASB card as soon as possible. This \$20.00 card provides many discount benefits for a variety of school functions. An ASB card is required for participation in sports or clubs. Students who are eligible for free/reduced lunch may purchase an ASB card at a reduced rate. An ID card, without ASB membership, is issued free of charge.

Assemblies

Courtesy, respect, appreciation and safety are expectations for all school assemblies. Being polite and showing appreciation in the appropriate manner sends a very positive message to the assembly performers. When attending school assemblies, all students are expected to:

- Leave backpacks and school supplies in the classroom (unless otherwise directed).
- Report directly to the assembly and sit in assigned areas with your classroom teacher.
- Be attentive, courteous, respectful, and appreciative to the performers as well as peers.
- Applaud at appropriate times.

Athletics

Lakeridge's athletic department supports the overall Sumner Bonney Lake School District program which strives to meet two objectives: student participation and quality athletic teams. Lakeridge competes in the Plateau League with Enumclaw,

Orting and White River schools. See the district website for most current information on athletic fees and eligibility requirements.

Clubs

Lakeridge has a variety of students with many different interests. We will be offering a variety of clubs to meet those interests. Club opportunities will be announced at the beginning and throughout the school year. Students must purchase an ASB card to participate in club activities.

School Dances

School dances are privileges earned through responsible behavior. All school rules apply during these and other after school events. In addition, students are held to the following expectations:

- Eligibility: Students must be in “good standing” at LMS to attend. Good standing includes, but is not limited to, such considerations as regular daily attendance, getting to classes on time, making academic progress in classes, good conduct with few disciplinary concerns, and no outstanding fees or fines.
- Only LMS students are allowed to attend after school dances.
- Buy your ticket when they go on sale!

Attendance (Policies 3121, 3122)

Students are expected to attend all assigned classes each day. Students are also expected to attend advisory and assemblies. Daily class attendance is one of the most critical indicators for student success. Chronic or excessive absenteeism, whether excused or unexcused, has been correlated with lower assessment scores and lower graduation rates. Absences are considered as either excused or as an unexcused absence/truancy.

Excused Absences

Students may be excused from school, with the consent of their parents/guardians, for:

- Participation in a district or school approved activity or instructional program;
- Illness, health condition or medical appointment (including, but not limited to, medical, counseling, dental or optometry);
- Family emergency, including, but not limited to, a death or illness in the family;
- Religious or cultural purpose including observance of a religious or cultural holiday or participation in religious or cultural instruction;
- Court, judicial proceeding or serving on a jury; Post-secondary, technical school or apprenticeship program visitation, or scholarship interview;
- State-recognized search and rescue activities consistent with RCW 28A.225.055;
- Absence directly related to the student’s homeless status; •
- Absence resulting from a disciplinary/corrective action. (e.g., short-term or long-term suspension, emergency expulsion);
- Principal (or designee) and parent, guardian, or emancipated youth mutually agreed upon approved activity;
- Parent approved activities.

Absence will be counted as excused when agreed to by principal and parent/guardian. An absence may not be approved if it causes a serious adverse effect on the student’s educational progress.

Unexcused Absences

Students have unexcused absences when they fail to attend the majority of hours or periods in an average school day. Unexcused absences occur when the parent, guardian or adult student submits an excuse that does not meet the definition of excused absence or fails to submit any type of excuse statement by phone, email, or in writing, for an absence.

Unexcused absences may include:

- Leaving class without teacher permission or not returning following a break;
- Hair appointments;
- Oversleeping;
- Shopping;
- Missing the bus;
- Concerts;
- Babysitting;
- Failure to obtain private transportation to school;
- Mechanical problem
- Leaving school to retrieve forgotten items such as: uniforms, school items, or lunch.

Tardies

Students are expected to be at school and in class on time. A student will be marked as tardy if arriving at the classroom after class begins. Excessive tardiness will be cause for progressive disciplinary action. Secondary student handbooks may provide additional information on late arrival/early dismissal and tardy procedures.

P rearranged Absences

In some cases, certain experiences may provide students with valuable educational opportunities which the school cannot duplicate and should not be denied the student. In all such cases, prior arrangements with the school, a minimum of 24 hours in advance, are to be made for the length of the absence and the student is required to complete coursework for credit or grade.

Assignments During Illness

Students who need to collect assignments due to short-term absence should contact the Attendance Office, which will request work from the student's teacher(s). Assignments can be picked up 24 hours after the request in the Attendance Office. If a student becomes seriously ill or homebound, the parent/guardian must contact the school. School personnel will notify teachers and help the parent/guardian, arrange for home tutoring.

Home Hospital

If a student is confined to home or hospital for an extended period, whenever practical, the school will arrange for the student to complete assignments in an appropriate manner due to the particular circumstances of the situations.

