Mountain View Middle School

Student Handbook

2026-2027

Our school handbook contains school-specific information and supplements the Sumner-Bonney Lake School District Student and Family Information Guide. Information in the school handbook is updated annually to maintain a positive learning environment that nurtures, inspires, and empowers every student to achieve academic excellence.

The Student and Family Information Guide aims to ensure all students and families have critical school and students' rights information on various topics, including school board policies and procedures and summaries of district guidelines. Discussion of these contents will provide teachable moments for students to learn from their actions.

School handbooks and the District Student and Family Information Guide are online at District Directory / Handbooks. Both publications should be reviewed annually by students and families. Please contact the school to request printed copies.

Mountain View Middle School
2026-2027

Monday (late start) Class Hours
8:30 a.m. - 2:00 p.m.

Tuesday - Friday Class Hours
7:25 a.m. - 2:00 p.m.

Daily Office Hours
6:30 a.m. - 3:30 p.m.

Important Phone Numbers

Main Office/Principals/Teachers:	253.891.5200
Attendance Office:	253.891.5210
Guidance Office/Counselors:	253.891.5211

Address
10921 199th Ave. Ct. E
Bonney Lake, WA 98391
www.sumnersd.org

Amy Montgomery, Principal
Brett McDaniel, Assistant Principal
Chris Tartaglia, Assistant Principal

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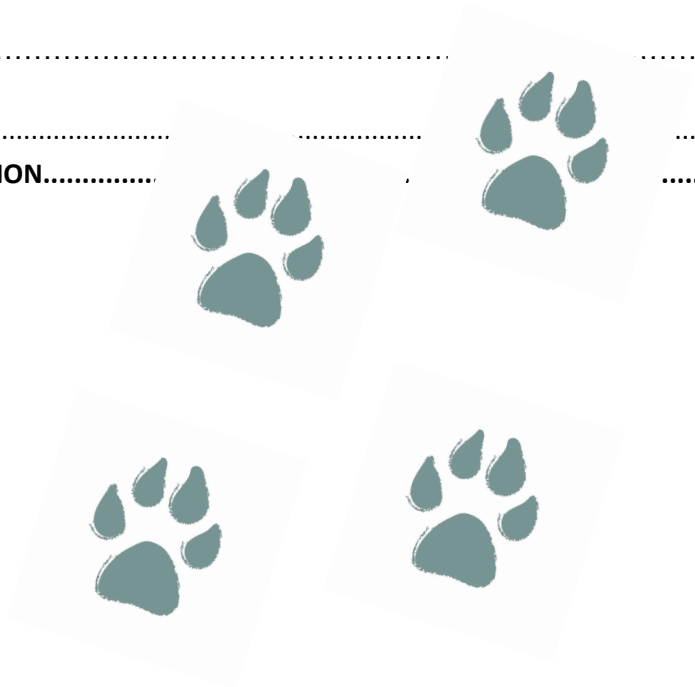
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Guidelines for Success

Welcome to Mountain View Middle School! We are the wolves and value each member of our pack. We take pride in helping each member of our community thrive. One of our most important goals is to help students develop social and emotional wellness and citizenship skills for school and life. Not only does this mean helping students grow academically, but also striving to help them develop "Wolf PRIDE." Students demonstrating Wolf PRIDE are Prepared, Responsible, act with Integrity, are Diligent, and strive for Excellence. Developing these characteristics will help our students become positive community contributors and lifelong learners. Acting with PRIDE in and out of the classroom ensures success today and in the future.

We are so happy you are part of our wolf pack! In the following pages, you will find helpful information about how we can show up for each other and ensure everyone feels safe and comfortable to be their best self.

At Mountain View Middle School, wolves...

are	**PREPARED**	Be **prepared** for class by bringing materials/assignments and your best self.
are	**RESPONSIBLE**	Behave **responsibly** with positive actions and words.
have	**INTEGRITY**	Act with **integrity**. Do your best to do what's right. *If you make a mistake (we all do sometimes), take responsibility for your actions and their impact on the pack.*
are	**DILIGENT**	Act with **diligence**. Be careful and persistent with your work and effort.
pursue	**EXCELLENCE**	Strive for **excellence** in all you say and do every day. Be your best self!

We also believe the most effective student management approach is to be proactive in helping you understand that your choices result in natural and logical consequences. Our goals are to enable you to take responsibility for your actions, increase your capacity for making positive choices, and keep you connected and a contributing member of our school community. The above guidelines will establish a positive, safe, and caring environment.

