

Sumner Middle School

Welcome to the Home of the Bobcats!

2026-2027



SMS Guiding Principles

Belonging
Success
Freedom & Choices
Fun
Safety

Sumner Middle School
1508 Willow Avenue
Sumner, WA 98390
253-891-5000
Attendance: 253-891-5010
Counseling/Guidance: 253-891-5011
Office Hours: 7am to 3:30pm daily

This handbook belongs to: _____ Grade: _____

Sumner Middle School Expectations

We demonstrate positive behavior expectations in the following ways:

Campus Expectations

- treat others and school property with respect and kindness
- follow SMS Guiding Principles and school/district rules
- follow staff directions

Hallways

- walk on the right-hand side
- close lockers
- use passing time to move to the next class

Stairway

- walk on the right-hand side
- keep the flow of traffic moving

Cafeteria/Commons

- maintain a single-file line; no cutting
- keep all food and drinks in the cafeteria
- clean up after yourself and use garbage cans/recycling

Office

- check in with main office staff
- wait patiently for someone's assistance

Outside on our campus

- walk bikes, skateboards, and other wheeled devices on campus
- stay on sidewalks and walkways
- use crosswalks

Bus

- use safe words and actions in the bus line and on the bus
- make room for others to sit by you
- remain seated and face forward on the bus; walking or standing while the bus is moving is not allowed
- follow all directions from the bus driver

Assemblies

- be courteous to presenters and audience
- sit in designated section with assigned class
- use aisles to get to seat
- remain seated until dismissed and leave in a safe and orderly fashion

Sumner Middle School Expectations

Sumner Middle School is a place where all students **BELONG**, recognize that they have the power of **FREEDOM** and **CHOICES**, experience **SUCCESS** every day, have **FUN** and feel physically and emotionally **SAFE**. To ensure the safety of all students and staff, please treat each other and all items on our campus respectfully. It is important to be kind to each other, in person and virtually.

Guiding Principles Rubric

GUIDING PRINCIPLE	MEETING STANDARD
BELONGING	Use kind words and address others appropriately. Judge ideas not people; treat people with respect.
FREEDOM AND CHOICES	Think flexibly: remain open to alternatives and see many possibilities Be prepared for class and use class time effectively (work steadily, stay focused and do not disrupt others). Monitor your own behavior and act appropriately whether alone or with others.
SAFETY	Language and actions on our campus are free from harassment, intimidation, bullying, racism, stereotypes, and prejudices. Follow all campus expectations. Demonstrate respect for all property, including others' property, personal property, and the school's property.
SUCCESS	Persist: keep on trying and do not give up Complete assignments; work is of good quality and makes an effort to improve. Attend help sessions with teachers if needed
FUN	Model fun behavior that does not interfere with the learning or safety of others. Fun behavior is not at the expense of others.

Positive Recognition

We recognize students who model positive behaviors by following our school's Guiding Principles of *Belonging*, *Success*, *Safety*, *Freedom* and *Choices*, and *Fun*. Students are recognized for positive behaviors in the following ways:

Link: A staff member may observe a student making a positive choice and will give a link to a student. The student's name is written on the link and exchanged for a reward. The link is added to the many other links awarded to students which will form a chain to be displayed in our school.

Super Sub Slip: Students who are especially helpful to guest teachers may receive a Super Sub Slip. They will receive a small reward and are entered in a weekly drawing.

Positive Office Referral: A positive office referral recognizes a student who is observed demonstrating positive behavior connected to one of our Guiding Principles. A staff member writes a description of this behavior on a postcard. The postcard is mailed home and the student is entered in a weekly drawing.

Student-of-the-Month: Each month, grade level teams use our Guiding Principle rubric to identify specific, consistent, positive behavior from students. These selected students are awarded Student-of-the-Month certificates and participate in a monthly Student-of-the-Month celebration at school.

Get Involved at Sumner Middle School!

Clubs/Activities

Clubs change each year depending on student interest and club advisor availability. Stay tuned to electronic newsletters and morning announcements for further information about possible clubs offered!