Make-Up Work

It is the responsibility of the student (high school) and student or family/guardian (elementary/middle school) to timely request make-up work from each teacher regarding work missed during an excused absence.

Chronic Absenteeism/Tardiness

Students who demonstrate chronic absenteeism or tardiness, may be required to meet with school staff or the building principal, along with their parent(s) and/or guardian, to develop a plan to support the student's educational progress, be referred to a community truancy board, or have a petition and affidavit filed with the juvenile court.

BECCA Bill

In order to comply with District regulations and state law, when a student has seven unexcused absences in one month or ten unexcused absences in one year, the school is required by the state to file a petition to the Pierce County Juvenile Court System to seek assistance from the court to get our chronically absent students back to school.

Counseling Office

Counselors

Counselors are available to assist students with such issues as problem solving, making good choices, healthy relationships, academic planning, and conflict resolution. Stop by the Counseling Office before school or during lunch and fill out a request to meet with your counselor. If an emergency should develop, stop by during passing time or ask your teacher for a hall pass.

Scheduling a Parent/Teacher Conference

Anytime a parent/guardian would like to meet with all of their student's teachers, call 253-891-5111 to schedule an appointment. Conferences occur before and after school.

- If you wish to meet with an individual teacher, please call 253-891-5100 to leave a message for that teacher. You may also contact them directly via email OR ParentSquare.

Family Access/Online Grades

Family Access is an online information tool where you can access school related student information such as: grades, attendance, schedule, discipline, food service account information, and fee management.

To access Family Access:

Step 1: Type www.sumnersd.org

Step 2: Click on the "Family Access" icon

Step 3: Enter your Login and Password

General Information

Bicycles/Skateboards

Students may ride bicycles to school and must lock them in the provided racks. Do not bring skateboards to school.

Bus Transportation

All school and district rules apply on the bus. **Written permission will be required for a student to ride another bus**, get off at a different stop, or ride home with an adult/driver other than the parent or guardian. Bus passes will be issued prior to school or during lunch in the **Main Office**. For additional information please contact the ***Sumner-Bonney Lake School District Transportation Department at 253.891.6400.***

Emergency Drills

- Fire, earthquake, and security drills will be held throughout the school year. Teachers will explain the procedures for leaving the building in a safe and orderly fashion.
- When an alarm sounds, students should line up and follow the lead of their teacher.
- Exit quickly and quietly according to the plan posted in the room.
- Students must always be attentive and ready for any change of directions given by their teachers or other staff members.

Food

Consumption of all food and drink is limited to the commons area. Consumption of food or beverages is not permitted in gymnasium or hallways. Water is allowed in their classroom and a teacher may allow students to have a snack.

Gym Guideline (P.E. Uniforms)

Student PE uniforms are available for purchase at \$18 a set. This includes a T-shirt and shorts.

Personal Property

The school is not responsible for the damage or loss of any items of personal property at school. Do not leave personal items unsecured and please leave valuables and large amounts of cash at home.

Telephones

Classroom telephones are not for student use. Office telephones are available for student use by permission only.

Student Artificial Intelligence (AI) Code of Conduct

This code of conduct is intended to guide students in using AI responsibly and ethically in their academic work and projects. Teachers may choose to use the AI Levels to classify assignments or projects as needed and should provide students with clear expectations for when AI is appropriate, permitted, or restricted. The use of AI must be done in a manner that is consistent with the district's expectations regarding academic integrity. Misuse of generative AI may be considered cheating or plagiarism.

Student Responsibilities

When utilizing generative AI tools to create or support the creation of texts or creative works, students are expected to adhere to these guidelines as well as additional guidance provided by their classroom teacher.

1. **Use AI responsibly:** Students should use AI tools and techniques in a responsible and ethical manner. This includes not using AI to cheat, plagiarize, or gain an unfair advantage. Generative AI tools should *only* be used for school-related creative work (e.g., to generate text or other creative works) when given approval or guidance from a classroom teacher.

2. **Understand the limitations of AI:** Students should understand the limitations of AI and recognize that it is not a substitute for critical thinking, creativity, and problem-solving skills.
3. **Consider the potential biases of AI:** Students should be aware that AI tools and techniques may be biased and should take steps to mitigate bias when using AI.
4. **Maintain data privacy:** The use of AI should be done in a way that protects personally identifiable information (PII). Students should not share any PII with AI technologies, including name, birth date, address, or other financial or confidential information.
5. **Check sources generated by AI:** AI is not perfect, has been known to create inaccurate information, and can be used to create misinformation and disinformation. Check sources and find independent facts to confirm AI-generated content.
6. **Provide attribution:** When using AI tools and techniques, students should provide proper attribution and credit to the source of the tool or technique.
7. **Seek guidance when in doubt:** When students are unsure whether the use of AI is appropriate for a particular assignment or project, they should seek guidance from their teacher or instructor.