***Wolf PRIDE** is doing the right thing even when no one is looking!*



SHOWING WOLF PRIDE

We want you to be your best self while at school. Here are some ways to show your Wolf **PRIDE**:

	Prepared	Responsible	Integrity	Diligence	Excellence
School-Wide	Come ready with your supplies and assignments. Make sure your Chromebook is charged and ready to use. Practice good self-care and stay hydrated (**water only** in water bottles).	Arrive at school on time. Complete classwork and homework to the best of your ability. Follow staff directions. Use a school-appropriate volume, and make sure you walk throughout campus.	Be your best self and ensure your fellow wolves can be their best selves, too. Be honest and kind to all.	Persevere on assignments, projects, and tests. Put forth your best effort Ask for help when you need it.	Be polite (say "please," "thank you," "excuse me," etc.). Try to eliminate distractions to learning by turning off cell phones putting away electronics unless allowed for coursework at the teacher's discretion.
	Prepared	**Responsible**	**Integrity**	**Diligence**	**Excellence**
Classroom	Show up to classes with all your materials and ready to learn.	Be ready to work when class begins.	Follow your class rules and uphold your class norms/ agreements.	Engage in the learning tasks in each class. Ask for help when you need it.	Put forth your best effort every day.
	Prepared	**Responsible**	**Integrity**	**Diligence**	**Excellence**
Hallways/ Pods	Carry all materials appropriately.	Make sure you are being safe in your words and actions by walking on the right side of the halls, keeping your hands and feet to yourself, and using a quiet voice and school-appropriate language.	Help keep our wolf den clean! Pick up your garbage. Use school-appropriate language. Hold doors open for others.	Walk directly to your destination. Walk facing forward.	Arrive to class on time, ready to learn! Be aware of your actions and the impacts on others around you.
	Prepared	**Responsible**	**Integrity**	**Diligence**	**Excellence**
Commons	Have your student number memorized. Have your lunch money with you.	Practice common care for common spaces-- clean up after yourself.	Maintain your position in line. Welcome other students to tables. If you see someone needing a seat, invite them to sit with you.	Keep all food and drinks in the Commons. Protect our planet-- sort your trash and recycle appropriately.	Use good manners in line and at the table.
	Prepared	**Responsible**	**Integrity**	**Diligence**	**Excellence**
Outdoor Spaces	Have electronic devices off and put away during class. Carry your backpack with you-- please don't leave your stuff unattended.	Walk-wheeled devices (bikes, skateboards, scooters, etc.) while on campus. Stay on sidewalks and walkways.	Pick up garbage and recycling and throw it away in the appropriate bins. Be respectful of the environment!	Report concerns of any nature to an adult. Be safe-- stay in designated areas.	Keep hands and feet to yourself. Use equipment appropriately.
	Prepared	**Responsible**	**Integrity**	**Diligence**	**Excellence**

Library

	Know when items are expected to be returned.	Return checked-out items on time. Enter quietly.	Access only school-appropriate sites on computers.	Keep all food and drinks away from computers. Clean up after yourself and others.	Return checked-out items in good condition.
Restrooms	**Prepared**	**Responsible**	**Integrity**	**Diligence**	**Excellence**
	Follow SmartPass procedures.	Wash your hands with soap and water. Leave the bathroom promptly.	Use the restroom for its intended purpose.	Report concerns to an adult/teacher right away.	Leave the restroom in good condition.
Chrome book	**Prepared**	**Responsible**	**Integrity**	**Diligence**	**Excellence**
	Check Google Classroom regularly for assignments. Check your school email.	Use your device and the technology tools to support online learning (Acceptable Use Policy).	Make sure all work is authentically your own.	Ask for help when you need it.	Be kind in your online interactions. Be your best self!

BELL SCHEDULES

TUESDAY – FRIDAY 7:25 a.m. - 2:00 p.m. (4-minutes of passing time between classes)

6th Grade	
1st Period	7:25 - 8:26* (61)
2nd Period	8:30-9:26 (56)
3rd Period	9:30-10:26 (56)
4th Period	10:30-10:58 (28)
Lunch	10:58-11:28 (30)
4th Period	11:32-12:00 (28)

7th Grade	
1st Period	7:25 - 8:26* (61)
2nd Period	8:30-9:26 (56)
3rd Period	9:30-10:26 (56)
Lunch	10:26-10:56 (30)
4th	11:00-12:00 (60)

8th Grade	
1st Period	7:25 - 8:26* (61)
2nd Period	8:30-9:26 (56)
3rd Period	9:30-10:26 (56)
4th	10:30-11:30 (60)
Lunch	11:30-12:00 (30)

6th Grade	
1st Period	8:30-9:15* (45)
2nd Period	9:19-9:59 (40)
3rd Period	10:03-10:43 (40)
4th Period	10:47-11:27 (40)
Advisory	11:31-12:01 (30)
Lunch	12:01-12:31 (30)
5th Period	12:35-1:15 (40)
6th Period	1:19-2:00 (41)

