



Totem Middle School

“Home of the Thunderbirds”



2017-18 Student Handbook

Welcome to Totem Middle School. We are committed to student success and community partnerships.

Totem Middle School is a place of learning dedicated to equipping students to be prepared for their future. Students are expected to show how they SOAR daily in their schoolwork. This will equip Totem students to achieve academically at Totem, and be successful in the future. As a staff we demonstrate this by developing engaging lessons aligned to the most recent state and national standards. These lessons contain clear learning targets with the guiding belief that each of our students can reach high levels of achievement.

Everyone has a role to play in creating a positive learning environment at TMS. We expect every student and staff to follow our SOAR Principles;

Our collaborative goal is for EACH of our students to be successful students and contributing members of the community. We believe that every student desires to excel, and are determined to support students and families in achieving those goals.

BY BUILDING RELATIONSHIPS WE ARE GOING TO CHANGE LIVES!

1605 7th Street
Marysville WA 98270
Phone: (360) 965-0500
Fax: (360) 965-0504

Attendance Line: (360) 965-0501
(Please call the above number to report absence)

Principal, Angela Collins
Assistant Principal, Russ Wilsterman (A-K)
Dean of Students, Keri Lindsay (L-Z)
Counselor, Sandra Madrigal (A-K)
Counselor, Adolfo Hinojosa (L-Z)

Vision

The Vision of Totem Middle School is for all students to achieve and exceed state learning expectations and develop into citizens who are adaptable in our diverse society.

Mission

Our Mission at Totem Middle School is to provide a safe and engaging atmosphere so all students can thrive as learners and be productive members of our community by:

- Collaboratively building our curriculum in alignment with Common Core State Standards,
- Using research-based instruction that is data-driven from common formative and summative assessments that purposefully inform and measure the effectiveness of instruction,
- Being responsive to the learning needs and interests of all students.

P.B.I.S

Positive Behavioral Intervention and Supports

Purpose Statement: Collaboratively design a positive learning environment that builds relationships, increases opportunities for success for all Thunderbirds, and celebrates achievement by encouraging buy in through ongoing development, review and rewards.

Family Involvement

In order for PBIS to be successful at Totem, we need your help. Below is a list of suggestions of how you can help support PBIS:

1. Remind your student of what it means to SOAR on a daily basis (before leaving for school is a great time to review these):
Be Safe, Be **O**rganized, Be **A**chieving, Be **R**espectful
2. Teach common expectations with us at Totem. Review the behavior chart and consider using a similar chart at home. The next page contains one you can use!
3. Ask your student how they SOARed at school each day. Find out if they got a SOAR ticket! Praise your student for making good choices at school.
4. If you are contacted because your child has not been SOARing, please review the behavior chart at home with your child, and look for where he/she can improve and talk together to make a plan.

Working together as a community we will help our students to continue to be successful at Totem!

SOAR Tickets

SOAR Tickets are awarded to students in order to reinforce positive behaviors at Totem. Students use these tickets to participate in school-wide/classroom rewards.

How to **SOAR** at **TOTEM**



S	<p><u>Safety:</u> <i>Is everyone's business</i></p> <ul style="list-style-type: none">• Walk• Be aware of your surrounding	
O	<p><u>Organized:</u> <i>Have a plan</i></p> <ul style="list-style-type: none">• Have all supplies• On time	
A	<p><u>Achieving:</u> <i>Have a purpose</i></p> <ul style="list-style-type: none">• Work toward purpose• Self-Control	
R	<p><u>Respectful:</u> <i>Show kindness</i></p> <ul style="list-style-type: none">• Respect SELF• Respect OTHERS• Respect COMMUNITY	


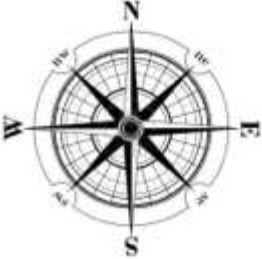


How to **SOAR** in the Lunchroom



<h1>S</h1>	<p>Safety: <i>Is everyone's business</i></p> <ul style="list-style-type: none">• Follow instruction• Single file lunch line• Stay in designated areas	
<h1>O</h1>	<p>Organized: <i>Have a plan</i></p> <ul style="list-style-type: none">• Have ID ready• Sit in assigned seat• Wait to be excused	
<h1>A</h1>	<p>Achieving: <i>Have a purpose</i></p> <ul style="list-style-type: none">• Eat healthy• Use time wisely• Take care of restroom needs	
<h1>R</h1>	<p>Respectful: <i>Show kindness</i></p> <ul style="list-style-type: none">• Level 2 voices• Mind manners• Clean up after yourself	