<u>POSSIBLE Clubs & Activities</u>		
Art Club	Board Game Club	Advanced Choir (audition)
Math Club	FCCLA	ASB (elections/interviews)
Chess Club	Photo Club	Jazz Band (audition)
Sports Club	TSA (Technology Student Association)	POUNCE (by application)
Random Acts of Kindness (RAK)	Yarn Art Club	

ASB (Associated Student Body)

Our ASB team consists of an executive council (President, Vice President, Secretary and Treasurer) and a team of coordinators. These positions are selected in the spring. Other opportunities to be involved include being a class representative, signing up for leadership classes, participating in our fundraiser, and attending ASB-sponsored events. Examples of ASB sponsored events are dances, spirit assemblies, charitable projects, etc. ASB also funds ALL sports and activities at SMS so get involved today!

ASB Cards

Students are encouraged to buy an ASB card. An ASB card provides many discounted benefits for a variety of school functions. An ASB card is required for participation in sports and 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.

Athletics

Athletic clearance needs to be completed online using Final Forms. Call our main office at 253-891-5000 for assistance.

MIDDLE SCHOOL SPORTS' SEASONS

- Season 1 - Baseball, Fastpitch, Track & Field
- Season 2 - Girls Basketball, Boys Soccer, Wrestling
- Season 3 - Boys Basketball, Girls Soccer
- Season 4 - Volleyball, Flag Football, Tackle Football (grade 7 & 8 only), Cross Country

Athletics/Activities Eligibility

In accordance with SBLSD Policy and WIAA Requirements, students must achieve at least a 2.0 GPA and achieve passing grades in all classes each quarter prior to being eligible. Previous quarter grades and mid-quarter progress reports are used to determine eligibility.

In addition to grades, every student who participates in a co-curricular activity must follow the athletic/activities code of conduct. This athletic/activities code is designed to establish a reasonable, high standard for participants. Co-curricular activities are a privilege and completely voluntary. Co-curricular activity is defined as any athletic team, activity, student government group, drama or musical group, etc., which is school-sponsored and outside the curricular program. Along with this privilege comes the expectation of a higher standard of behavior and conduct. More information about the Athletic Code including training rules can be found at www.sumnersd.org.

The Registration/Clearance Checklist

- Complete Online Registration Paperwork through Final Forms
<https://sumner-wa.finalforms.com/>
- Upload Sports Physical [Final Forms](#), or email a copy to Cassandra_Waddle@sumnersd.org , or turn in a hard copy to our Main Office
- Purchase ASB card
- Pay athletic participation fee
- Be clear of all fines

After-School Supervision

Students who remain at school when the school day ends must be involved in an after school event (club, sports, etc) and must be supervised by a staff member, this includes students who stay after school to watch an athletic contest.

Student Learning and Grading

Students will routinely receive feedback from teachers on individual assignments to promote growth and encourage improvement. Assessments will measure progress on key concepts and skills.

Teachers will:

- Focus on the important skills and course standards students need to learn
- Use instructive feedback strategies to communicate what students have learned and what they can do to improve
- Provide students opportunities to demonstrate their learning and understanding in various ways

Students will:

- Arrive to class on time; bring materials to class each day
- Use the Learning Roadmap that is posted in each classroom to understand the learning expectations for each class, each day
- Use a planner to keep track of assignments/assessments
- Use class time wisely; participate; ask questions when needed; do not disrupt others
- Meet with the teacher for extra help when needed (before/after school, during lunch, etc)
- Turn in assignments on time
- Use technology appropriately; phones are put away unless directed otherwise by staff

Grading Scale

Grade	Percentage
A	100-93
A-	92-90
B+	89-87
B	86-83
B-	82-80
C+	79-77
C	76-73
C-	72-70
D+	69-67
D	66-60
F	59-0

Access student grades, assignments, attendance, lunch account information and more online. Log on to **Family Access** through the Sumner Bonney Lake School District's webpage: www.sumnersd.org. Contact the Counseling Office at 253-891-5011 for help with Family Access login information.

Chromebook/Cell Phone/Technology/AI Expectations

Appropriate use of technology tools (chromebooks, cell phones, etc)- SMS staff understand that technology is a powerful tool to use academically and in our personal lives as well. We will always require safe and appropriate use of technology when it is permitted by staff at school.

Appropriate use of social media and email- Internet safety is very important at SMS. We use safe and kind words in communications with others (staff, students, etc.) and use school email and other school applications for academic use only.

***No taking pictures/video/audio of people without their consent or at inappropriate times. No cell phone use in the locker rooms or restrooms.

