

STUDENT HANDBOOK

2021-2022



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Carnation, Washington 98014
(425) 844-4600**

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WELCOME TO TOLT MIDDLE SCHOOL

We are so glad you are a student at Tolt. Our mission is to develop an inclusive community of critical and creative thinkers who practice resiliency, show empathy, and take initiative for learning. This handbook is meant to help students understand the opportunities for and expectations of our students.

The Thunderbird Way is a mantra we live by to help guide our everyday actions and behaviors. We strive to Be Respectful, Be Responsible, Be Safe. We recognize students who are exemplars of positive behavior through actions like:

- efforts to be prepared and on time for every class.
- respect for the property and feelings of other people.
- appreciation for work displayed on bulletin boards and in showcases.
- efforts to keep classrooms, hallways and restrooms clean.
- involvement in school activities such as socials, leadership groups, clubs, and sports.
- ability to resolve conflicts by talking with peer(s), teacher(s), or counselor.
- commitment to be a positive example of a Thunderbird for other students, parents, and staff members.
- picking up after oneself.
- walking on campus grounds.

We thank you for your efforts in being exemplars of The Thunderbird Way.

SCHOOL MEALS

Breakfast: \$2.00

Reduced Breakfast: Free

Lunch: \$3.50

Reduced Lunch: \$0.40

| 2021-2022 Tolt Middle School Fees | |
|--|---------|
| ASB Card | \$22.00 |
| ASB Card Replacement | \$10.00 |
| Band | \$15.00 |
| Band Instrument Rental | \$30.00 |
| Choir (7 & 8) | \$15.00 |
| Jazz Band | \$15.00 |
| PE Shirt | \$5.00 |
| PE Shorts (optional) | \$7.00 |
| River Study Field Trip (7 th grade) | \$14.00 |
| Sports Participation* | \$80.00 |
| TSA Membership | \$25.00 |
| Yearbook | \$32.00 |
| Yearbook after Jan. 31st | \$34.00 |

* Sports participation payments carry a maximum payment of \$160.00 per student and a family maximum of \$320.00.

BELL SCHEDULE

REGULAR

| | |
|---------------------|---------------|
| First Period | 8:25 - 9:22 |
| Second Period | 9:26 - 10:23 |
| Third Period | 10:27 - 11:24 |
| FIRST LUNCH | |
| Lunch | 11:24 - 11:54 |
| Fourth Period | 11:58 - 12:55 |
| SECOND LUNCH | |
| Fourth Period | 11:28 - 11:55 |
| Lunch | 11:55 - 12:25 |
| Fourth Period | 12:25 - 12:55 |
| THIRD LUNCH | |
| Fourth Period | 11:28 - 12:25 |
| Lunch | 12:25 - 12:55 |
| Fifth period | 12:59 - 1:56 |
| Sixth period | 2:00 - 2:57 |

ONE HOUR DELAY/LATE START

| | |
|---------------------|---------------|
| First Period | 9:25 - 10:12 |
| Second Period | 10:16 - 11:03 |
| Third Period | 11:07 - 11:54 |
| FIRST LUNCH | |
| Lunch | 11:54 - 12:24 |
| Fourth Period | 12:28 - 1:15 |
| SECOND LUNCH | |
| Fourth Period | 11:58 - 12:20 |
| Lunch | 12:20 - 12:50 |
| Fourth Period | 12:50 - 1:15 |
| THIRD LUNCH | |
| Fourth Period | 11:58 - 12:45 |
| Lunch | 12:45 - 1:15 |
| Fifth period | 1:19 - 2:06 |
| Sixth period | 2:10 - 2:57 |