7th Grade	
1st Period	8:30-9:15*(45)
2nd Period	9:19-9:59 (40)
3rd Period	10:03-10:43 (40)
Lunch	10:43-11:13 (30)
Advisory	11:17-11:47 (30)
4th Period	11:51-12:31 (40)
5th Period	12:35-1:15 (40)
6th Period	1:19-2:00 (41)

8th Grade	
1st Period	8:30-9:15* (45)
2nd Period	9:19-9:59 (40)
3rd Period	10:03-10:43 (40)
Advisory	10:47-11:17 (30)
Lunch	11:17-11:47 (30)
4th Period	11:51-12:31 (40)
5th Period	12:35-1:15 (40)
6th Period	1:19-2:00 (41)

STUDENT RIGHTS AND RESPONSIBILITIES STATEMENT

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 critical 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. Both publications should be reviewed annually by students and families.

GENERAL INFORMATION

Arrival

On Mondays, the campus opens at **7:50 a.m.**, and Tuesday through Friday, the campus opens at **6:45 a.m**. for student drop-off. When arriving at school on Mondays, students must stay in the designated area until 8:15 a.m., and Tuesday through Friday, they must stay in the designated area until 7:15 a.m., unless attending a supervised activity. A staff member will dismiss students to go directly to their first period.

Note: Times are subject to change if needed to accommodate school transportation needs.

Attendance and Make-Up Work

Daily class attendance is one of the most critical indicators of student success. Students must attend school according to Washington State's Attendance Law. Your student must attend, and the parent/guardian is responsible for ensuring that the student attends school daily. If your student needs to miss school, please communicate absences with our Attendance Office. The parent/guardian and student are responsible for requesting make-up work from the teacher regarding assignments missed during an excused absence. For three days or fewer absences, please contact teachers directly via email. Students who need assignments due to a short-term absence (longer than three days) should contact the office, which will request work from the student's teachers. Assignments can be picked up 24 hours after the request. If a student becomes seriously ill or homebound, the school will assist the parent/guardian to arrange for support. Regardless of the absence, we are committed to supporting your students while they are away.

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

To excuse an absence, please call the MMS attendance line: (253) 891-5210.

Here are some actions your student can take to access work when absent:

- Check Google Classroom for assignments from missed classes.
- Email teacher(s) with questions about missed assignments.
- Make a plan for prioritizing/completing missed assignments.

Buses, Bikes, e-Bikes and Skateboards

You may ride a bicycle to school, but please be aware that you are responsible for securing it with a lock in the designated bicycle area. Do not ride your bike in the Mountain View Middle School or Bonney Lake High School parking lots at any time.

Bus transportation is a privilege, not a right. Students wishing to retain their bus-riding privileges must follow the rules. Your bus driver will discuss the bus rules and regulations. Bus stops are considered part of our school, and all school rules apply to students at the bus stop and on the bus. The driver will enforce all rules with the support of the administration. If you wish to ride another bus, get off at a different stop, or ride home with an adult/driver other than your parent or guardian, you need written permission from a parent and/or guardian.

If you bring a skateboard or scooter to school, please remember, for safety purposes, that you may not ride it on school property. If you ride your skateboard or scooter to school, please bring it to the Attendance Office.

Note: It is Pierce County law that cyclists are to wear a safety helmet!

Electric Bikes & E-Ride Devices

Students who ride electric bikes or other e-ride devices are expected to know and follow Washington state law and ride safely and responsibly.

Under Washington law, an e-bike must have fully operational pedals and cannot travel faster than 20 mph, using motor power alone.

Devices that can exceed 20 mph under motor power or do not have operational pedals are classified as electric motorcycles. Riders younger than 16 may not operate these devices. Riders age 16 and older may need a valid driver's license or permit and motorcycle endorsement, depending on the vehicle.

Electric motorcycles are prohibited on all school district property.

Students who ride e-bikes should:

- Follow all traffic laws and rules of the road
- Ride at safe speeds, especially near schools, sidewalks, parks and neighborhoods
- Yield to pedestrians and be courteous to others using roads and trails
- Wear a properly fitted helmet every time they ride
- Park and secure their e-bike only in designated areas at school

Students and families who are unsure whether a device is classified as an e-bike or an electric motorcycle should review the Washington state specific E-Ride Guide before riding. Please note the City of Bonney Lake's new Ordinance 1758 on E-Motorcycles, which applies to both those operating them and the parents/guardians who allow their children to do so.

Closed Campus

We care about you and your safety. 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.

Dismissal

Monday through Friday, you are expected to leave campus by 2:05 p.m. unless you are attending a supervised activity or riding the late bus; then, you should report to the activity by 2:05 p.m.