Cell Phone/Personal Electronic Devices (PED) Policy

All cell phones, headphones, earbuds, and speakers are off and put away for the school day unless you have specific permission from your classroom teacher or another SMS staff member. Cell phones are allowed before school, at lunch and after school. If a staff member asks a student to put away their cell phone, it is expected that the student immediately complies. If cell phone or personal electronic device use during inappropriate times becomes a pattern or is disruptive, progressive discipline may result.

Digital Citizenship

- respect yourself and others
- protect your passwords
- share information responsibly
- evaluate the accuracy of any information you find or receive online
- maintain a healthy balance of online and offline activities and relationships
- give credit to your sources

Unacceptable use of technology includes, but is not limited to:

- cyber-bullying, harassment, or intimidation; discriminatory remarks and other similar conduct
- using or forwarding profanity, vulgar language, racist terms, or other discriminatory offensive language;
- playing games during class time unless authorized to do so;
- accessing social networking sites without specific authorization;
- streaming or downloading audio and video files unless specifically authorized for instructional purposes;
- signing an electronic account authorized for another person;
- unauthorized downloading or installation, destroying, modifying, or abusing hardware and/or software;
- attempts to defeat or bypass the district's Internet filter

For more information about technology in our district, visit the district website, www.sumnersd.org, where you can find information related to parent security controls, the [*Secondary Chromebook and Digital Device Handbook*](#), and much more.

A violation of the Responsible Use Policy, which students agree to when signing in to their chromebook and is also available online and in our main office, will result in progressive discipline.

Liability- SMS and the district are not responsible for damaged, lost, or stolen personal electronic devices (computers, cell phones, headphones, etc.). Purchasing school [chromebook coverage](#) is highly encouraged.

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 AI 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 reduce 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 personal information with AI technologies, including name, phone number, birth date, address, or other financial or confidential information.
5. **Check sources generated by AI:** AI is not perfect. AI has been known to create inaccurate information and can be used to create misinformation and disinformation. Students should always check sources and find independent facts to confirm AI-generated content.
6. **Cite Sources:** When using AI tools and techniques in your work, students must provide proper 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 always seek guidance from their teacher.

AI Permissibility Levels

The three AI permissibility levels—*AI Required*, *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 Restricted

Generative AI use in completing this assignment or project is not allowed. Students are expected to complete the work using only their own knowledge and skills.

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 or learning. Properly cite any AI-generated work products.

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.

Other Important Student Information

Attendance

Contact the Attendance Office: Sally Villalobos, 253-891-5010; sally_villalobos@sumnersd.org

Consistent attendance is essential for academic progress and is of great importance for a student's academic success. Attendance will be taken daily, every class period.

Absences

Absence from school shall be classified as either an excused absence or an unexcused absence or truancy.

Excused Absences

- An excused absence is granted for personal illness or injury, serious family illness, quarantine, death in the family, or absences which are due to extraordinary or unusual circumstances, after the parent/guardian provides notification of the dates and reasons for the missed days. Court appearance, religious observance and school-related field trips are excused absences. It shall be the responsibility of the parent and/or student to schedule medical, dental, or legal appointments during non-school hours whenever possible. Medical provider notes can be used to excuse absences. Excused absences shall not be permitted if deemed to cause a serious adverse effect upon the student's educational progress. (RCW 28A.225.010 (d))
- Excused absences shall require notification from the parent or guardian by phone or written note within 48 hours of the student's return to school.
- Students who are late to school or have been absent should bring a note from parent/guardian to the attendance office upon arrival to the building. All absences will be considered unexcused until excused by a parent/guardian. Please call the attendance office regarding any questions about absences.

Unexcused Absences (Truancy)

- Students are expected to attend all scheduled classes or events each day. A student whose absence is not excused may experience school consequences related to the unexcused absence, and teachers are not obligated to provide make-up work. A student is considered truant who misses any or all of a school day without the school's permission and without the parent's prior knowledge.

Tardies

Students are expected to be at school and in class on time. A student will be marked tardy if they arrive at the classroom after class begins. Excessive tardiness will be cause for progressive disciplinary action.

Late Arrival/Early Dismissal

Any time a student arrives late to school or leaves early from school, they must check in and out through the Attendance Office. Students may not leave campus without prior approval.