EARLY RELEASE FRIDAYS

(90 minutes)

| | |
|---------------------|---------------|
| First Period | 8:25 - 9:07 |
| Second Period | 9:11 - 9:53 |
| Third Period | 9:57 - 10:39 |
| Fifth Period | 10:43 - 11:25 |
| FIRST LUNCH | |
| Lunch | 11:25 - 11:55 |
| Fourth Period | 11:59 - 12:41 |
| SECOND LUNCH | |
| Fourth Period | 11:29 - 11:48 |
| Lunch | 11:48 - 12:18 |
| Fourth Period | 12:18 - 12:41 |
| THIRD LUNCH | |
| Fourth Period | 11:29 - 12:11 |
| Lunch | 12:11 - 12:41 |
| Sixth Period | 12:45 - 1:27 |

TWO HOUR DELAY/LATE START

This is a non-bell schedule

Lunches are wrapped around Third Period

| | |
|---------------------|---------------|
| First Period | 10:25 - 11:02 |
| Second Period | 11:06 - 11:43 |
| FIRST LUNCH | |
| Lunch | 11:43 - 12:13 |
| Third Period | 12:17 - 12:54 |
| SECOND LUNCH | |
| Third Period | 11:47 - 12:04 |
| Lunch | 12:04 - 12:34 |
| Third Period | 12:34 - 1:54 |
| THIRD LUNCH | |
| Third Period | 11:47 - 12:24 |
| Lunch | 12:24 - 12:54 |
| Fourth Period | 12:58 - 1:35 |
| Fifth Period | 1:39 - 2:16 |
| Sixth Period | 2:20 - 2:57 |

POLICIES AND PROCEDURES

ACCIDENTS

Students, report accidents to the teacher/coach at the earliest time, but not later than 24 hours after the accident.

ASSEMBLIES

Tolt Middle School students are expected to follow the Thunderbird Way during school assemblies. Students should be respectful, enter/exit in an organized fashion, and follow staff directions. Please remember to be a positive example for our speakers and guests. TMS students and staff are proud of the fine tradition of courteous and orderly conduct displayed at all school assemblies.

ATTENDANCE

For more information about excused and unexcused absences and tardies: See Policy 3005-5 from the [district website](#).

Attendance affects student learning. It is essential to attend school regularly and to be on time to every class. The only time a student is to be out of class is if a staff member issues a hall pass. When a student gets an excused absence (for a legitimate reason), a parent or guardian must excuse the student by calling the attendance office. It is important that students clearly understand the following procedures regarding attendance at Tolt:

- **EARLY DISMISSAL:** Students will take a parent note to the Attendance Secretary before school on the day of early dismissal or have a parent contact the attendance office to send the student an early dismissal slip. The student's parent must sign student out of the attendance office if leaving early.
- **EXCUSED ABSENCE:** An excused absence from school means the absence is due to a valid reason and a parent has informed the school about the absence. Students are responsible for missed assignments and class work.
- **MAKE-UP WORK:** It is the student's responsibility to check with their teachers at an appropriate time and arrange for make-up work.
- **HOMEWORK REQUESTS:** Individual homework requests will be processed after missing three complete days of school. Contact the attendance office for more information. To ensure that all requested work can be gathered in a timely fashion, requests for homework, which will be picked up that afternoon, will be accepted until 10AM and should be picked up in the attendance office between 2:45-3:15PM, or the main office from 3:15-3:45PM. Please contact the attendance office for homework.
- **PARENT'S RESPONSIBILITY:** Parent/Guardian will call as soon as possible on the day of a student absence to notify the school of the absence, or the student will bring a note upon return to school. This refers to any part of the school day that is missed. Parents have 48 hours to clear unexcused absences.
- **UNEXCUSED ABSENCES:** Per **RCW 28A.225.010**, students with excessive, unexcused absences (5-7 per month, or 10 per year) must be reported to legal authorities. Unexcused absences often have a detrimental effect on students' grades and progress.

BACKPACKS

It is recommended to wear one's backpack with straps on both shoulders. It's a good idea to check the backpack once a week and remove unnecessary items. A tidy backpack helps with organization and school success. Inappropriate writing or pictures on backpacks and/or binders is unacceptable. Students will be asked to remove the picture or writing or get new backpack/supplies.