AI Permissibility Levels

The three AI permissibility levels—*AI Recommended*, *AI Permitted*, and *AI Restricted*—help clarify expectations around when and how generative AI can be used responsibly. These levels ensure that students understand AI's role in their learning process while maintaining academic integrity. By aligning their work with the specified level, students can make informed decisions about incorporating AI tools into their assignments and understand the importance of proper citation for AI-generated contributions. Where guidance is not explicitly provided, students should consult their teacher to confirm the appropriate use of AI for a given task.

AI Recommended

Generative AI is recommended for use in completing this assignment or project. Students are encouraged to explore AI tools and techniques to enhance their work. Properly cite any AI-generated work products.

AI Permitted

Generative AI is permitted but not required for completing this assignment or project. Students can choose to use AI tools and techniques if they believe it will improve their work. Properly cite any AI-generated work products.

AI Restricted

Generative AI use in completing this assignment or project is restricted. Students are expected to complete the work using only their own knowledge and skills.

AI Required

Generative AI must be used in completing this assignment or project. Students are expected to engage with AI tools and techniques as an essential part of the learning process. Proper citation of AI-generated work products is required.

Behavior Management System

We expect all students to come to school each day and feel safe and respected. To ensure the safety of our students, our staff reviews behavior expectations with our students frequently, we conduct monthly safety drills, and we have cameras installed in key areas of our building.

We expect all students to be responsible for their own behavior on school premises (or in reasonable proximity to our school) and off school premises at any school-sponsored activity. The following pages describe building and district student conduct expectations.

Respect the Law and the Rights of Others

The student is responsible as a citizen to observe the laws of the United States, the state of Washington, and local ordinances and laws. The student will respect the rights of others while in school, on school property, at all school activities, on district provided transportation or otherwise under school authority.

Compliance with Rules

All students will obey the written rules and regulations established for the orderly operation of the district and the reasonable requests, instructions, and directives of district personnel. Failure to do so will be cause for disciplinary action. All students will submit to reasonable discipline by the school district and its representatives for violations of policies, regulations and rules.

Scope of District Authority

Students who involve themselves in acts that have a detrimental effect on the maintenance and operation of the school or the school district; criminal acts; and/or violations of school rules and regulations, may be subject to disciplinary action by the school and prosecution under the law.

The rules will be enforced by school officials:

1. On school grounds during and immediately before or immediately after school hours;
2. On school grounds at any other time when school is being used by a school group(s) or for a school activity;
3. Off school grounds at a school activity, function, or event;
4. Off the school grounds if the actions of the student materially or substantially affects or interferes with the educational process; or,
5. In school-provided transportation, or any other place while under the authority of school personnel.

Progressive Discipline

Student consequences increase for repeated misbehaviors. The purpose of progressive discipline is for students to learn self-management strategies and behaviors. All staff implement and support a building wide student discipline program to maintain a consistent and equitable approach to student behaviors and associated consequences.

Classroom Progressive Discipline

- **Step 1:** A Step 1 Form is filled out when a teacher/staff member has re-taught to a student but the student is still unable to follow expectations independently; parents/guardians are contacted by the teacher/staff member.
- **Step 2:** Interventions and re-teaching from Step 1 have not been effective; staff member refers student to the office; office staff (counselors, campus safety or administrators) intervene with student; parents/guardians are contacted; consequences may be assigned.
- **Step 3:** Behavior continues; staff member refers student to the office; student may be removed from classroom; an administrative conference will be held and parent/guardians are contacted; other consequences may be assigned.
- **Continued Concerns (Multiple Step 3s):** Should a student not follow the readmit plan, continue with the classroom misbehavior or become involved in other conduct situations, he or she will be removed from class until a plan for success can be developed by the parent and student, and is approved by the teacher(s) and the administrator.
- **Major Behavior Referral:** A major behavior referral is a result of a major disruption to the classroom environment. Students may be asked to leave the class for the remainder of the period; additional consequences may also be assigned.

Behavior Conduct Expectations

Cell Phones and other Electronic Devices

Middle school students may not use cell phones or other personal electronic devices (PED) during school hours, except for before/after school, lunches, or for educational use in approved classes. Students shall not take, possess, distribute or publish pictures, video or audio of staff or students without their permission. Distribution includes emailing, texting or showing to anyone. Publishing includes posting images, video or audio, online or in print. To protect student's privacy, cell phones or other PEDs may not be used or seen at any time in the locker rooms, rest rooms or any location where privacy would be expected. Any cell phone or other PEDs seen, heard or being used during school hours may be confiscated. Appropriate disciplinary action will follow. The school will not assume responsibility if electronic devices are damaged, lost or stolen at any time. School district personnel will not be able to investigate damage, lost or stolen personal electronic devices.