How to **SOAR** during **Transitions**



S	<p><u>Safety:</u> <i>Is everyone's business</i></p> <ul style="list-style-type: none">• Walking on Right Side• Hands and feet to self• Always moving	
O	<p><u>Organized:</u> <i>Have a plan</i></p> <ul style="list-style-type: none">• Have all supplies• Know your destination• Walk directly to destinations	
A	<p><u>Achieving:</u> <i>Have a purpose</i></p> <ul style="list-style-type: none">• Walk with purpose• Be on time• Be ready to learn	
R	<p><u>Respectful:</u> <i>Show kindness</i></p> <ul style="list-style-type: none">• Level 1 voices• Keep Totem Clean• Be mindful of others	

How to **SOAR** in the Restroom



<h1>S</h1>	<p>Safety: <i>Is everyone's business</i></p> <ul style="list-style-type: none"> • Bathroom pass • Report damage • Wash hands 	
<h1>O</h1>	<p>Organized: <i>Have a plan</i></p> <ul style="list-style-type: none"> • Be quick • Be quiet • Be clean 	
<h1>A</h1>	<p>Achieving: <i>Have a purpose</i></p> <ul style="list-style-type: none"> • Use during transitions/lunch • Use facilities properly • Clean up after yourself 	
<h1>R</h1>	<p>Respectful: <i>Show kindness</i></p> <ul style="list-style-type: none"> • Level 0 voices • Be patient/polite • Flush 	

How to **SOAR** at **Assemblies**



S	<p>Safety: <i>Is everyone's business</i></p> <ul style="list-style-type: none">• Walk quietly with your class• Leave backpacks in classroom• Hands and feet to yourself• Leave with your class when dismissed	
O	<p>Organized: <i>Have a plan</i></p> <ul style="list-style-type: none">• Stay with your class in your assigned area• Take care of restroom and water needs beforehand	
A	<p>Achieving: <i>Have a purpose</i></p> <ul style="list-style-type: none">• Give speaker "5"• SLANT during presentations• Discuss with peers after assembly	
R	<p>Respectful: <i>Show kindness</i></p> <ul style="list-style-type: none">• Stand for the pledge• Eyes on the speaker• Level 0 voices• Applause when appropriate• Turn off phones/electronics	

SOAR with Chromebooks



<h1>S</h1>	<p>Safety: <i>is everyone's business</i></p> <ul style="list-style-type: none"> • Carry with two hands • Don't let others use your computer • Stay on school appropriate sites • Take care of technology 	
<h1>O</h1>	<p>Organized: <i>Have a plan</i></p> <ul style="list-style-type: none"> • Save documents in places you can find • Keep track of your password and email • Bring charged Chromebook every day 	
<h1>A</h1>	<p>Achieving: <i>Have a purpose</i></p> <ul style="list-style-type: none"> • In class, use computers for academic use • Follow teacher directions on when and how to use Chromebooks (lower the lid when teacher is talking) 	
<h1>R</h1>	<p>Respectful: <i>Show kindness</i></p> <ul style="list-style-type: none"> • Respect others online • Be wise about what you put online - information online never really goes away • Respect others' property 	

ACADEMICS

Parents and students can access student grades and progress 24-7 via a secure internet based system called Skyward Family Access. Parents and students each have access through a username and password. Usernames and passwords are available in the main office. Family Access is also available as an App. We recommend parents sign up for weekly progress reports via email.

Teachers are available to speak with parents and students about progress and grades in person, on the phone or by email. To set up a conference contact the teacher directly. If you would like to set up a meeting with all of your students' teachers, contact the counseling office. To reach any member of staff by email, please use the following format: `firstname_lastname@msvl.k12.wa.us`

ASSOCIATED STUDENT BODY (ASB)

Every student can be a member of the Associated Student Body (A.S.B.) at Totem Middle School. A.S.B. cards, which are sold throughout the year, entitle students to participate in A.S.B. Sponsored activities including dances.

Students **must have** an A.S.B. card to participate in any sport or extracurricular activity. A.S.B. cards may be purchased during lunches and before school in the Main Office.

ATHLETICS

All student athletes must be ASB cardholders. All students who would like to participate in athletics shall:

1. Pay a non-refundable fee per sport season. Payment is made to the A.S.B cashier on each campus. The fee is not required until team selection has been made, (final cuts) in the case of sports that have limited team membership available. Students that participate in the Free and Reduced Lunch Program do not have to pay the fee. All fees must be paid prior to the team's first contest. The participation fees go directly into the district A.S.B. athletic budget.
2. Complete and turn in a participation form and physical card prior to trying out for or participating with any team.
3. Adhere to the Marysville School District Athletic Code.
4. Have health insurance. If you need assistance in obtaining health insurance, please Contact school health services (school nurse) for assistance.

ATTENDANCE LAWS

Excused and Unexcused Absences #3122p

To report an absence, your parent or guardian must call in to the attendance line at (360) 965-0501 or submit a signed note stating the reason for the absence within three days of your return to school.

Washington State compulsory attendance law RCW 28A.225 requires schools to file a petition with the juvenile court when a student accrues 7 unexcused absences in a month or 10 unexcused absences during the current school year. The purpose of the law is to make students, parents, and schools more accountable for truancy and to request court intervention to assist the district or parent to reduce a child's absences from school.