Requesting Work

We understand that families occasionally plan vacations or events that require students to be absent from school. While we respect family time and recognize the value of life experiences, it is important to understand the potential impact extended absences can have on your child's academic progress. Please note the following important information regarding pre-arranged absences:

No Guarantee of Work in Advance

Teachers are not required to provide classwork or assignments in advance of a planned absence. While teachers may choose to do so at their discretion, it is not always feasible to prepare materials ahead of time due to the fluid and responsive nature of classroom instruction. Should a teacher be able to provide work in advance, they will need at least 24 hours notice to prepare materials.

Concurrent or Remote Work

In some cases, teachers may allow students to engage in class work remotely or work concurrently during their absence using tools such as Google Classroom. This is also at the teacher's discretion and dependent on the nature of the course content. These options are not guaranteed and should not be expected for all classes or all types of work.

Make-Up Work Timeline

Upon returning to school, students are typically given the same number of days as their absence to complete missed assignments. It is the student's responsibility to communicate with teachers, access needed materials, and complete all make-up work within the designated time frame.

Impact on Academic Success

Even when planned, absences from school can result in missed instruction, class discussions, collaborative learning opportunities, and assessments that may be difficult to replicate outside the classroom. Extended time away can affect a student's academic performance, engagement, and overall progress.

We encourage families to consider these factors when planning time away from school and to communicate with teachers and school staff in advance whenever possible.

Bicycles, Skateboards, Wheeled Devices and E-Rides

Students who ride to school are encouraged to wear a properly fitted helmet. Bicycles must be parked and locked in the designated bike racks. Skateboards and other non-motorized wheeled devices may not be ridden on school property or transported on school buses.

E-rides (including e-bikes, e-scooters, and other powered personal mobility devices): Due to the increasing number and size of these devices, the school is unable to provide indoor storage in the Main Office or elsewhere in the building. Students who ride an e-bike or e-scooter to school are responsible for securing it in the designated outdoor bike racks. The school is not responsible for lost, stolen, or damaged bicycles, e-rides, skateboards, or other personal transportation devices.

Expectations for students who ride Electric Bikes and E-Ride devices can be found [here](#).

Bus Transportation

All school and district rules apply on the bus. The driver is in 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 and improper language is not permitted. Eating, drinking, and gum chewing are not permitted. Tampering with any bus controls or equipment is prohibited. Contact SBLSD Transportation at 253-891-6400 if you would like your child to ride a different bus which will require a bus slip.

Communication

Newsletter: Sumner Middle School communicates with our families primarily through electronic newsletters so it is important to have an accurate email address in Family Access. Family Access can be found on our district website at www.sumnersd.org. Contact the Counseling Office at 253-891-5011 for Family Access login information.

Skyward Family Access: Families have the ability to access teacher email addresses through their child's class schedule in Skyward. Clicking the teacher's name will show their email address.

ParentSquare: Families can use the Direct Message feature to contact staff. When a Direct Message is sent, the staff member will see it in their district email and will send a reply via email.

Contact our office: To contact a teacher, call our main office at 253-891-5000 to leave a message.

Counseling/Guidance Office

Contact the Counseling/Guidance Office: Cheryl Jessop, Registrar, 253-891-5011; cheryl_jessop@sumnersd.org.

If students are having problems with peers, struggling academically, or have other concerns they may go to the Counseling Office before school, at lunch, or after school to fill out a request slip to meet with a counselor. A counselor will call the student to the office and help develop a plan for success.

If a parent would like to meet with one, or all, of their child's teachers, call the Counseling Office at 891-5011 to schedule an appointment. Conferences occur before school, during teacher planning time, or after school.

Student Last Names A-K, Counselor Mrs. Shawna Eklund, shawna_eklund@sumnersd.org

Student Last Names L-Z: Counselor Mrs. Donna Knutsen, donna_knutsen@sumnersd.org

Dress Code/Appropriate Attire

When a student asks why we have a dress code, we remind them:

- An important life lesson is to know that we often dress differently for different occasions. For example, what we wear on the weekend with our friends might be different from what we wear to a job or school.