In select middle school classes, students may use their personal electronic devices (PED) in the classroom to access and save information, collaborate with other learners, and utilize productivity tools available to them under the direct supervision and discretion of the classroom teacher. In addition to using the District's filtered network, it is the student's responsibility to comply with the District's Acceptable Use Policy (AUP) and Electronic Resources Policy 2022 in order to maintain a safe and secure learning environment in class.

Student Dress Policy

Students are expected to dress in a manner that reflects pride and respect for themselves and their schools and is appropriate for the serious work of learning. It is generally expected that student dress shall be clean and appropriate for the activity in which the student is engaged. Students' choices in matters of dress should be made in consultation with their parents.

Student dress will only be regulated when, in the judgment of school administrators, there is a reasonable expectation that:

- A health or safety hazard will be presented by the student's dress or appearance including possible membership in a gang or hate groups
- Damage to school property will result from the student's dress; or
- A material and substantial disruption of the educational process will result from the student's dress or appearance.

Bus Conduct

The driver is in full charge of the bus and passengers at all times. Students must give their correct names when asked. Students may be assigned seats. In the event of an emergency, students must follow emergency exit procedures. Students must remain seated and face forward. Walking or standing is not permitted while the bus is moving. Quiet conversation with your immediate neighbor is permitted. Disruptive conduct, including aggressive play is not permitted. Improper language is not acceptable. Eating, drinking, and gum chewing are not permitted. Tampering with any bus controls or equipment is prohibited. Disciplinary procedures include, but are not limited, to the following:

Verbal warnings

- The first bus misconduct slip is a written warning
- The second slip may result in a suspension of bus riding privileges from all buses
- The third slip may result in a progressive suspension of days from all buses
- The fourth slip may result in a suspension for up to 90 school days from all buses

Exceptional misconduct may result in an automatic five (5) day minimum suspension from the bus. Exceptional misconduct includes but is not limited to: weapon violations, possession of drugs/alcohol or drug paraphernalia, being under the influence of drugs or alcohol, fighting, intimidation, harassment, extortion, gang activities, refusing to comply with a reasonable request, possession of tobacco or possession of incendiary devices. Verbal abuse directed at the driver or refusing to cooperate with the driver will result in exceptional misconduct.

Behaviors That May Result in Discipline and/or Corrective Action

Incidents of student misconduct, including but not limited to those listed below, may result in corrective action ranging from minor to major and may include possible suspension, expulsion, 43 restitution, or referral to law enforcement authorities or other agencies depending on the severity of the offense.

Violation	Definition
Arson	Lighting a fire, causing any fire to be started, or setting fire to school property. This also includes falsely setting off a fire alarm.
Assault	Inflicting physical harm, being physically violent, using unwanted force, or demonstrating immediate intent to inflict physical harm. This includes sexual assault.
Attendance / Truancy	Being absent or tardy from classes without an approved excuse
Criminal / Illegal Acts	Any criminal act(s) will be reported to appropriate law enforcement agencies.
Dangerous Behavior	Anything that is disruptive in nature, obscene, considered a health hazard, safety problem, or that interferes with the learning environment is not allowed (<i>administrators will make final determination</i>). Mischief/Games or pranks where students inflict physical pain on another person or themselves.
Disruptive Behavior	Engaging in behavior such that the student's presence poses an immediate and continuing danger to the student, other students, school personnel, or an immediate and continuing threat of substantial disruption to the educational process.
Disruptive Conduct / Behavior	Behaving in a way that materially or substantially interferes with, or is detrimental to, the orderly operation of school, school-sponsored events, or any other aspect of the educational process. Includes behavior or activities occurring off campus that cause or threaten to cause a substantial disruption to the educational process on campus or impinge on the rights of the students or staff at school.
Dress Code	Dressing in a manner that is not conducive to the educational environment. A student's dress or appearance may not present a health or safety hazard or create material and substantial disruption of the educational process at the school. Student dress shall not be gang-related, nor may it promote illegal activities or activities that violate school regulations.
Drugs / Alcohol <ul style="list-style-type: none"> ● Possession ● Use ● Paraphernalia 	Possessing, using, or being under the influence of drugs/alcohol before attending school, on school grounds, on school transportation, or during school sponsored events on or off campus. This includes inhalants, prescription drugs beyond a daily dose, prescription medical marijuana (even if the holder has a valid medical marijuana card), over the counter drugs in quantities or mixtures that are suspect and capable of causing serious harm, or any substance represented as such. Possessing paraphernalia includes any item that can be used to ingest or conceal drugs or alcohol.