BALLOON/FLORAL DELIVERIES, ETC.

It's nice to recognize special moments. However, in order to keep classroom disruptions to a minimum and to avoid allergic reactions, all deliveries of balloons and flowers to students will be kept in the main office until the end of the school day. Balloons are not allowed on the bus.

BICYCLES

Bicycles are to be parked at the bicycle rack outside of the locker rooms. Students need to wear helmets. Students should lock their bicycles and helmets for their own protection. Theft or damage should be reported to the Carnation Police Department immediately. Students use and store their bicycles at their own risk.

BULLETIN

The daily bulletin provides information and suggestions to become a fully participating informed citizen of Tolt Middle School. Students, please be attentive to the announcements through the bulletin.

BUSES

Students need to follow the Thunderbird Way while riding the bus, being safe, respectful, and responsible. Students must follow the driver's instructions. It is a privilege to ride the school bus, and failure to follow bus riding guidelines may result in losing the ability to ride the school bus.

To ride a different bus, students need to get a **written note** from a **parent/guardian** requesting a bus pass. Students must take that written note to the attendance office to obtain my bus pass. A parent/guardian may also send an email to tmsattendance@rsd407.org to request a bus pass. **Passes are written before school or during lunch. Tolt Middle School does not accept phone calls for bus passes.** Forging a parent/guardian signature on a bus pass request will result in disciplinary action.

CELL PHONES and ELECTRONIC DEVICES: Away for the Day

The primary focus at Tolt Middle School is to create a positive and productive learning atmosphere. Therefore, equipment such as cellular phones, computer games, iPods, MP3 players, radios, tablets, or any other personal electronic devices are not to be out and/or on unless an adult affiliated with Tolt has approved its use while on campus. They need to remain away for the day.

Students need to understand the following:

- Students are responsible for any devices they choose to bring to school.
- Students know all such devices shall be off and stored in backpacks while on campus unless it is being used in a teacher-approved instructional setting.

- Students know such devices shall not be used in a manner that disrupts the educational process, including but not limited to, posing a threat to academic integrity or violating confidentiality or privacy rights of another individual.
- Students know if they violate any of the above, they will be subject to consequences, including losing the privilege of bringing the device onto school property. In addition, an administrator or designee may confiscate the device, which shall only be returned to a parent/guardian.

Laser pens or pointers are not allowed on campus for any reason. Possession will result in appropriate consequences and confiscation of the device.

CIVILITY

In order to maintain a safe, nurturing work and learning environment, it's imperative that all individuals (staff, families, students, visitors) within Tolt's community use civil communication and behavior according to Policy 4005-1 from the [district website](#).

CLOSED CAMPUS

Tolt Middle School is a closed campus, and students are to remain on school grounds from arrival in the morning until dismissal at the end of the school day. If students need to leave school for an appointment, they must bring a note to school on the morning of the appointment and pick up a pass from the attendance office. If students choose to leave campus without permission (truancy), this will result in disciplinary action.

CLOTHING

Students will adhere to the [Tolt Middle School dress code](#) and will not wear clothing or accessories that disrupt the educational process.

The following is not permitted:

1. Clothing that displays alcohol, drugs, insults, sex, tobacco, gang affiliation, guns, threats, weapons, vulgar or offensive messages, etc.
2. Visible undergarments.
3. Tank tops with straps less than 2 inches wide.
4. Clothing that does not cover upper and lower torso appropriately.
5. Metal chains, heavy chokers or dog collars.
6. Dress and/or appearance which constitutes a danger to student health or safety, interferes with the operation of school, or creates a classroom or school disruption.

Students will be referred to the office to call home for a change of clothing or to wait until appropriate clothing is acquired. Repetitive non-compliance will result in progressive discipline.