With this in mind, the student and parent may determine the student's personal dress provided that the student's dress does not lead school officials to reasonably believe that such dress will disrupt, interfere with, disturb, or detract from the school environment or activity and/or educational objectives; impact the student's safety or the safety of others (for example, hoods are not allowed because it prevents staff from easily identifying students); create an atmosphere in which a student, staff, or other person's well-being is hindered by undue pressure, behavior, intimidation, overt gesture or threat of violence; or imply gang membership or affiliation by written communication, marks, drawing, painting, design or emblem upon any school or personal property or one's person. Prohibited dress includes the use of lewd, sexual, violent, drug, tobacco, alcohol, vaping, or gang-related apparel.

The principal, in connection with a staff member, coach, or other person in charge of an extracurricular activity, may regulate the dress of students who participate in the activity if the principal reasonably believes that the student's dress:

- Impacts the student's safety or the safety of others;
- Will interfere with the purpose, direction, or effort required for the activity to achieve its goals.

Fitness Uniforms: All students are required to have one semester of fitness each year. Students will dress down for fitness class following our fitness uniform expectations.

Students will provide their own:

- **SHORTS:** Solid black or maroon, elastic waistband; pull-on style gym shorts; no zippers, snaps, or buttons; below fingertip length; no bicycle style shorts/spandex/tights; if students would like to wear black or gray sweatpants or leggings OVER/OR instead of shorts they may
- **T-SHIRTS:** Plain, logo free T-shirt style; solid gray, maroon, white or black (SMS logo is OK); no collars, zippers, pockets, or buttons; no tank tops, cut off T-shirt, or sleeveless shirts
- **SHOES:** A good basic all-purpose athletic shoe with adequate foot support is recommended; any type of crocs, sandals, slides or open-toed shoes are NOT acceptable for safety reasons.

Extracurricular Events and Field Trip Eligibility

Field trips and school-sponsored activities that occur outside the regular classroom are an extension of the educational program and are a privilege. Participation is reserved for students who are in good academic, behavioral, and attendance standing. Students must attend school for the entire school day to participate in a field trip or extracurricular school-sponsored activity occurring that day. Exceptions may be approved by a school administrator for excused circumstances.

Students may be deemed ineligible to participate if they have demonstrated a pattern of behaviors that indicate they cannot safely or appropriately represent Sumner Middle School during an extracurricular activity. Factors that may be considered include, but are not limited to:

- Repeated or serious violations of the Student Code of Conduct.
- Suspensions or other significant disciplinary actions.
- Chronic attendance concerns or excessive tardiness.
- Failure to meet academic expectations when participation would interfere with instructional progress.
- Safety concerns or behaviors that require a level of supervision beyond what can reasonably be provided on a field trip.

Eligibility determinations will be made by school administration in consultation with staff and will consider the student's overall conduct leading up to the event. Whenever possible, families will be notified in advance if a student is not eligible to participate. Students who are not eligible for a field trip will be expected to attend school and complete an alternative educational assignment during the scheduled field trip.

Food Delivery

Parents/guardians may bring a lunch for their own student during the school day. Food deliveries from restaurants or third-party delivery services (e.g., DoorDash or Uber Eats), as well as food brought for other students, are not permitted due to safety, supervision, disruption to the school environment, and student food allergy considerations. Exceptions may be made for classroom celebrations or special events that are planned and approved by the teacher or school administration.

Food & Drink on Campus

Our staff recognizes individuals may need a snack or drink during the day in addition to lunch time. These rules will be followed regarding food and drink on campus:

- Food is allowed in the Commons. Students use garbage cans and throw away all food and drink.
- Food is not allowed outside during lunches.

- While we understand that students might need some snacks throughout the day, the snacks should be for individual consumption, not to be shared with other students – this can be a safety issue (allergens, contaminants, etc) as well as very distracting to the learning environment
- Staff may allow food in a classroom or workspace- students need to follow the staff member's expectations. Food is not allowed in some classrooms like science or art rooms.
- Water is allowed in all classrooms. Students are encouraged to bring a water bottle (labeled with their name) to school each day. Some teachers may allow other drinks as well.

Food Service

School breakfast and lunches will be available for students. Visit the SBLSD website or call Child Nutrition at 253-891-6450 for more information.

Free and Reduced-Price Meals Application

All families who may be eligible are encouraged to apply for free or reduced-price meals. If you are eligible this not only helps with meals, but may also reduce other school fees. Applications must be resubmitted each year within the first 30 days of school opening. Qualified students receive the benefit for the full school year, even if the family's financial situation changes.