Drugs / Alcohol <ul style="list-style-type: none"> • Sell • Buy • Transfer 	Transferring, selling, sharing, or solicitation of drugs/alcohol on school grounds, on school transportation, walking/riding to/from school, or during school sponsored events on or off campus, includes inhalants, prescription drugs, prescription medical marijuana (even if the holder has a valid medical marijuana card), over the counter drugs in quantities or mixtures that are suspect and capable of causing serious harm, or any substance represented as such.
Endangerment of Others	Acting in a manner that endangers students, staff, or community members.
Extortion/Blackmail and Coercion	Attempting to obtain money, property, or favor by violence or threat of violence performed against persons or forcing another to perform any act against his/her will by force or threat of force
Failure to Cooperate	Repeated failure to comply with or follow reasonable lawful directions or requests of teachers, guest teachers or staff. This includes but is not limited to noncompliance, dishonesty, defiance and hindering an investigation of an infraction or crime on campus or at a school sponsored event.
Failure to Identify Oneself	Students must correctly identify themselves upon the request of any Sumner-Bonney Lake School District staff member.
Fighting	Engaging in or provoking a physical altercation involving anger or hostility. This includes instigating a fight, arranging or contributing to the likelihood of a fight developing, including recording and/or distributing images of the fight.
Forgery, Academic Dishonesty or Plagiarism	All forms of cheating, plagiarism and fabrication, including submitting any work product that the student misrepresents as his or her work product for the purpose of fulfilling any assignment or task required as part of the student's course of studies. This includes the unauthorized use of electronic devices, the use of unauthorized material or unauthorized communication of any kind during testing and the aiding and abetting of academic dishonesty of others. This also includes the use of the name, signature or identification of another person to alter school communication records or other documents.
Gambling	Engaging in games of chance that involve the exchange of money or other items, or stake or risk money or anything of value on the outcome of something involving chance. A student shall not encourage or coerce other students to gamble.
Gang Activity	Students will not engage in gang activity on school grounds. Exhibiting any behaviors, clothing, bandanas, writing, or symbols related to gang/hate group activity or involvement (including "Wanna Be" actions). Such examples could be student behavior, clothing, jewelry, color blocking, accessories, notebooks with graffiti/drawings/tags, signing, symbolism representing the gang affiliation will not be tolerated on school grounds or school sponsored events.
Harassment, Intimidation, Bullying	<p>Harassment, intimidation, or bullying means any intentionally written message or image, including those that are electronically transmitted, verbal, or physical act, including, but not limited to one shown to be motivated by race, color, religion, ancestry, national origin, gender, marital status, sexual orientation, including gender expression or identity, mental or physical disability or other distinguishing characteristics.</p> <ul style="list-style-type: none"> • Physically harms a student or damages the student's property. • Has the effect of substantially interfering with a student's education. • Is so severe, persistent or pervasive that it creates an intimidating or threatening educational environment.

	<ul style="list-style-type: none"> Has the effect of substantially disrupting the orderly operation of the school. <p>“Other distinguishing characteristics” can include but are not limited to: physical appearance, clothing or other apparel, food allergies, socioeconomic status, and weight. “Intentional acts” refers to the individual’s choice to engage in the act rather than the ultimate impact of the action(s).</p>
Hazing	Participating in or failing to report known activity that demeans or abuses any student or members or potential members of a team or club.
Interfering with School Investigation	Misrepresenting, falsely accusing, concealing evidence, verbally or physically impeding or interrupting an investigatory process involving self or others, or otherwise hindering an investigation of an infraction or crime on campus or at a school sponsored event.
Lying	Telling or writing untruths.
Negative Community Action	Engaging in behavior outside of school that may adversely affect the educational environment of the school. Examples include, but are not limited to: acts of vandalism, theft, assault, drug and alcohol use and sales, inappropriate computer/network behavior, harassment/cyber bullying occurring off-campus, including the inappropriate use of email, texting, Skype, or other internet or electronic communications used to harass or harm others.
Physical Aggression	Threatening injury or attempting to cause physical injury or intentionally behaving in such a way as could reasonably be expected to cause physical injury to any person. This includes sexual misconduct and intentional spitting or hitting.
Prohibited Use of District Network and Digital Resources	To have access to the school computers and the internet, students, staff and parents agree to follow the standards set in the Sumner-Bonney Lake School District’s Responsible Use Policy (RUP). The RUP is available on Sumner-Bonney Lake School District website, and in the front offices. School staff will teach RUP guidelines and expectations for student technology use.
Public Displays of Affection	Public displays of affection are inappropriate in the school/workplace setting or at district sanctioned events and may result in disciplinary actions.
Sexual Harassment	Harassing conduct includes repeated offensive sexual flirtations, advances or propositions, continued or repeated verbal abuse of a sexual nature, graphic or degrading verbal comments about an individual or about his/her appearance, or any offensive or abusive physical contact including: offensive jokes, innuendoes, compliments, cartoons, pranks and/or other verbal, visual, electronic communications (e.g. sexting) or physical conduct, including stalking.
Theft/Robbery/Stealing	Stealing school district property or the property of a staff member, student, or school visitor. This includes knowingly possessing, concealing, selling or disposing of stolen property. Robbery is the taking of another’s property by force or threat of force.
Threats	Threats of violence or destruction, whether verbal, nonverbal, in writing, electronic or graphic. Words or actions intended to cause mental or physical harm are not allowed. Expression of intent to inflict injury or cause harm. To intimidate verbally, by use of hand signs, in writing or on a computer or electronic device. Words intended to inflict mental harm are not allowed. Threat to bomb or damage a school building or facility. Such threats will result in school discipline and are referred to the appropriate law enforcement agency.