CLOSED CAMPUS

Students are not allowed to leave campus during the school day. Due to safety issues, students must remain on campus from the time of arrival until school ends unless signed out in the office by an approved adult. Students may **NOT** leave campus and then return without an adult escort at any time during the school day.

In order to sign a student out of school, the adult signing them out **MUST** be on the emergency card and show photo identification.

CLUBS/ORGANIZATIONS

Each year TMS offers many different clubs before or after school for students participation. All students are encouraged to participate in our school clubs.

COMPUTER NETWORK ACCESS POLICY #2022P

TMS students have the opportunity to access the district computer network for electronic mail and to use the Internet. Students must adhere to the Marysville School District Internet and E-Mail rules.

The network is provided for students to conduct research and communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Access is a privilege; not a right. Access entails responsibility.

COUNSELING

Counseling services are available for every student in the school. These services include assistance with educational planning; studies; home, school and/or social concerns; or any question the student feels they would like to discuss with the counselor. Students wishing to see a counselor should do so in the following way: sign up for an appointment through the sign up list on the google drive; the counselor will send for a student by means of a pass and will see the student as soon as possible.

STUDENT DISCIPLINE/TMS CODE OF CONDUCT

Compliance with standards of conduct is mandatory. Violations of any district, building and classroom rules and regulations may result in discipline, suspension, expulsion and /or criminal charges under local, state or federal law. Any conduct of a student which interferes with the maintenance of school discipline is prohibited. Behavior which conflicts with the educational program or which is antagonistic to the rights of other students to attain their education shall not be permitted.

Classroom Discipline System

Each teacher has a classroom management plan in place. Please contact your teacher should you have any questions.

Where School Rules Apply

- On school premises, district-owned and operated vehicles or chartered buses.
- Engaged in school-sponsored activities.
- Away from school grounds if such conduct would directly affect the good order, efficiency, management and welfare of the school.

Students may be excluded from or require parental supervision for school based activities as a result of discipline offenses and owing fines (e.g. dances, field day, field trips, etc.)

SCHOOL DISTRICT DISCIPLINE MATRIX

Students are responsible as citizens to observe the laws of the United States, the state of Washington, and its subdivisions. The District understands and affirms that conduct and behavior are closely associated to learning. An effective instructional program requires an orderly school environment. The District requires that each student adhere to the rules of conduct established by the District and its various schools and programs, and to submit to corrective action taken as a result of conduct violations. The rules of conduct are applicable on school property, on school sponsored transportation, at school events off school property, and off school property if the conduct materially and substantially affects the educational process or District operations. Refusal to comply with written rules and procedures established for the governing of the school shall constitute sufficient cause for discipline, suspension, or expulsion. Any conduct which materially and substantially interferes with the educational process is prohibited. The following list of offenses included in the middle and high school discipline matrixes generally describes such conduct, but is not intended to be exclusive. Each is specifically prohibited on school grounds, on school sponsored transportation, at school events off school grounds, and off school grounds if the conduct materially and substantially affects the educational process or District operations. Conduct marked with an asterisk (*) requires Police Notification and is designated as exceptional misconduct and has been judged to be; (a) so serious in nature and/or so serious in terms of the disruptive effect upon the operation of the school, or (b) is of such frequent occurrence, notwithstanding past attempts to control such misconduct with other forms of corrective action, that students may be subject to suspension (short- or long-term), emergency expulsion or expulsion for a first-time offense.

The Marysville School District Secondary School Discipline Matrix has been developed to provide internal guidelines to our staff members who must respond to disciplinary issues. One expected outcome is to increase the consistency of consequences we give to students. It is not, however, intended to replace individual decision-making by staff, who must respond to unique situations, and take multiple factors into consideration when determining consequences. The following chart shows examples of infractions and their suggested consequences.

Infraction / Offense Code	Guidelines for progressive consequences for continued offenses.		
Aggressive Behavior / AG (A form of physical or verbal behavior leading to self-assertion; angry and/or destructive and intended to be injurious, physically or emotionally)	Conference to STS	Detention to STS	5 – 9 STS to LTS