Applications may be submitted online through Family Access. Start by selecting your student's name, then *Food Service*, then click the *Applications* button, then *Add Application*. The system will walk you through the process and is very easy to use. Once Child Nutrition has processed the application, you will receive an email notification. Printed applications are also available at each school, or can be accessed from this site: <https://www.sumnersd.org/mealapplication>. Please contact the Child Nutrition office at 253-891-6450 if you have questions about free-reduced applications.

Health Room & Medications

Before medication can be administered at school, a *Health Care Provider Order for Medication at School* form must be filled out each year and signed by the provider. The parent must deliver the original labeled containers and signed order to the health room staff. All medications, even over-the-counter products such as Tylenol and cough drops, need to be stored in the health room. The student is responsible for coming to the health room to take the medication. Additional information is available on the district website, www.sumnersd.org, through the school's health room, or the District's Health Services office 253-891-6051. (See SBLSD Policy 3416: Medications at School).

Students are not allowed to be in possession of any medications or dietary supplements on the school campus, while attending school related events, at bus stops or on school district transportation unless specifically authorized in the *Health Care Provider Order for Medication at School*. Unauthorized possession, use or distribution of prescription and "over-the-counter" drugs will result in disciplinary action.

Lockers

At the beginning of the school year each student may be assigned a locker to store their belongings. Lockers are provided as a convenience for student use. Lockers, including fitness lockers, are the property of the school and may be searched by authorized school personnel. If a student's locker does not operate properly or has been damaged, contact the main office. The school is not responsible for lost, stolen, or damaged goods belonging to students.

The following suggestions should help students prevent locker problems:

- Do not tell anyone your combination.
- Do not put stickers on lockers. Writing on lockers is not permitted.
- Students are responsible for the care of the locker assigned to them and are responsible for all belongings.

Personal Property

The school is not responsible for 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.

Scents

Aerosols, perfume, cologne or any other type of scented products will not be allowed at school due to an increasing number of students and staff with asthma and allergies. Thank you for making sure our air is breathable for all.

Telephone - Office

Students may use the phone outside of the Counseling Office (with permission) to contact parents/guardians.

Visiting SMS

Parents/guardians are always welcome at SMS. All visitors MUST enter via our main office. Visitors will use our intercom system to enter SMS. In the interest of student safety, please make sure to follow the posted procedures for visitors when you arrive at our main office.

If a parent/guardian would like to visit a classroom, a time must be scheduled with a building administrator in advance. We require at least 24-hour advance notice prior to parent visitation of classrooms.

Only enrolled students are permitted at SMS during school hours.

Behavior Expectation System

We believe the most effective student management approach is to be proactive to help our students understand that all choices result in natural and logical consequences. Our goals are to enable students to take responsibility for their actions, increase their capacity for making the right choices and to help them become contributing members of our school community. This establishes a positive, safe, and caring environment for all.

Sumner Middle School Progressive Step System and Instant Referral

Step 1: A Step 1 form is filled out when a teacher/staff member has re-taught expectations to a student, but the student is still unable to follow expectations; parents/guardians are contacted by the teacher/staff member.

Step 2: A Step 2 form is filled out when interventions and re-teaching from Step 1 have not been effective. The staff member refers the student to the office. The office staff (counselors or administrators) intervene with the student and parent/guardian is contacted. Consequences may be assigned.

Step 3: A Step 3 form is filled out when behavior continues despite a Step 1 and Step 2; student is removed from the classroom for up to two days (allowing time for staff member and administrator (or dean) to discuss supports for student and staff); a parent/teacher/student conference may be requested; other consequences may also be assigned.

Instant Referral: Instant referrals are used when the ***progressive step system does not apply***. Instant referrals are used when a student's behavior is extreme/major enough that it needs immediate administrative attention.

Sumner Bonney Lake School District Student Conduct Expectations

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 **Sumner Bonney Lake School District's Student and Family Information Guide** provides additional information regarding appropriate standards for student conduct and further defines behavior expectations. Families and students are expected to review this guide by going to the Sumner-Bonney Lake School District website at www.sumnersd.org.

Behaviors That May Result in Corrective Action and/or Discipline

Incidents of student misconduct, including but not limited to those listed on the next pages, may result in corrective action such as reparation and/or restitution, or could lead to discipline such as detention, suspension, expulsion, or referral to law enforcement authorities or other agencies depending on the severity of the offense.