Early Dismissals

Arrangements for an early dismissal need to be taken care of before school. A note from a parent/guardian is required. Once the early dismissal has been arranged, you will be given a pass to get out of class and meet your parent in the front of the building. Please check out at the Attendance Office before leaving campus. This helps us prevent interruptions to your class. Information on the note must include name, date, time of dismissal, reason, and parent/guardian signature. When returning, check in with the Attendance Office for an admit slip.

Food And Drinks

To provide a sanitary setting and a professional-looking environment for students, food and drinks, other than water, will not be allowed in the classroom or hallways. Food and drinks must be kept in the Commons during breakfast and lunch.

Lunch

Walk calmly and quietly to the cafeteria. Please be seated at your lunch table before standing in line. The number of people allowed to sit at each table depends on the size and is indicated by the number of chairs placed at each table. Please do not add chairs. Once at your lunch table, wait for a supervisor to dismiss your table at the lunch lines. Wait patiently in the lunch lines. Follow all cafeteria expectations and directions from cafeteria supervisors. The lunch supervisor will start free time about halfway through the lunch period. An adult will dismiss you to free time once your table area is clean. During free time, you may stay inside at your table (you may be on your cell phone, personal device, or Chromebook) or you can go outside. Please throw away your trash and clean up your table before you start a free time activity. All food and drink must stay in the Commons area.

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; please leave valuables and large cash at home.

Scheduling a Parent/Teacher Conference

If a parent/guardian would like to meet with all of their student's teachers, call the Counseling Office at 891-5211 to schedule an appointment. Conferences occur before school, during teacher planning time, and/or after school.

If you wish to meet with an individual teacher, please call 891-5200 to either speak to or leave a message for that teacher.

School Meals

All families who may be eligible are encouraged to apply for free or reduced-price meals. Qualification for meal benefits entitles the students to discounts on ASB cards, athletic fees, Chromebook assurance, and more.

Free or reduced lunch applications are on the district website or can be picked up in the office. Families need to reapply each year by **October 1st**. Completing free or reduced lunch applications can qualify families for

discounts on ASB cards, athletic fees, Chromebook assurance, and other school needs. Families can add money to their student's account via Skyward Family Access.

Costs:

Breakfast $2.50 Lunch $4.00 Free/Reduced $0 Milk .75

Vending Machines

Vending machines are available to students on campus before, during lunch, and after school. Vending machines are not available to students during passing or class time. Use vending machines at your own risk; refunds are *not* available.

Visitors to Campus

Parents/guardians are always welcome at MMS. In the interest of student safety, please make sure to first check in at the Attendance Office.

If a parent/guardian would like to visit a classroom, please schedule a time with a building administrator in advance. We generally require 24-hour advance notice before a parent/guardian visitation of classrooms. Student visitors are not permitted at any time during school hours. Former students who wish to visit staff must check in at the Attendance Office to obtain a Visitor's Pass and be welcome on campus after regular school hours.

GENERAL EXPECTATIONS

Cell Phones and other Bluetooth Capable and/or Electronic Devices

- Cell phones, Meta Glasses, or other devices should be put in "Wolf Mode" (Airplane mode) and put away by **7:25 a.m. Tuesday - Friday and by 8:30 a.m. on Mondays** and not operated in the classroom during the regular school day.
- **In case of an emergency**, parents, guardians, relatives, or friends can call the main office at (253) 891-5200. If a student has an emergency situation during the school day that requires a parent phone call, the student should make arrangements with a staff member to use a school phone rather than making a call from his/her cell phone.
- The student who possesses a **personal electronic device** at school shall be solely responsible for its care. 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 2024 in order to maintain a safe and secure learning environment in class.
- The school will NOT assume responsibility if electronic devices are damaged, lost or stolen at any time.

DOs: What is allowable at MMS?

- ➔ Students may only use cell phones or other personal electronic devices while at lunch, during passing and before/after school in common areas (gym, commons, outside, etc.)
- ➔ Headphones and/or earbuds should *only* be used at the direction of the teacher or based on a student's individualized support plan.
  NOTE: Headphones/Earbuds/Airpods should always be put away during instruction and directions.

DON'Ts: What is <u>NOT</u> allowed at MMS?

- ➔ Meta Glasses are not allowed at MMS.
- ➔ Cell phones are never allowed to be out in the locker rooms or bathrooms.