*Alcohol / ZDA (Consumption, possession, use, under the influence of)	10 days LTS (may be reduced to 5 days STS with drug and alcohol assessment and re-entry contract) Police Notification	LTS for the remainder of the semester Police Notification	Expulsion Police Notification
*Assault / ZVO violence w/o major injury or ZVW violence w/major injury (Any act which is intended to cause pain or injury or which is intended to result in physical contact which will be insulting or offensive to another, any act that is intended to place another in fear of immediate physical contact, which will be painful, injurious, insulting, or offensive, coupled with the apparent ability to execute the act)	9 Days STS to Expulsion Police Notification	LTS to Expulsion Police Notification	Expulsion Police Notification
Academic Dishonesty/Plagiarism / ZAD (Academic dishonesty, illegal copying, plagiarism, forgery, etc.)	Redo assignment, parent or guardian notification/conference	Potential loss of credit on assignment, meeting with counselor, parent/guardian. School level discipline assigned.	Loss of credit on assignment, meeting with administration and parent/guardian. School level discipline assigned.
Computer Network Violations / NT (Misuse of computer equipment or other technologies.)	As per Acceptable Use Policy, 1-30 days of restricted usage	Denial of computer usage for the semester	Denial of all computer usage.
Disruptive Conduct / ZDC	Conference to Student Success Services	Student Success Services and plan	STS
Disrespectful Behavior / DIS (Exhibiting a lack of respect; rude and/or discourteous)	Conference to Student Success Services	Student Success Services and plan	STS

Dress code violation / DCV	Student options: 1. Change clothing 2. Wear clothing provided by school 3. Call home for change	Parent conference and change of clothes	1-day STS
*Destruction of Property/*Vandalism / ZDP	Conference to STS and Restitution and Police Notification	STS and Restitution and Police Notification	STS to LTS and Restitution and Police Notification
Traffic Violation, driving w/out permission; dangerous driving / TV	Loss of parking/driving on campus; up to one month	Loss of parking/driving on campus > 1 month	Loss of parking/driving on campus > 2 months; remainder of school year
*Drugs (Possession, use, under the influence of, or drug paraphernalia) / ZD illicit drugs not marijuana or ZDM marijuana	10 LTS (Reduced to 5 if D&A Assessment and re-entry contract). Police Notification	LTS for remainder of semester. Recommended D&A Assessment and re-entry contract. Police Notification	Expulsion Police Notification
*Drugs with intent to sell / Distribute / ZD or ZDM	Expulsion Police Notification		
Failure to Complete Discipline Consequences / FCC	Increase or reassignment of disciplinary action	Increase of disciplinary action	
*Fighting / ZF fighting w/o major injury (Mutual participation in an incident involving physical violence)	1 - 3 SSS or STS w/Student Success Services. Police Notification	4- 9 days SSS or STS w/Student Success Services. Police Notification	LTS - Expulsion w/Student Success Services. Police Notification
*Gang Activity / GR	Conference/warning, Police Notification, (Administrative	1 – 3 days STS Police Notification, (Administrative	3 – 10 days STS to LTS Police Notification,

	Discretion STS, LTS, Expulsion)	Discretion STS, LTS, Expulsion)	(Administrative Discretion STS, LTS, Expulsion)
Bullying / ZB	Conference to STS HIB Compliance Officer Notification	STS to Expulsion/SST FBA HIB Compliance Officer Notification	LTS to Expulsion HIB Compliance Officer Notification
*Discriminatory Harassment / ZHD	Conference/ detention to 3 days STS HIB Compliance Officer and Police Notification	3 –5 days STS/SST FBA HIB Compliance Officer and Police Notification	LTS to Expulsion HIB Compliance Officer and Police Notification
*Harassment based on Disability / ZH1	Conference/ detention to 3 days STS HIB Compliance Officer and Police Notification	3 –5 days STS /SST FBA HIB Compliance Officer and Police Notification	LTS to Expulsion HIB Compliance Officer Notification and Police Notification
*Bullying Based on Disability / ZB1	Conference/ detention to 3 days STS HIB Compliance Officer and Police Notification	3 –5 days STS /SST FBA HIB Compliance Officer and Police Notification	LTS to Expulsion HIB Compliance Officer Notification and Police Notification
*Bullying based on Gender / ZB2	Conference/ detention to 3 days STS HIB Compliance Officer and Police Notification	3 –5 days STS /SST FBA HIB Compliance Officer and Police Notification	LTS to Expulsion HIB Compliance Officer and Police Notification
*Harassment based on Race / ZH2	Conference/ detention to 3 days STS HIB Compliance Officer and Police Notification	3 –5 days STS /SST FBA HIB Compliance Officer and Police Notification	LTS to Expulsion HIB Compliance Officer and Police Notification