Progressive discipline is when student consequences increase for repeated misbehaviors. Consequences assigned to inappropriate behavior will be based on the nature and seriousness of the behavior, as well as the student's past actions.

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 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.
Danger and Disruption (Immediate)	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	Anything that is disruptive in nature, obscene, considered a health hazard, or a safety problem and that interferes with the learning environment is not allowed (<i>administrators will make final determination</i>). Mischief/games or pranks where students inflict pain, intentional or unintentional, on another person or themselves. Behaving in a way that interferes with 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 • 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 • 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	Extorting or attempting to extort any item, information or money.
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 their 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, or symbolism representing the gang affiliation will not be tolerated on school grounds or school sponsored events.
Harassment, Intimidation, Bullying	Harassment, intimidation, or bullying (HIB) means any intentional electronic, written, verbal, or physical act, including but not limited to one shown to be motivated because of the victim's race, color, religion, ancestry, national origin, gender, sexual orientation, gender expression/identity, mental, physical, or sensory disability or other distinguishing characteristics. HIB is an intentional electronic, written, verbal or physical act; physically or emotionally harms a student or damages the student's property; is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment for the student; or has the effect of substantially disrupting the orderly operation of the school.
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 which can include hitting or intentional spitting. This also includes sexual misconduct.
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 main office. School staff will teach RUP guidelines and expectations for student technology use.
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 their 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 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	Expressing by words or actions an intent to inflict mental or physical harm. This includes intimidating verbally, by use of hand signs, in writing, or on a computer or other electronic device.
Tobacco and Smoking Paraphernalia	Possessing, using or distributing of any tobacco product, or chemicals, devices (e.g. e-cigarettes, electronic hookahs, vape pens, etc.) 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. This may also include refusing to leave school property when asked to do so.
Unauthorized Use of Cell Phones or Other Electronic Devices	Using cell phones and other personal electronic devices (PED) 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 images, video or audio, online or in print. To protect student's privacy, cell phones or other PEDs may not be used 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 at unauthorized times during school hours may be confiscated. Appropriate disciplinary action may follow. The school will not assume responsibility if electronic devices are damaged, lost or stolen at any time.
Vandalism / Destruction of Property	Intentionally destroying, damaging, or defacing school or personal property. This includes tampering with equipment or supplies or displacing property.
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	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, 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. 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
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Understanding Student Behavior in Middle School: Conflict vs. HIB

It is important to share some perspective about the nature of student interactions in middle school and how the SMS staff approaches these interactions.

All states, including Washington State, have laws in place to protect students from harassment, intimidation, and bullying (HIB). These laws are essential for ensuring student safety and well-being, and the SMS staff take all reports of HIB seriously. That said, it's important to understand that not all conflicts or unkind behaviors among students rise to the level of HIB as defined by law.

Middle school is a unique and transformative time for students. The SMS staff works daily with hundreds of children ages 11 to 14, a period marked by rapid cognitive, emotional, and social development. During these years, adolescents are learning critical life skills like empathy, emotional regulation, perspective-taking, and conflict resolution. This journey to becoming kind, responsible, and respectful individuals includes making mistakes — and learning from them.

Most of the incidents we address in the middle school setting are part of normal peer conflict — arguments, misunderstandings, or poor choices that, while sometimes hurtful, are typical in the social development of adolescents. These situations are teachable moments, and our role as educators is to guide students through them in ways that help them grow.

When a situation does meet the criteria for HIB — such as being targeted, intentional, and causing substantial harm or fear — we take appropriate investigative and disciplinary actions. But our primary focus is always education, support, and building a safe, inclusive school climate.

We encourage parents/guardians to talk with their child about the difference between bullying and normal conflict, and please reach out to the SMS staff with any concerns. Working together, SMS staff and parents/guardians can support all students in becoming the best versions of themselves.

Teaching Students the Difference Between Conflict and HIB

To ensure SMS is intentional about providing a safe, supportive learning environment for all students, we build in multiple opportunities throughout the school year to teach students the difference between conflict and HIB, and what to do if they witness or experience conflict or HIB. In multiple classroom and school presentations, students learn how to identify the difference between conflict and harassment, intimidation, and bullying (HIB).