- ➔ Use of cell phones or any other electronic device to take pictures or video without someone's permission is prohibited.
- ➔ Cell phones should NOT be operated in classrooms during the school day. (Devices should be put in "Wolf Mode" (Airplane mode) and put away by **7:25 a.m. Tuesday - Friday and by 8:30 a.m. on Mondays**.)
    - Phones and personal devices should be put away out of sight (such as in a backpack, not on the desk) while students are in class to avoid distracting or disrupting student learning.
    - If a staff member asks a student to put away their cell phone, it is expected that the student immediately complies. Refusal to comply will result in disciplinary action.
    - If teachers allow students to use electronic devices to support student learning, all students are expected to follow the teacher's directions for using devices for instructional purposes.

Continued misuse of cell phones and/or electronic devices will result in progressive discipline.

Step 1: Lunch Detention and parent contact (Admin/Campus Safety)
Step 2: Lunch Detention(s) and parent contact (Admin)
Step 3: 90 minute detention (Monday) or multiple lunch detentions. Admin collaborating with parents regarding a check in/out system.
Step 4: Individual Plan- could include, contract, etc. (Admin Team)

Chromebooks

It is the student's responsibility to comply with the SBLSD Electronic Resources and Internet Safety Policy and the related Responsible Use Procedures to maintain a safe and secure learning environment. The destruction, damage, unauthorized access, alteration, or misuse of hardware or software may result in the loss of computer privileges. A plan for full restitution will be required before reinstatement in school.

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 Restricted*, *AI Permitted*, and *AI Required*—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.

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.This is the default for an assignment unless given other guidance by a teacher.

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.

Student Dress

From SBLSD Procedure 3224P:

The student and parent may determine the student's personal dress and grooming standards, provided that the student's dress and grooming does not:

A. Lead school officials to reasonably believe that such dress or grooming will disrupt, interfere with, disturb, or detract from the school environment or activity and/or educational objectives;

B. Create a health or other hazard to the student's safety or to the safety of others;

C. 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

D. Imply gang membership or affiliation by written communication, marks, drawing, painting, design or emblem upon any school or personal property or one's person.

Medications

The SBLSD provides the administration of medications at school. By state law, RCW 28A.210.260, written permission from the parent/guardian and health care provider must be provided before medications can be administered at school. The state law concerning medication administration at school obligates school districts to obtain written health care provider orders and parental permission for prescription and over-the-counter medications (i.e., Tylenol, medicated throat lozenges, vitamins). Medications cannot be transported with students between home and school for safety reasons. An adult must transport medication and it must be in the original container with a prescription label. Students are not allowed to carry medications with them at school. An exception can be made if it is medically necessary and written permission from a parent/guardian and health care provider is on file.

Social Media

In the fast-changing world of electronic information and communication with parents, staff, and community members, MMS recognizes that social media tools can be of great value. Teachers may be authorized to utilize social media consistent with state and federal law. The purpose of authorized social media sites is limited to promoting the District's mission and goals. Online communication is critical to our students' learning. Social media, web-based or Internet tools may offer an authentic, real-world vehicle for student expression. Our primary responsibility to students is their safety. Hence, the District holds those staff and students using these tools to the same responsible use, terms of agreement, standards, and expectations and must follow all established Internet safety guidelines. Anything deemed to be inappropriate will be subject to deletion.

Tardies

Learning begins when the bell rings, so it is important to try to arrive at classes on time. If tardies persist, the administration team may create a support plan to help you make it to class on time to maximize your learning. Continued tardiness (4 or more in one or more classes) will result in progressive discipline:

Step 1: Conference w/student and parent contact
Step 2: Lunch Detention and parent contact
Step 3: Lunch Detention(s) and parent contact
Step 4: 90 minute detention (Monday morning) or multiple lunch detentions
Step 5: Individual Plan - could include, tardy contract, escort, etc.

Common Classroom Expectations for Students

1. Respect our shared space—no food and drinks in classrooms.
2. Be responsible for having all your supplies and being prepared to learn.
3. Be mindful of how our actions impact others and be part of a positive, productive space for learning.
4. Respect others: treat others with kindness, listen when others speak, use kind language, be considerate of others' perspectives and/or feelings.
5. Keep your hands to yourself, respecting the personal space and belongings of others.
6. Keep personal electronic devices (phones, smart watches, etc.) in Wolf Mode and/or kept in backpacks or teacher designated spaces during class. Note: only use earbuds/headphones when directed by staff members.
7. Chromebooks should be used for classroom-approved activities and when directed by staff members.
8. Use the correct voice level to help everyone stay focused:
    - Level 0 - silent mode - no talking

- Level 1 - partner mode - one partner can hear you
- Level 2 - group work mode - a table can hear you
- Level 3 - presentation mode - whole class can hear you

ACTIVITIES/ATHLETICS

Team placements will be communicated after the first week of practice. If a student athlete is not placed on a traveling team they will have the opportunity to participate in the E team program.