Tobacco and Smoking Paraphernalia	Possessing, using or distributing of any tobacco product, or chemicals, devices (e.g. e-cigarettes, electronic hookahs, vaporizers, et.) or any other product that has a similar flavor or physical effect of nicotine substances.
Trespass/Loitering/ Unauthorized Entrance	Entering or being present on school property without permission.
Unauthorized Use of Cell Phones or Other Electronic Devices	Using cell phones and other personal electronic devices in classrooms/during the school day without authorization. Students shall not take, possess, distribute or publish pictures, video or audio of staff or students without their permission. Distribution includes emailing, texting or showing to anyone. Publishing includes posting image, video or audio, online or in print. To protect student's privacy, cell phones or other PEDs may not be used or sent at any time in the locker rooms, restrooms or any location where privacy would be expected. Any cell phone or other PEDs seen, heard or being used during school hours may be confiscated. Appropriate disciplinary action will follow. The school will not assume responsibility if electronic devices are damaged, lost or stolen at any time. Students are not to use PEDs during hall passes; PEDs may be checked in prior to leaving the classroom.
Vandalism/Destruction of Property	Intentionally destroying, damaging, or defacing school or personal property. This includes tampering with equipment or supplies or displacing property.
Violence Without Major Injury	The threat or use of physical force against another person. This can include assault, malicious harassment, kidnapping, or robbery.
Violence With Major Injury	The threat or use of physical force against another person; can include severe fighting, assault, malicious harassment, kidnapping, rape or robbery. A major injury is one that requires professional medical treatment. Examples include concussions, fractured or broken bones, or cuts requiring stitches.
Vulgar or Lewd Conduct/Profanity	Expressing any lewd, indecent, vulgar, profane, or obscene act. This includes swearing, spitting, and obscene gestures, photographs, drawings, including electronic communication.
Weapons, Firearms, and Other Unsafe Items	<p>Possessing, threatening to use, or using dangerous weapons (or replica weapons). A dangerous weapon means a weapon, device, instrument, material, or substance that is capable of causing serious bodily injury. This includes knives, BB guns, paintball guns, air guns, stun guns, or the like that injure a person by electronic shock, charge or impulse, martial arts weapons, explosives, incapacitating agents, laser devices, metal knuckles, or any other item which can inflict or threaten substantial harm. Principals may pre-authorize use of replica weapons or props, incapable of firing any projectile, in district-approved plays or school activities.</p> <p>Possessing, threatening to use, or using a firearm on school property, school-provided transportation, or at school-sponsored events. A firearm is defined as a weapon from which a projectile may be fired by an explosive. It also includes any form of explosive or gas device</p>

Inappropriate Student Language/Writing/Expression

Students are expected to use appropriate language at all times during the school day and at school-sponsored events. Inappropriate language will result in disciplinary action.

Possession or distribution of inappropriate writings and/or note writing that contains references to sex, violence, drugs, gang affiliation or drawings for pictures that are disruptive to the learning environment.

Our School Protects Students from Harassment, Intimidation, and Bullying (HIB)

Schools are meant to be safe and inclusive environments where all students are protected from Harassment, Intimidation, and Bullying (HIB), including in the classroom, on the school bus, in school sports, and during other school activities. This section defines HIB, explains what to do when you see or experience it, and our school's process for responding to it.

What is HIB?

HIB is any intentional electronic, written, verbal, or physical act of a student that:

- Physically harms another student or damages their property;
- Has the effect of greatly interfering with another student's education; or,
- Is so severe, persistent, or significant that it creates an intimidating or threatening education environment for other students.

HIB generally involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated. HIB is not allowed, by law, in our schools.

How can I make a report or complaint about HIB?

Talk to any school staff member (consider starting with whoever you are most comfortable with!).