*Bullying based on Race / ZB3	Conference/ detention to 3 days STS HIB Compliance Officer and Police Notification	3 –5 days STS/SST FBA HIB Compliance Officer and Police Notification	LTS to Expulsion HIB Compliance Officer and Police Notification
*Harassment based on Race / ZH3	Conference/ detention to 3 days STS HIB Compliance Officer and Police Notification	3 –5 days STS/SST FBA HIB Compliance Officer and Police Notification	LTS to Expulsion HIB Compliance Officer and Police Notification
*Bullying based on Religion / ZB4	Conference/ detention to 3 days STS HIB Compliance Officer and Police Notification	3 –5 days STS/SST FBA HIB Compliance Officer and Police Notification	LTS to Expulsion HIB Compliance Officer and Police Notification
*Harassment based on Religion / ZH4	Conference/ detention to 3 days STS HIB Compliance Officer and Police Notification	3 –5 days STS /SST FBA HIB Compliance Officer and Police Notification	LTS to Expulsion HIB Compliance Officer and Police Notification
*Bullying based on Sexual Orientation / ZB5	Conference/ detention to 3 days STS HIB Compliance Officer and Police Notification	3 –5 days STS /SST FBA HIB Compliance Officer and Police Notification	LTS to Expulsion HIB Compliance Officer and Police Notification
*Harassment based on Sexual Battery / ZH5	Conference/ detention to 3 days STS HIB Compliance Officer and Police Notification	3 –5 days STS /SST FBA HIB Compliance Officer and Police Notification	LTS to Expulsion HIB Compliance Officer and Police Notification
*Discriminatory Harassment / ZHS	Conference/ detention to 3 days STS HIB Compliance	3 –5 days STS /SST FBA HIB Compliance	LTS to Expulsion HIB Compliance Officer and Police

	Officer and Police Notification	Officer and Police Notification	Notification
*Sexually Inappropriate Conduct / ZSI	Conference/ detention to 3 days STS and Police Notification	3 –5 days STS /SST FBA and Police Notification	LTS to Expulsion and Police Notification
*Theft or Possession of Stolen Property / ZTS	Conference/ detention to 3 days STS Police Notification and restitution	3 –5 days STS /SST/FBA and Police Notification and restitution	LTS and Police Notification and restitution
Multiple Minor Accumulated Incidents / ZMM	PBIS Intervention/SST/SSS	PBIS Intervention/SST/FBA /SSS	SST/FBA/SSS/STS
Inappropriate Language / IL	Conference / Warning	Conference / Parent notification / Detention	Parent notification / Detention to STS
Inciting a Fight / IAF	Conference/ detention to 1 –3 days STS	3 –5 days STS	5 – 9 STS
Lewd, abusive, indecent, obscene act, profanity, pornography (oral, written or gestured). / LIO	Conference / 1 – 3 day STS	5 – 9 day STS	LTS for remainder of semester
Off limits Areas, off-campus, unauthorized areas / OL	Detention	Detentions to 1 day STS or SSS	1-3 days STS or SSS
Parking Violations (no parking pass, failure to display parking pass/parking illegally) / PV	\$10.00 fine up to 3 violations	Suspension of parking privileges	Towing of vehicle
Possession of a Dangerous Object / PDO	Conference/ detention to 1 –3 days STS	3 –5 days STS	5 – 10 STS to LTS
*Possession of Knife or dagger /	5 days STS and Police	9 days STS Police	LTS Police

ZWK	Notification	Notification	Notification
Profanity Toward a Staff Member / PTS	1 –3 days STS	3 –5 days STS	5 – 9 STS
Reckless Behavior / RB (Acting with a lack of care or caution; careless or irresponsible)	Conference / Warning	Conference / Detention	Detention to STS
Refusal to follow Directions / RFD (Failure to comply with the reasonable request of district employee)	Conference / detention or Student Success Services	1 – 3 days STS or Student Success Services	3 – 9 STS
*Threats / THR	Conference to Expulsion Police Notification		
*Tobacco / ZT (Smoking, use of, possession of tobacco products, including alternative smoking devices, electronic cigarettes, vapor cigarettes, or other paraphernalia or devices)	1 day OSS/Student Success Services. Police Notification	3 days STS. Police Notification	5 - 9 days STS. Police Notification
*Weapons / ZWO (Possession and/or use of dangerous weapons/explosive devices, firearms, etc.)	Expulsion Police Notification		
Notation	Description		
Detention	A lunch detention may be assigned by a teacher or administrator as a disciplinary action; failing to complete assigned detention results in progressive discipline including up to a suspension from school. After school detentions may be assigned by a teacher or administrator as a disciplinary action; failure to make up assigned detention results in progressive discipline including up to a suspension from school.		

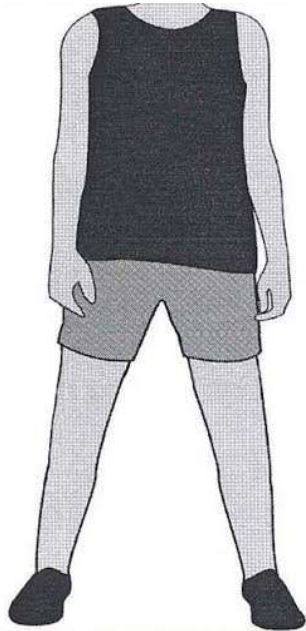
	*There is no afternoon activity bus to take students home.
FBA	A Functional Behavioral Assessment is a problem-solving process for addressing student problem behavior.
SST	The Student Support Team is a collaborative, school-based, problem-solving team that is organized to address academic, medical, behavioral/emotional and/or other problems which may interfere with a student's ability to obtain an appropriate education.
PBIS Intervention	Positive Behavior Interventions and Supports is a proactive approach to establishing the behavioral supports and social culture and needed for all students in a school to achieve social, emotional and academic success.
Suspension	A suspension is the denial of attendance for a stated period of time. A suspension also may include a denial of admission to or entry upon real and personal property that is owned, leased, rented, or controlled by the school district.
SSS	Student Success Services provides a variety of student academic and social - emotional resources to help our students be successful.
STS	Short term suspension is a suspension for any portion of a calendar day up to and not exceeding nine consecutive school days.
LTS	Long-term suspension is a suspension which exceeds a "short-term suspension" (ten days or more).
Expulsion	Expulsion is a denial of attendance at any single subject or class or at any full schedule of subjects or classes for a period of no more than one calendar year. An expulsion also may include a denial of admission to or entry upon real and personal property that is owned, leased, rented, or controlled by the school district.
Police Notification	Notification includes but is not limited to: phone consultation, in-person consultation, request for assistance, email, voice mail, and request for arrest. All notifications and results will be noted in the electronic student discipline system.