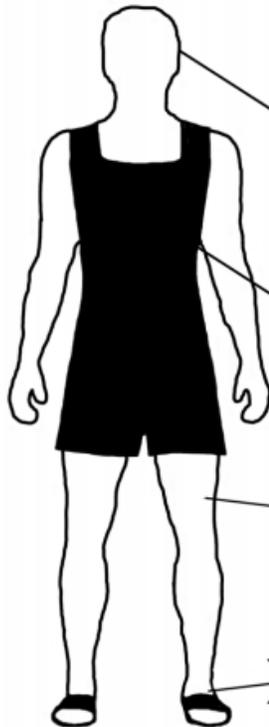
While it is inevitable that there will be differences of opinion as to the appropriateness of dress, the final determination will be the judgment of the TMS administration. The student who does not comply with this expectation will be removed from the regular school setting until appropriate clothing is acquired.

Please see the infographic below for visual guidelines:

TOLT DRESS CODE

—The Well Dressed Thunderbird—

The shaded portion of this figure represents the front and back views. These parts of the body must be covered in all positions (sitting, standing, bending, reaching) while attending school.



Head: Sunglasses are only worn outside buildings. Bandanas, caps, hats, hoods, scarves, etc. may be worn inside if approved by the supervising adult.

Torso: Clothing covers stomach, back, and chest. Straps are at least two fingers wide.

Legs: Shorts, skirts, and dresses are at least fingertip length when arms are relaxed at sides.

Feet: Footwear is worn at all times.

Our clothes:

- Are safe and help us focus on learning.
- Are free of alcohol, drugs, guns, vulgar, violent, offensive, or gang-related content.

COMPUTERS, TECHNOLOGY, ETC.

**RIVERVIEW SCHOOL DISTRICT #407
TOLT MIDDLE SCHOOL
ACCEPTABLE USE PROCEDURES P2035
COMPUTER USE AGREEMENT
ELECTRONIC RESOURCES POLICY
INTERNET SAFETY REQUIREMENTS**

The Riverview School District #407 provides a wide range of technology resources to its students for the purpose of advancing the educational mission of the District. As a user of

Riverview School District #407 technology, students are expected to review and understand the **Acceptable Use Procedures/Computer Use Agreement/Electronic Resources Policy**. Please note the agreement has been edited for student handbook purposes. For more detailed information, consult RSD Policy #2035. Students are expected to:

- Protect your logon information from others. Do not use other users' passwords.
- Exercise good judgment.
- Respect district property and be responsible in the use of the equipment. Do not destroy, modify, or abuse the hardware or software in any way.
- Do not delete or add software to district tech devices without permission from the Technology Department.
- Do not use district technology for illegal, harassing, vandalizing, inappropriate, or indecent purposes.
- Do not use the Internet to access or process pornographic or otherwise inappropriate material in concert with the district's Electronic Resources Policy. Notify an adult whenever coming across information or messages that seem inappropriate.
- Be ethical and courteous. Do not send hate, harassing or obscene mail, discriminatory remarks, or demonstrate other antisocial behaviors.
- District computers may not be used to interfere or disrupt other users, services or equipment, including distribution of unsolicited advertising (Spam), propagation of viruses and distribution of large quantities of information (chain letters, network games or broadcasting messages).
- Do not assume that because something is on the Internet that you can copy it. Respect copyrights.
- Do not give out any personal information over the Internet.

In addition to the above, the following Acceptable Use Procedures apply when using technology (cameras, computers, I-Pods, tablets, videos, etc.) at Tolt. Students will have a signed document representing their knowledge of the Acceptable Use Procedures/Computer User Agreement/Electronic Resources Policy agreement on file in order to use TMS technology.

Acceptable Use Guidelines/Internet Safety Requirements

These procedures are written to support the Electronic Resources Policy 2035 of the board of directors and to promote positive and effective digital citizenship. Digital citizenship represents more than technology literacy. Successful, technologically fluent digital citizens live safely and civilly in an increasingly digital world. They recognize that information posted on the internet is public and permanent and can have a long-term impact on an individual's life and career. Expectations for student behavior online are no different than face-to-face interactions.