Sport	Traveling Teams that Compete Against Other Schools			E Team provided for those who do not make traveling team*
	Varsity	Junior Varsity	C Team	
Baseball	X	X	X	X
Fastpitch	X	X	X	X
Soccer	X	X	X	X
Basketball	X	X	X	X
Volleyball	X	X	X	X
Track	X	X		
Cross Country	X	X		
Tackle Football	X	X		
Flag Football	Based on participation numbers			
Wrestling	Based on participation numbers			

Athletics/Activities Eligibility

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.

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.

For more information about MMS athletics, contact **Athletic Coordinator Mandy Grams**.

See the District website for the most current information on athletic fees and eligibility requirements.

To be eligible to participate in athletics, you must:

- Purchase an MMS ASB card.
- Pay a per-sport participation fee of $70 (Reduced rates apply to students who qualify for free or reduced lunch).
- Have a completed Sumner School District Physical and Participation Form that requires a doctor's signature, parent or guardian permission, and an insurance waiver valid for 24 months. Complete an annual Concussion Form and Inherent Risk Form per sport.
- In addition to the WIAA requirements, students must maintain a minimum of a 2.0 GPA and pass all classes as full-time students.
    - The last grading period of a student's 8th-grade year will determine initial eligibility for 9th-grade Fall season participation at the high school.
    - Athletes who are on probation are required to complete weekly tracking sheets.
    - If you fail to turn in your weekly tracking sheet, you cannot participate in the following week's scheduled contest(s).
- Be in good standing regarding fees/fines and equipment.
- Transportation is not provided for after-school athletic practices. Parents must pick you up as soon as practice is over. Transportation back to school is not provided for in-district away contests, including Orting and Glacier Middle Schools. It is up to you and your parent(s) to arrange a ride home.
- Student-athletes receiving levels may be disciplined as follows:
    - ☐ Level One = Warning/coach phones home
    - ☐ Level Two = Suspended from one contest/coach phones home
    - ☐ Level Three = Code of conduct review and possible dismissal from team
    - ☐ Student-athletes receiving discipline referrals will be subject to administrative discipline which may lead to progressive discipline and/or removal from the team.

ASB and ASB Cards

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

You are encouraged to buy a Mountain View Associated Student Body (ASB) card immediately. For $20.00, this card has many discount benefits for various school functions. You must purchase a card to be involved in sports or clubs. Students eligible for free/reduced lunch may purchase an ASB card at a free/reduced rate. An ID card without an ASB membership is issued free of charge.

Clubs

Mountain View 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.

Dances

To be eligible to attend the dance, you need to be in "good standing" at MMS. Good standing includes, but is not limited to, such considerations as good conduct with few disciplinary concerns. **Only MMS students are allowed to attend after-school dances.** Buy your ticket when they go on sale! Tickets are not sold at the door, so please plan accordingly!

Practice Wolf PRIDE while at all dances; all school rules and student dress expectations apply. Running, moshing, head banging, slam dancing, dirty dancing, freak dancing, piggyback riding, and any other inappropriate or unsafe behavior will result in a timeout or removal from the dance. Additional consequences may also be given.

You may not leave campus to go home before the dance and return to campus after the dance starts.You may not leave the dance early unless your parent picks you up.

Food and drinks sold at the dance should remain on the tables. No food or drink should be on the dance floor or in the auxiliary gym at any time.

Participation in After-School Activities

You must attend school all day to attend or participate in an activity/event on that day. Time missed must be excused by an administrator. Pre-arranged medical appointments and family emergencies are the only exceptions. Participants in co-curricular activities need to review their Code of Conduct Training Rules.

All school rules apply to after-school or school-sponsored activities such as athletic events, dances, or concerts. Please remember to show your Wolf PRIDE at all after-school activities.

COUNSELING OFFICE

Counselors are available to assist you with such issues as problem-solving, making good choices, healthy relationships, academic planning, and conflict resolution. Stop by the Counseling Office before school, during passing time, or at lunchtime to see the counseling secretary to schedule a meeting with your counselor. She will schedule the appointment and invite you to your appointment through your email. If an emergency should develop, ask your teacher to contact your counselor.

Wendy Lubash	-	6th Grade
Pamela Kacer	-	7th Grade
Dyanne Jewett	-	8th Grade
Amy Graves	-	Behavior and Family Support Specialist
Jamie Jones	-	Psychologist
Alia Kvaternik	-	Psychologist

RECOGNIZING WOLF PRIDE

PRIDE Tickets

PRIDE Tickets are given by teachers when you demonstrate a PRIDE characteristic. PRIDE tickets can be used to purchase treats/prizes. The PRIDE Ticket Store will be open monthly in the Wolf Den, where students can purchase various items or rewards.