DRESS CODE POLICY #3200P

Any student representing the school in any school-sponsored activities must meet the dress and grooming standards deemed appropriate by both the advisor and the administration. If a student's appearance is in conflict with these guidelines, the student will be required to change to more suitable clothing. Students refusing to comply may be suspended and the parent contacted.

Any form of dress which is contrary to good hygiene or good taste, or which is distracting or disruptive in appearance, and therefore detrimental to the purpose or conduct of school, is not permitted. The clothed portions of this figure represent both the front and back areas of the body

which must be covered in all positions (sitting, standing, bending, and reaching) while attending school.



Head: Face-coverings such as masks or face paint are not permitted. Sunglasses are not to be worn inside.

Upper Torso: Clothing must cover stomach, back, shoulders, chest, and undergarments.

Lower Torso: Shorts, skirts, and dresses must be longer than mid-thigh. Undergarments must be covered.

Feet: Footwear must be worn at all times and be appropriate for the activity.

The following are not permitted:

1. Attire that shows or displays undergarments; inadequately covers chest/breasts, midriff, buttocks or thighs; displays obscene, sexual, drug/alcohol or tobacco related messages; or displays gang-related symbolism. No bandanas of any color or design may be worn at any time.
2. Any clothing that would create, in fact, an atmosphere in which a student, staff member, or other person's well-being is hindered by undue pressure, behavior, intimidation, overt gesture or threat of violence.

These standards will be applied in a consistent and nondiscriminatory manner. Students who violate these standards will be subject to progressive discipline.

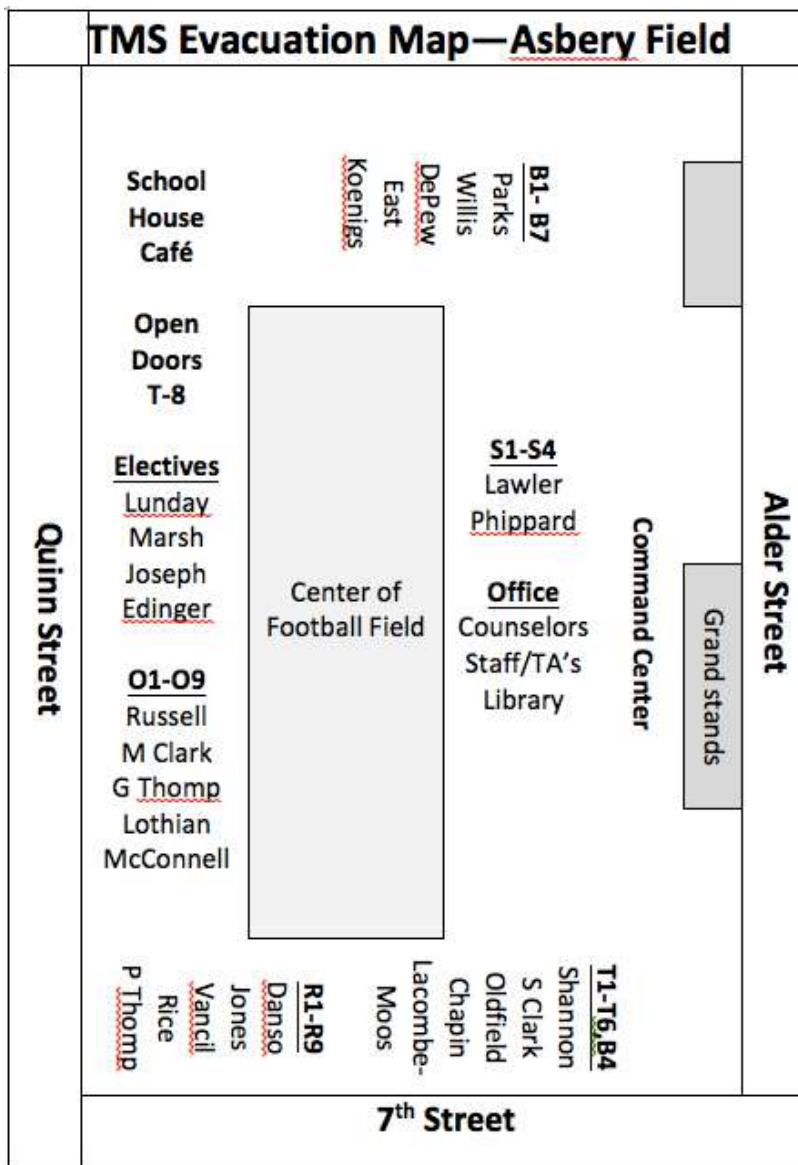
EMERGENCY PROCEDURES (Policies and procedures are subject to change to ensure school and student safety)