You may use our [district's reporting form](#) ([Español](#), [Russian](#), [Ukrainian](#)) to share concerns about HIB, but reports about HIB can be made in writing or verbally. Your report can be made anonymously if you are uncomfortable revealing your identity, or confidentially if you prefer it not be shared with other students involved with the report. No disciplinary action will be taken against another student based solely on an anonymous or confidential report. If a staff member is notified of, observes, overhears, or otherwise witnesses HIB, they must take prompt and appropriate action to stop the HIB behavior and to prevent it from happening again. Our district also has a HIB Compliance Officer (Sara O'Donnell HIBofficer@sumnersd.org, (253) 891-6046, 1202 Wood Avenue, Sumner, WA 98390) that supports prevention and response to HIB.

What happens after I make a report about HIB?

If you report HIB, school staff must attempt to resolve the concerns. If the concerns are resolved, then no further action may be necessary. However, if you feel that you or someone you know is the victim of unresolved, severe, or persistent HIB that requires further investigation and action, then you should request an official HIB investigation.

Also, the school must take actions to ensure that those who report HIB don't experience retaliation.

What is the investigation process?

When you report a complaint, the HIB Compliance Officer or staff member leading the investigation must notify the families of the students involved with the complaint and must make sure a prompt and thorough investigation takes place. The investigation must be completed within 5 school days, unless you agree on a different timeline. If your complaint involves circumstances that require a longer investigation, the district will notify you with the anticipated date for their response.

When the investigation is complete, the HIB Compliance Officer or the staff member leading the investigation must provide you with the outcomes of the investigation within 2 school days. This response should include:

- A summary of the results of the investigation
- A determination of whether the HIB is substantiated
- Any corrective measures or remedies needed
- Clear information about how you can appeal the decision

What are the next steps if I disagree with the outcome?

For the student designated as the “targeted student” in a complaint:

If you do not agree with the school district’s decision, you may appeal the decision and include any additional information regarding the complaint to the superintendent, or the person assigned to lead the appeal, and then to the school board.

For the student designated as the “aggressor” in a complaint:

A student found to be an “aggressor” in a HIB complaint may not appeal the decision of a HIB investigation. They can, however, appeal corrective actions that result from the findings of the HIB investigation.

For more information about the HIB complaint process, including important timelines, please see the district’s [HIB webpage](#) or the district’s HIB Policy [3207](#) and Procedure [3207P](#).

Our School Stands Against Discrimination

Discrimination can happen when someone is treated differently or unfairly because they are part of a **protected class**, including their race, color, national origin, sex, gender identity, gender expression, sexual orientation, religion, creed, disability, use of a service animal, or veteran or military status.

What is discriminatory harassment?

Discriminatory harassment can include teasing and name-calling; graphic and written statements; or other conduct that may be physically threatening, harmful, or humiliating. Discriminatory harassment happens when the conduct is based on a student’s protected class and is serious enough to create a **hostile environment**. A hostile environment is created when conduct is so severe, pervasive, or persistent that it limits a student’s ability to participate in, or benefit from, the school’s services, activities, or opportunities.

Click on the links provided here to review the district’s Nondiscrimination Policy [3210](#) and Procedure [3210P](#).

What is sexual harassment?

Sexual harassment is any unwelcome conduct or communication that is sexual in nature and substantially interferes with a student’s educational performance or creates an intimidating or hostile environment. Sexual harassment can also occur when a student is led to believe they must submit to unwelcome sexual conduct or communication to gain something in return, such as a grade or a place on a sports team.

Examples of sexual harassment can include pressuring a person for sexual actions or favors; unwelcome touching of a sexual nature; graphic or written statements of a sexual nature; distributing sexually explicit texts, e-mails, or pictures; making sexual jokes, rumors, or suggestive remarks; and physical violence, including rape and sexual assault.

Our schools do not discriminate based on sex and prohibit sex discrimination in all of our education programs and employment, as required by Title IX and state law.

To review the district’s Sexual Harassment Policy 3205 and Procedure 3205P visit the [SBLSD Student Policy page](#).

What should my school do about discriminatory and sexual harassment?

When a school becomes aware of possible discriminatory or sexual harassment, it must investigate and stop the harassment. The school must address any effects the harassment had on the student at school, including eliminating the hostile environment, and make sure that the harassment does not happen again.

What can I do if I’m concerned about discrimination or harassment?

Talk to a Coordinator or submit a written complaint. You may contact the following school district staff members to report your concerns, ask questions, or learn more about how to resolve your concerns.

Concerns about discrimination:

Civil Rights Coordinator: TitleIXcoordinator@sumnersd.org, (253) 891-6047
1202 Wood Avenue, Sumner, WA 98390

Concerns about sex discrimination, including sexual harassment:

Title IX Coordinator: TitleIXcoordinator@sumnersd.org, (253) 891-6047

1202 Wood Avenue, Sumner, WA 98390

Concerns about disability discrimination:

Section 504 Coordinator: Cheri Simpson ADAcoordinator@sumnersd.org, (253)

891-6146, 1202 Wood Avenue, Sumner, WA 98390

Concerns about discrimination based on gender identity:

Gender-Inclusive Schools Coordinator: Sara O'Donnell

Sara.Odonnell@sumnersd.org, (253) 891-6046, 1202 Wood Avenue, Sumner, WA 98390

To **submit a written complaint**, describe the conduct or incident that may be discriminatory and send it by mail, fax, email, or hand delivery to the school principal, district superintendent, or civil rights coordinator. Submit the complaint as soon as possible for a prompt investigation, and within one year of the conduct or incident.