PRIDE Awards

Awards for the PRIDE word of the week are handed out each Friday. Students nominated by their teacher will receive a special treat delivered by the PRIDE Pack.

SCHOOL BEHAVIOR

At Mountain View Middle School, we believe the most appropriate 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 choices, and keep them connected and contributing members of our school community. These goals establish a positive, safe, and caring environment for all.

Minor vs. Major Problem Behaviors

We work to provide clear behavior expectations, intentional teaching of expectations, and opportunities for practicing positive behavior at school. If a student has challenges meeting the behavior expectations, we will partner with families to support positive behavior at school.

Minor Behaviors are disruptive behaviors that do not pose a risk to the physical or emotional safety of students or staff. These behaviors are managed by the staff in charge of the environment to keep the student in the environment with more intensive support.

Major Behaviors are serious behaviors that pose a risk to the physical or emotional safety of staff or students and negatively impact the social and academic environment. These behaviors require an administrative response to prevent the likelihood of the behavior from happening again.

The staff member will refer behavior concerns that are ongoing or severe to the office for administrative review. Consequences include but are not limited to

- Parent Contact/conference
- Counselor meeting to problem solve
- Lunch detention assigned by administration
- Monday School Morning Detention
- Temporary class removal pending conference
- Restorative Practices
- In-School Suspension (ISS)
- Out-of-School Suspension (OSS)

Exceptional Misconduct is used when the conduct is so frequent or serious regarding the disruptive effect on the school's operation. Please refer to the SBLSD Student and Family Information Guide for a description of "exceptional misconduct."

Select exceptional misconduct examples are listed below. For a full list, refer to the Student and Family Information Guide.

Exceptional Misconduct Behaviors that May Results in Corrective Action and/or Discipline:

Exceptional Misconduct	Definition
Aggression **Assault** **Fighting**	***Assault/Fighting/Intent to Cause Harm/Violence*** - Assault, fighting, violence, or causing harm through unwelcome contact is not tolerated at Mountain View. Students staging, promoting, inciting, participating, encouraging, observing, filming, and/or who, by their inactions, support disturbance may receive the same consequences as students who engage in disturbance.

	Hands-On Behavior - Students are expected to treat each other respectfully and may not violate the personal space of others.
Arson/Fire Alarms	Arson is lighting a fire, causing any fire to be started, or setting off a fire alarm. Tampering with fire extinguishers and alarms are defined as a criminal act under the laws of the State of Washington. Students are prohibited from tampering in any form with these public safety items. Anyone tampering with alarms will face serious disciplinary consequences. Tampering with defibrillators will also result in disciplinary action. If tampering occurs, police may be notified.
Dangerous/Disruptive Items	That are disruptive, obscene, considered a health hazard or safety problem, or that interfere with the learning environment are not allowed (*administrators will make a final determination).* Items include, but are not limited to, the following: ● Clothing choices, accessories, backpack messages, etc., that communicate a message referring to hate groups, racial content, gang membership, anarchy, or harassment are not allowed. ● Paintballs and/or paintball guns, Water guns, Airsoft guns, and/or Laser pens are not allowed on campus.
Discrimination **Discriminatory Harassment**	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. 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. SBLSD Nondiscrimination Policy and Procedure 3210,
Drugs/Alcohol	Drugs/Alcohol offenses are a violation of the law. Police can be contacted for possession of illegal or controlled substances. The possession, use, being under the influence of, or transmitting alcohol, drugs, controlled, illegal, addictive, or harmful substances, including marijuana and anabolic steroids, substances of any kind, or those purported to be the same, is prohibited on school and district property. This includes but is not limited to imitating controlled substances and/or related drug paraphernalia or delivery devices.