All of these procedures are for your safety and well-being. Be sure to listen to your teacher and stay with your class.

Building Evacuation Procedure Fire

When the emergency alarm goes off, follow the procedures below.

1. Exit the building and assemble with your 2nd period class on the FOOTBALL FIELD.
2. Re-enter the building and return to your class when you have heard the “all clear” signal and your teacher directs you to go back into the building.



Intruder Alert/Lockdown Procedure/Shelter-In-Place

In cases where someone on or near campus poses a threat to the health or safety of students, a Lockdown of the school will be announced. Upon announcement via the intercom, (e.g. "This is an lockdown"), school staff will follow lockdown procedures: Be silent. Your teacher will lock the door, turn off the lights, and cover the windows. Stay calm.

If you happen to be out of class at the time of the announcement go to the nearest classroom immediately and remain there until the "all clear" announcement is made.

Earthquake Procedure

Drop, cover and hold under your desk. Stay calm. Exit the building using the evacuation procedures and go to the designated area for your class at the signal. Stay with your teacher and class on the football field until the "all clear" signal is given.

HARASSMENT/BULLYING/INTIMIDATION

Staff at TMS stand firmly behind a ZERO tolerance policy regarding harassment, intimidation, and bullying. This includes ALL types of harassment including, but not limited to, sexual, racial, physical, verbal, cultural etc. All students are valued at TMS and have a right to learn and to feel safe at school.

Prohibition of Harassment, Intimidation and Bullying Policy #3207

Marysville School District is committed to a safe and civil educational environment for all students, employees, parents/legal guardians, volunteers and patrons that is free from harassment, intimidation or bullying. "Harassment, Intimidation or Bullying" means any intentionally written message or image--including those that are electronically transmitted-- verbal, or physical act, including but not limited to one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation including gender expression or identity, mental or physical disability or other distinguishing characteristics, when an act:

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

Nothing in this section requires the affected student to actually possess a characteristic that is a basis for the harassment, intimidation or bullying.

"Other distinguishing characteristics" can include but are not limited to: physical appearance, clothing or other apparel, socioeconomic status and weight.

"Intentional acts" refers to the individual's choice to engage in the act rather than the ultimate impact other action(s).

HEALTH SERVICES

If you become ill at school, you should report to the Health Room in the Main Office Area. If you are ill or injured and not able to walk to the health room safely, notify a teacher to call the office or health room for assistance. Students who are ill and feel like they need to go home must first go to the health room for safety, permission, and attendance purposes. **Students are not permitted to call home regarding illness from the classroom or their personal phones.**

Medication

If there is a need for you to take medication (over the counter or prescription) during school hours, contact the health room for required paperwork to be on file. Appropriate paperwork must be signed and on file in the health room if student has medication at school to avoid disciplinary action. If a student has a known health condition/injury please notify school health services for coordination of appropriate assistance/accommodations.

Accidents and Injuries

The procedure to follow any injury is listed below (except for emergencies):

- Report any accident/injury to the teacher immediately. If not in a supervised area, report to the appropriate health room, principal, assistant principal or security.
- The staff member who receives the report is to direct you to the health room and assist you in filling out the accident form as able.
- Health room assistant/school nurse will notify your parent and appropriate staff members for follow-up regarding the accident/incident.

LIBRARY

The purpose of the library to provide:

- Materials that supplement and enrich the curriculum.
- Materials for recreational reading.
- A place for research.
- A place in which to use these materials.

Overdue Books and Fines

Additional borrowing is not allowed if you have library overdues or fines. Fines are

charged for lost, damaged or late library material. if you have fines, you may be unable to purchase an A.S.B, excluded from some activities (eg. dances, field day, field trips, receiving yearbooks, etc). Please take care of fines immediately to avoid this situation.

LOST AND FOUND

Items of value (phones, music devices,etc), found on the campus, should be turned into the Main office. Other items should be turned into the lost and found in the cafeteria. At the end of each quarter, all lost and found items will be donated to local charities.

LUNCH POLICIES

Cafeteria

Students are expected to remain seated in the cafeteria while eating. Students are expected to properly clear their trays, utensils and trash after eating.

The only restrooms for student use at lunch are in the cafeteria hallway.