What happens after I file a discrimination complaint?

The Civil Rights Coordinator will give you a copy of the school district's discrimination complaint procedure. The Civil Rights Coordinator must make sure a prompt and thorough investigation takes place. The investigation must be completed within 30 calendar days unless you agree to a different timeline. If your complaint involves exceptional circumstances that require a longer investigation, the Civil Rights Coordinator will notify you in writing with the anticipated date for their response.

When the investigation is complete, the school district superintendent or the staff member leading the investigation will send you a written response. This response will include:

- A summary of the results of the investigation
- A determination of whether the school district failed to comply with civil rights laws
- Any corrective measures or remedies needed
- Notice about how you can appeal the decision

What are the next steps if I disagree with the outcome?

If you do not agree with the outcome of your complaint, you may appeal the decision to Civil Rights Coordinator:

TitleIXcoordinator@sumnersd.org, (253) 891-6047, 1202 Wood Avenue, Sumner, WA 98390, and then to the Office of Superintendent of Public Instruction (OSPI). More information about this process, including important timelines, is included in the district's Nondiscrimination Procedure [3210P](#) and Sexual Harassment Procedure [3210P](#).

I already submitted an HIB complaint – what will my school do?

Harassment, intimidation, or bullying (HIB) can also be discrimination if it's related to a protected class. If you give your school a written report of HIB that involves discrimination or sexual harassment, your school will notify the Civil Rights Coordinator. The school district will investigate the complaint using both the Nondiscrimination Procedure [3210P](#) and the HIB Procedure [3207P](#) to fully resolve your complaint.

Who else can help with HIB or Discrimination Concerns?

Office of Superintendent of Public Instruction (OSPI)

All reports must start locally at the school or district level. However, OSPI can assist students, families, communities, and school staff with questions about state law, the HIB complaint process, and the discrimination and sexual harassment complaint processes.

OSPI School Safety Center (For questions about harassment, intimidation, and bullying)

- Website: ospi.k12.wa.us/student-success/health-safety/school-safety-center
- Email: schoolsafety@k12.wa.us
- Phone: 360-725-6068

OSPI Equity and Civil Rights Office (For questions about discrimination and sexual harassment)

- Website: ospi.k12.wa.us/policy-funding/equity-and-civil-rights
- Email: equity@k12.wa.us
- Phone: 360-725-6162

Washington State Governor's Office of the Education Ombuds (OEO)

The Washington State Governor's Office of the Education Ombuds works with families, communities, and schools to address problems together so every student can fully participate and thrive in Washington's K-12 public schools. OEO provides informal conflict resolution tools, coaching, facilitation, and training about family, community engagement, and systems advocacy.

- Website: www.oeo.wa.gov
- Email: oeoinfo@gov.wa.gov
- Phone: 1-866-297-2597

U.S. Department of Education, Office for Civil Rights (OCR)

The U.S. Department of Education, Office for Civil Rights (OCR) enforces federal nondiscrimination laws in public schools, including those that prohibit discrimination based on sex, race, color, national origin, disability, and age. OCR also has a discrimination complaint process.

- Website: <https://www2.ed.gov/about/offices/list/ocr/index.html>
- Email: ocr@ed.gov
- Phone: 800-421-3481

Our School is Gender-Inclusive

In Washington, all students have the right to be treated consistent with their gender identity at school. Our school will:

- Address students by their requested name and pronouns, with or without a legal name change
- Change a student's gender designation and have their gender accurately reflected in school records
- Allow students to use restrooms and locker rooms that align with their gender identity
- Allow students to participate in sports, physical education courses, field trips, and overnight trips in accordance with their gender identity
- Keep health and education information confidential and private
- Allow students to wear clothing that reflects their gender identity and apply dress codes without regard to a student's gender or perceived gender
- Protect students from teasing, bullying, or harassment based on their gender or gender identity

To review the district's Gender-Inclusive Schools Policy [3211](#) and Procedure [3211P](#), visit our [website](#). If you have questions or concerns, please contact:

Gender-Inclusive Schools Coordinator: [Sara O'Donnell](#), (253) 891-6046
1202 Wood Avenue, Sumner, WA 98390

For concerns about discrimination or discriminatory harassment based on gender identity or gender expression, please see the information above.