	Transferring, selling, sharing, or solicitation of drugs/alcohol on school grounds, on school transportation, walking/riding to/from school, or during school is considered a violation of the law. **Please note that vapor-type pens (Vapes, Dabs, etc.) can be classified as drug paraphernalia.*
Failure to Cooperate and/or Identify Oneself	Repeated failure to comply with or follow reasonable, lawful directions or requests of teachers, guest teachers, or staff. Behaviors may include but are not limited to disobedience, defiance, non-compliance, and hindering an investigation of an infraction or crime on campus or at a school-sponsored event. Furthermore, students must correctly identify themselves upon the request of any SBLSD staff member.
Forgery, Academic Dishonesty, or Plagiarism	Academic honesty is essential to personal growth and genuine learning. Students are expected to produce authentic work reflecting their own effort and to properly acknowledge all sources and assistance. **What Constitutes Academic Dishonesty?** Academic dishonesty includes, but is not limited to: ● **Plagiarism:** Submitting another person's ideas, writing, artwork, or data as your own without proper citation. ● **Unauthorized AI Generation:** Using generative Artificial Intelligence (AI) tools (e.g., writing generators, image creators, math solvers) to complete assignments and submitting the output as your own work. **AI tools are prohibited unless a teacher explicitly permits and directs their use for a specific task.** ● **Cheating & Copying:** Copying another student's work, using unauthorized materials during assessments, or allowing another student to copy your work. ● **Misrepresentation:** Submitting work completed by anyone (or anything) else as your own original effort. **Note on Permitted AI Use:** When a teacher allows AI tools for an assignment, students must follow the specific guidelines provided and properly acknowledge or cite how the tool was used. **Consequences:** Students who engage in academic dishonesty are subject to academic consequences and disciplinary action in accordance with **District Policy 3241** and individual classroom expectations.
Gang-Related Behavior	Students wearing, carrying, or displaying gang-related apparel or symbols or exhibiting behavior or gestures that symbolize gang membership is prohibited.

	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, and symbolism representing the gang affiliation will not be tolerated on school grounds or school-sponsored events.
Inappropriate Student Writing	Possession and/or composition of inappropriate writings, drawings, and/or note writing that contain references to sex, race, violence, drugs, gang affiliation, pictures, or photographs that are disruptive to the learning environment are prohibited on campus. Progressive disciplinary consequences will apply.
Language, Profanity, Vulgar, or Lewd Conduct	Students are expected to use appropriate language at all times during the school day and at school-sponsored events. Inappropriate language, including biased speech, may result in disciplinary action. We value diversity and equity at Mountain View Middle School and will not tolerate racist, sexist, homophobic, or derogatory language. Expressing any lewd, indecent, vulgar, profane, or obscene act. This includes swearing, spitting, obscene gestures, photographs, drawings, and electronic communication.
Public Display of Affection (PDA)	PDA of an intimate nature is inappropriate at school.
Sexual Harassment	Sexual harassment is any unwelcome conduct or communication that is sexual in nature andsubstantially interferes with a student's educational performance or creates an intimidating or hostileenvironment. 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.
Threats	Threats of violence or destruction, whether verbal, nonverbal, written, electronic statements, graphic pictures, or actions conveying the malicious intent of causing physical injury or causing harm to another person or group of people will not be tolerated in the SBLSD.

Weapons	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. 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. *Principals may pre-authorize use of replica weapons or props, incapable of firing any projectile, in district-approved plays or school activities.*

SCHOOL SAFETY

School safety is crucial to youth's development and academic success. **Students who feel safe at school tend to have better emotional health and are less likely to engage in risky behaviors**. That sense of safety contributes to an overall feeling of connection.

SafeSchools Tipline

Hear something? Know something? Say Something! SafeSchools Alert is our district's tip reporting service that allows you to quickly, easily, and anonymously report safety concerns to school officials 24/7/365. Together, we can create a safer learning environment.

Examples of reportable items include but are not limited to - bullying, intimidation, harassment, weapons, drugs, suicide, other…

**4 EASY WAYS*:

1. Web: http://1251.alert1.us
2. Email: 1251@alert1.us
3. Phone: (253) 693-3729
4. Text: (253) 693-3729

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 The Sumner-Bonney Lake School District does not discriminate in any programs, services or activities on the basis of sex, race, ethnicity, creed, religion, color, national origin, age honorably discharged veteran or military status, sexual orientation including gender expression or identity, homelessness, immigration or citizenship status, the presence of any sensory, mental or physical disability, neurodivergence, or the use of a trained guide dog or serving animal by a person with a disability. The district provides equal access to the Scouting 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, 253-891-6053, 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, 253-891-6053.

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
253-891-6053

Sumner-Bonney Lake School District ADA Coordinator
ADAcoordinator@sumnersd.org
253-891-6000

Sumner-Bonney Lake School District Section 504 Coordinator
Section504coordinator@sumnersd.org
253-891-6000

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.

Harassment, Intimidation, and Bullying (HIB)

Our School Protect 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*.

Discrimination

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

Gender-Inclusive School

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.

Conflict vs. HIB

Mountain View Middle School is intentional about providing a safe, supportive learning environment for all students. In classroom and school presentations, all 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 administration team.

ACKNOWLEDGEMENT OF HANDBOOK INFORMATION

Filling out the attached Google Acknowledgement of Handbook Information Form acknowledges that you have read and understand the MMS Student Handbook. The Student and Family Information Guide (www.sumnersd.org/publications) included on the district website provides additional information regarding appropriate standards for student conduct and further defines behavior expectations.

If you or your parents have questions, please call (253) 891-5200.

Acknowledgment of Handbook Information Form