Free and reduced meal applications are available from the school offices, or by calling the Food Services Office at (360) 965-0115.

Student Store

The student store is located in the cafeteria hallway and is open during lunch beginning 10 minutes after each lunch has started. Students are allowed to purchase a variety of snack items as well as TMS spirit wear and PE clothes.

MOVEMENT AND TRANSITION POLICY

Goal Statement: TMS students and staff will follow movement guidelines to maintain a safe, calm and respectful environment during transitions in hallways and in all common areas (e.g. outside, gym, cafeteria and covered areas).

Student Expectations:

Safe - Students will walk, keeping their hands and feet to themselves.

Organized - Students will walk on the right and help keep campus clean

Achieving - Walk with purpose

Respect - Show kindness to campus and each other

Students will:

1. Transition directly to their next destination
2. Use transitions for use of the drinking fountain and bathroom
3. Walk on the right side of the hallway (inside hallway and outside) with no more than two students side by side
4. Go in and out of doorways on the right hand side
5. Keep hands, feet and other objects to themselves
6. Be respectful when given directions by an adult
7. Use a pass to be in the hallway at any time other than transitions

NUISANCE ITEMS

Any item that can create disruption or distract from an orderly school environment should not be brought to school. Such items will be confiscated. Items will be returned to the students or to the parent, as deemed appropriate by administration. The school is not responsible for any nuisance item brought to school.

These could include but are not to:

Balloons

Darts

Hats

Paper Airplane

Rubber Bands

Speakers/Pills

Playing Cards

Safety pins

Laser Pointers

Staples/paper clips

Toys

OFF-LIMITS AREAS

Upon arriving at school, students are not allowed in certain areas. These include:

- All parking lots
- All field areas without adult supervision
- Classrooms where a teacher is not present
- North side of the cafeteria (bus zone side)
- Area behind the T building
- Tennis court without adult supervision
- **Grade levels MUST remain in their grade level area**

PUBLIC DISPLAYS OF AFFECTION (PDA) POLICY

A public school (like any place of business) limits the types of physical displays of affection that are acceptable. Kissing, hand holding or prolonged hugging is not permitted. Hugs must be limited to one second. Any other physical displays of affection are not appropriate and may result in disciplinary actions.

SKATEBOARDS/SCOOTERS/ROLLER BLADES/WHEELED SHOES/BIKES

Skateboards and scooters and roller blades and wheeled shoes are not to be used on campus. If they are used for transportation, they must be stored in a secured area and carried on and off campus. Students riding bicycles must walk them once they arrive on campus. Students must secure them with a bike lock at the bike rack. Violators are subject to progressive discipline. As with any valuable that students bring to school, parents must be aware that the school and Marysville School District are not responsible for student belongings that are missing or stolen.

TELECOMMUNICATION DEVICES POLICY #3246

To maintain a safe and effective learning environment, students in possession of telecommunications devices shall keep those devices off during normal school hours, unless given permission by a staff member to use the device. Students who violate this policy are subject to disciplinary action including confiscating the device up to expulsion from school. The school and the district are not responsible for the loss of or damage to telecommunication devices.*See website for more detailed information.

TRANSPORTATION-SCHOOL

Bus- Refer to the School Bus Transportation Guide for Students and Parents.

By state law, the driver is in charge of the bus and all passengers and has the authority to make whatever decisions are necessary for the safe and efficient operation of the bus. Students are expected to follow the directions of the driver. If a student disagrees with the driver, a conference may be arranged through a school administrator, but the direction must be followed when given. Bus drivers issue tickets to students who do not follow bus guidelines. Tickets may result in suspension from the school bus for two or more days.

Bus Passes:

Students who wish to ride a bus other than their regularly assigned bus must bring a parent note to obtain a bus pass from the office secretary before school or at lunch (the note must have the destination address and bus number). Please be aware that bus passes are limited by space available on the buses. **It may not be possible to honor all requests for passes.** Also, for security reasons, requests made over the phone cannot be honored. Bus passes will not be given to students after lunches are complete.

Bicycle:

Bicycle racks are currently available and students are required to provide their own locks. Please do not lock bicycles together. Students who ride bicycles to school assume responsibility for their own property. Students are encouraged to wear helmets and riding on campus is prohibited.

VISITORS ON CAMPUS

There will be no student visitors or guests allowed on campus during the regular school day. For the safety of our staff and students, ALL adult visitors must check in at the office and obtain a visitor badge prior to interacting with students and staff. Visitors who are on campus and have not checked in may be asked to leave. Visitor badges must be returned prior to leaving the school.

TMS IS A WEAPONS-FREE, DRUG FREE, AND TOBACCO FREE ENVIRONMENT

The Laws of the State of Washington and Marysville School District Policy 3240 prohibit weapons, drugs, and/or tobacco on campus at any time. This includes items that look like weapons or drugs and includes drug-like behavior. Students who violate these policies will be subject to discipline, including possible expulsion.