Use of Personal Electronic Devices

In accordance with all district policies and procedures, students may use personal electronic devices (e.g. laptops, mobile devices and e-readers) to further the educational and research mission of the district. School staff will retain the final authority in deciding when and how students may use personal electronic devices on school buses, school grounds and during the school day. Tolt's policy regarding student cell phones is they are to remain "Away for the Day."

Network

The district network includes wired and wireless devices and peripheral equipment, files and storage, e-mail and internet content (blogs, web sites, collaboration software, social networking sites, wikis, etc.). The district reserves the right to prioritize the use of, and access to, the network.

All use of the network must support education and research and be consistent with the mission of the district.

Acceptable network use by district students includes:

- Creation of files, digital projects, videos, web pages, and podcasts using network resources in support of education and research;
- Participation in blogs, wikis, bulletin boards, social networking sites, and groups, and the creation of content for podcasts, e-mail and web pages that support education and research;
- With parental permission, the online publication of original educational material, curriculum related materials, and student work. Sources outside the classroom or school must be cited appropriately;
- Connection of personal electronic devices (wired or wireless) including portable devices with network capabilities to the district network after checking with the Riverview Technology Department to confirm that the device is equipped with up-to-date virus software, compatible network card, and is configured properly. Connection of any personal electronic device is subject to all procedures in this document.

Unacceptable network use by district students includes but is not limited to:

- Personal gain, commercial solicitation, and compensation of any kind;
- Actions that result in liability or cost incurred by the district;
- Downloading, installing and use of games, audio files, video files, or other applications (including shareware or freeware) without permission or approval from the Riverview Technology Department;
- Support or opposition to ballot measures, candidates, and any other political activity;
- Hacking, cracking, vandalizing, the introduction of viruses, worms, Trojan Horses, time bombs, and changes to hardware, software and monitoring tools;
- Unauthorized access to other district computers, networks, and information systems;
- Cyberbullying, hate mail, defamation, harassment of any kind, discriminatory jokes, and remarks;
- Information posted, sent, or stored online that could endanger others (e.g., bomb construction, drug manufacturing);
- Accessing, uploading, downloading, storage and distribution of obscene, pornographic, or sexually explicit material;
- Attaching unauthorized devices to the district network. Any such device will be confiscated, and additional disciplinary action may be taken; and
- Causing or attempting to cause security breaches or disruptions of network communication and/or network performance.

The district will not be responsible for any damages suffered by any user, including but not limited to, loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by his/her own negligence or any other errors or omissions. The district will not be responsible for unauthorized financial obligations resulting from the use of, or access to, the district's computer network or the internet.

Internet Safety

Personal Information and Inappropriate Content:

- Students should not reveal personal information, including a home address and phone number, on web sites, blogs, podcasts, videos, social networking sites, wikis, e-mail, or as content on any other electronic medium.
- Students should not reveal personal information about another individual on any electronic medium without first obtaining permission.
- No student pictures or names can be published on any public class, school, or district web site unless the appropriate permission has been obtained according to district policy.
- If students encounter dangerous or inappropriate information or messages, they should notify the appropriate school authority.
- Offensive, objectionable, inappropriate content, or content inconsistent with district policies, posted on District-owned or operated internet sites or pages, will be deleted at the discretion of the Superintendent or designee.

Filtering and Monitoring

Filtering software is used to block or filter access to visual depictions that are obscene and all child pornography in accordance with the Children's Internet Protection Act (CIPA). Other objectionable material could be filtered. The determination of what constitutes "other objectionable" material is a local decision.