- Conflict is a struggle between two or more people who have different goals or desires. Conflict occurs naturally when we interact with others and is a normal part of life because we will not always agree with others or like how they treat us. We need to learn how to interact respectfully when differences exist.
- HIB occurs between two or more people and may be repeated over time, intentionally cause harm, and/or is an imbalance of power.

Students learn how to report both conflict and HIB to staff so that staff can help resolve any issues. Complaints involving conflict or HIB will be appropriately investigated by our office team. Students can report harassment, intimidation, or bullying to any school staff member or a HIB incident reporting form may be filled out by a parent, student or staff member. HIB reporting forms are available in our main office and counseling office and also on the district/school website by going to Report It!. A complete copy of the district's harassment, intimidation and bullying policy and procedure can be found on the district website, School Board Policy and Procedure 3207: Prohibition of Harassment, Intimidation and Bullying.

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

Our school is a safe and inclusive environment 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 may involve 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, or you can make reports in writing or verbally. Students can complete reports in our counseling office. 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 a conflict or 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?

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.

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 the principal or designee at SMS. You can also talk to a coordinator below 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/504 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 a 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 , OCR.Seattle@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.

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.

Equal Opportunity

The Sumner-Bonney Lake School District complies with all federal and state rules and regulations and does not discriminate on the basis of race, color, national origin, gender, or disability in education programs, services and activities. Inquiries regarding compliance and/or grievance procedures may be directed to the District's Title IX/RCW 28A.640 Compliance Officer/ADA Coordinator and/or Section 504 Coordinator, in writing at 1202 Wood Ave., Sumner, WA 98390, or by phone (253) 891-6000.

SMS Bell Schedule

MONDAY

6th Grade		7th Grade		8th Grade	
Den	8:30 - 9:00	Den	8:30 - 9:00	Den	8:30 - 9:00
1st	9:03 - 9:45	1st	9:03 - 9:45	1st	9:03 - 9:45
2nd	9:48 - 10:29	2nd	9:48 - 10:29	2nd	9:48 - 10:29
3rd	10:32 - 11:13	LUNCH	10:32 - 11:02	3rd	10:32 - 11:13
4th	11:16 - 11:57	3rd	11:05 - 11:46	LUNCH	11:16 - 11:46
LUNCH	12:00 - 12:30	4th	11:49 - 12:30	4th	11:49 - 12:30
5th	12:33 - 1:15	5th	12:33 - 1:15	5th	12:33 - 1:15
6th	1:18 - 2:00	6th	1:18 - 2:00	6th	1:18 - 2:00

TUESDAY - FRIDAY

6th Grade		7th Grade		8th Grade	
1st *	7:25 - 8:23	1st *	7:25 - 8:23	1st *	7:25 - 8:23
2nd	8:26 - 9:23	2nd	8:26 - 9:23	2nd	8:26 - 9:23
3rd	9:26 - 10:23	3rd	9:26 - 10:23	3rd	9:26 - 10:23
LUNCH	10:26 - 10:56	4th	10:26 - 10:56	4th	10:26 - 11:28
4th	10:58 - 12:00	LUNCH	10:58 - 11:28	LUNCH	11:30 - 12:00
5th	12:03 - 1:00	4th	11:30 - 12:00	5th	12:03 - 1:00
6th	1:03 - 2:00	5th	12:03 - 1:00	6th	1:03 - 2:00
		6th	1:03 - 2:00		

* BNN Announcements

ACKNOWLEDGEMENT OF HANDBOOK

This handbook contains information specific to Sumner Middle School. It is updated annually and serves as a supplement to the Sumner-Bonney Lake School District Student and Family Information Guide.

The Student and Family Information Guide provides important districtwide information regarding student rights and responsibilities, school board policies and procedures, and district expectations and guidelines.

Both the Sumner Middle School Handbook and the Student and Family Information Guide are available online at www.sumnersd.org. Students and families are encouraged to review both publications each year.

By reviewing this handbook, you acknowledge that you have read and understand the information it contains. If you or your student have any questions, please contact the Sumner Middle School Main Office at **(253) 891-5000**.

Please sign and return to school.

Student: **PRINT** first and last name

Parent/Guardian: **PRINT** first and last name

Student Signature

Parent/Guardian Signature

Date

Date