- Filtering software is not 100% effective. While filters make it more difficult for objectionable material to be received or accessed, filters are not a solution in themselves. Every user must take responsibility for his or her use of the network and internet and avoid objectionable sites;
- Any attempts to defeat or bypass the district's internet filter or conceal internet activity are prohibited: proxies, special ports, modifications to district browser settings, and any other techniques designed to evade filtering or enable the publication of inappropriate content;
- E-mail inconsistent with the educational and research mission of the district will be considered SPAM and blocked from entering district e-mail boxes;
- The district will provide appropriate adult supervision of internet use. The first line of defense in controlling access by minors to inappropriate material on the internet is deliberate and consistent monitoring of student access to district devices;

Copyright

Downloading, copying, duplicating and distributing software, music, sound files, movies, images, or other copyrighted materials without the specific written permission of the copyright owner is generally prohibited. However, the duplication and distribution of materials for educational purposes are permitted when such duplication and distribution

fall within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC) and content is cited appropriately.

All student work is copyrighted. Permission to publish any student work requires permission from the parent or guardian.

Internet Safety Instruction

All students will be educated about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response.

- A. Age appropriate materials will be made available for use across grade levels.
- B. Training on online safety issues and materials implementation will be made available for administration, staff and families.

Network Security and Privacy

Passwords are the first level of security for a user account. System logins and accounts are to be used only by the authorized owner of the account for authorized district purposes. Students are responsible for all activity on their account and must not share their account password.

The following procedures are designed to safeguard network user accounts:

- Change passwords according to district policy;
- Do not use another user's account;
- Do not insert passwords into e-mail or other communications;
- If you write down your user account password, keep it in a secure location;
- Do not store passwords in a file without encryption;
- Do not use the "remember password" feature of internet browsers; and
- Lock the screen, or log off, if leaving the computer.

No Expectation of Privacy

The district provides the network system, e-mail, and internet access as a tool for education and research in support of the district's mission. The district reserves the right to monitor, inspect, copy, review and store, without prior notice, information about the content and usage of the network;

- User files and disk space utilization;
- User applications and bandwidth utilization;
- User document files, folders and electronic communications;
- E-mail;
- Internet access; and
- Any and all information transmitted or received in connection with network and e-mail use.

No student should have any expectation of privacy when using the district's network. The district reserves the right to disclose any electronic messages to law enforcement officials

or third parties as appropriate. All documents are subject to the public records disclosure laws of the State of Washington.

Archive and Backup

Backup is made of all district e-mail correspondence for purposes of public disclosure and disaster recovery. Barring power outage or intermittent technical issues, staff and student files are backed up on district servers on a regular basis – Monday through Friday. Refer to the district retention policy for specific records retention requirements.

In order to comply with laws on public disclosure, archival requirements, and records retention, all official district business in electronic form shall be conducted only on approved district systems. This includes wikis, blogs, email, web sites, and other similar electronic records and communications.

Disciplinary Action

All users of the district's electronic resources are required to comply with the district's policies and procedures. Violation of any of the conditions of use in these procedures could be cause for disciplinary action, including suspension or expulsion from school and suspension or revocation of network and computer access privileges.

Please Note: Riverview has in place Internet filtering software and an Internet Safety Policy in accordance with the Children's Internet Protection Act.

Student-Issued Device Insurance (Student Laptops)

The district uses a self-insuring policy on student laptops. This means that there will be no fees to the students unless there is an issue.

If the damage is ACCIDENTAL, incident cost schedule is as follows:

- 1st Incident: Free
- 2nd Incident: \$25
- 3rd Incident: \$50
- 4th Incident: Cost of repair up to replacement cost

If the damage is NEGLIGENT, incident cost schedule is as follows:

- 1st Incident: \$50
- 2nd Incident: \$100
- 3rd Incident: Cost of the repair up to replacement cost.

COUNSELING CENTER

The middle years are a time of great change, emotionally, intellectually, and physically. Counselors and counseling programs are there to help students make a successful transition from elementary school to middle school, and middle school to high school. Students and parents are encouraged to seek out counselors to help with personal, social, educational, and vocational plans or problems. Every student at TMS is unique and valued. We believe in providing support so each individual can reach her/his potential.

Mrs. Carrie Diligencia: Students with last names A-K

Mr. Tim Suchsland: Students with last names L-Z

Add/Drop Procedures for Class Changes

Students and parents need to remember that scheduling is done for the entire year and requests for adjustments will be considered only when necessary. Schedule changes will **not** be made in order to change teachers or to change lunches. The fifth day of the quarter is the last day to request a schedule change.

Student Records

If a student has transferred to another school district that has requested the student's records, but the student has an outstanding fee or fine, only records pertaining to the student's academic performance, special placement and discipline actions shall be sent to the enrolling school, within two school days. The official transcript will not be released until the outstanding fee or fine is discharged. The enrolling school shall be notified that the official transcript is being withheld due to an unpaid fee or fine.

COVID POLICIES (HEALTH AND SAFETY)

Students must wear a mask to school during the school day. The mask must be worn properly (covering nose and mouth) during the school day with the exception of eating lunch. Gaiters, bandanas, scarves are not allowed in place of masks – masks must be worn. Masks must be worn by all on the school campus regardless of vaccination status. Students may take masks off as directed by PE teachers if they are participating in class that is held outdoors; again, students should follow directions from staff.

It's recommended that students bring an extra mask with them and store in their backpacks for use as needed. Students need to follow physical distancing as directed as well as any Covid health and safety guidelines as directed.

Students should wash hands/sanitize hands often throughout the day.

Students must stay home from school if they are exhibiting any symptoms of Covid or are otherwise ill.

Students should follow school, district, and state Covid policies and procedures as directed.

FIELD TRIPS

Tolt Middle School may offer field trips through the course of the year. Teams may organize field trips and materials are sent home through students. The cost of field trips is based on the event and can be at student expense. Because the costs include transportation fees and reservation/ticket fees, there may be only partial refunds if you are unable to attend. Parents are highly encouraged and are welcome to chaperone. Students who behave inappropriately on a field trip, parent/guardian may be contacted for pick up.

Students who take medication that would be required while on a field trip, will remind their parent/guardian and teacher to get the medication from the attendance office.

Students who want to purchase a sack lunch for a field trip must inform the kitchen staff three days in advance.

FINES

1. Textbooks

- Lost book – 100% replacement cost
- All fines, due to damage will be determined by the Librarian

2. LRC Resources

- 100% of replacement cost on lost resources
- Students will not be allowed to check out library resources (textbooks and class novels excluded) when a fine is owed or they have an overdue book

3. Athletics

- At the conclusion of each interscholastic sports season, students have two weeks to return all TMS uniforms and equipment to their respective coach. Failure to do so could result in fines and/or non-participation in regular scheduled ASB events, including sports, until all fines are paid, or equipment returned.

FOOD, BEVERAGE, GUM

Students are proud of their school and clean campus. Students must follow the Thunderbird Way being responsible for clean hallways, classrooms and classroom equipment. Students are responsible for cleaning up after themselves and making appropriate use of recycling bins, trash cans and drinking fountains/bottle filling stations. Students who make inappropriate choices with food, gum, and beverages at school will receive the appropriate consequence.

TMS is a No Gum Campus

FUNDRAISERS

The Associated Student Body (ASB) uses this money to fund extra-curricular clubs and experiences; provide socials; purchase uniforms and equipment; pay for officials; etc. By participating in the fundraisers, students and families help to improve opportunities for all Tolt Middle School students. Thank you!

GRADING AND PROGRESS REPORTS

Report cards will be sent home with students approximately four working days after the end of each quarter. Parents with students who have D's and F's will be notified every four and a half weeks. Parents/Guardians should contact teachers with any questions they might have about their child's classroom performance.

- Tolt Middle School continues to use Skyward Family Access for parents/guardians and students to view grades online. We may also use a Learning Management System called Skooler. The Tolt staff uses these programs to keep students and families informed of grades, assignments, attendance, and general student information. Grades are updated often. Grades should be checked using Skyward.
- To access Family Access, parents/guardians will need a specific, secure username and password provided by the district. If you do not have one, contact our registrar at 425-844-4607 and she will provide you with one. Students will receive their username and passwords the first week of school.
- Once you have a username and password, navigate to the Tolt website and click on the "Online Grades" tab. This will launch the Skyward Family Access screen. Log in by typing your username and password.

HOMEWORK POLICY

It is the student's responsibility to communicate with teachers regarding missed homework or class work. Each teacher and teaching team has their own specific policy on homework. Check with teachers about homework questions. See *"Attendance"* for more information on homework.

LEARNING RESOURCE CENTER (LRC)

Students may visit the library during class with a pass from their teacher and before school, during lunch, and after school (as available)

General Information

- Library books & e-books are checked out for a two-week period but can be renewed if needed.
- Students may check out up to six items at a time.
- Online resources: research databases and the library catalog are available to students online – you may access these resources while at school or at home.
- Students can check their library account by logging on to their Destiny account through the library website.
- There are fees for damaged items. Fees depend on the extent and type of damage and are determined by the librarian.
- There is a replacement fee for lost items.
- Students are unable to check out library items if they have overdue books or fees are owed (textbooks and novel sets excluded).

Behavior expectations:

- Enter and exit library calmly
- Maintain a soft voice level
- Stay on task
- Adhere to school district Computer User Agreement when utilizing computers
- Food, gum, and drinks are not allowed
- Be respectful of others and school property

LOST AND FOUND

Tolt Middle School is not responsible for lost or stolen items. It is recommended that students put their name on coats, backpacks, etc. Do not bring valuable items or large amounts of cash to school. Check with teachers and the main office for lost articles. The "lost and found" bin is located in the multi-purpose room/cafeteria.

LUNCH

Students must follow the Thunderbird Way at lunch and be safe, respectful, and responsible. In addition, students must follow the Covid health and safety policies at lunch. Students have a 30-minute lunch break and may eat only in designated areas. All beverages and food are to remain in the designated lunch areas. Students must remain in the designated lunch areas for the first 15 minutes of lunch before moving outside or to other locations.

While in the cafeteria, students:

- will remain masked until they are seated and eating.
- will wear their masks once done eating.

- will be prepared to provide lunch for themselves and will not ask for money from other students.
- will wait courteously and physically distanced in line.
- will keep all food/beverage in the cafeteria unless notified otherwise.
- will remain seated until finished eating.
- will remain in the designated lunch area for the first 15 minutes of lunch.
- will take responsibility for cleaning up after themselves.
- will place (not throw) items into the garbage or recycle bins.
- will keep hands, feet and all objects to themselves.
- will have a pass to leave the designated lunch areas.

MEDICATION

If students need to be given an oral prescription medication during school hours, students need the following:

- Riverview School District #407 Medication Authorization form with parent/guardian signature
- The doctor's signature
- The name of the medication
- The time the medication is to be dispensed
- The amount of medication to be dispensed
- The original bottle/package the medication came in. If students are taking over-the-counter medications, e.g., aspirin, mild allergy medications, etc., they are allowed to carry and reasonably and responsibly self-administer such medications. Medication must be in the original bottle and students can only carry a daily dose. Students must have written permission from their parent/guardian on file in the Health Room. If any questionable behavior or other staff concerns are noted regarding my taking oral medication, or any questionable drug substance, students know their parent/guardian will be contacted immediately by school authorities to resolve such concerns.

Medication that would be required while on a field trip, students must remind their parent/guardian and teacher to get the medication from the attendance office.

PUBLIC DISPLAYS OF AFFECTION

Students are not allowed to participate in public displays of affection while on the Tolt campus.

PHYSICAL EDUCATION

Every TMS student will need the following equipment for their physical education class:

1. **Unaltered TMS PE shirt** - These shirts are available for purchase through student services for \$5.00. Students may wear a PLAIN grey t-shirt if they choose not to purchase a TMS shirt.
2. **Gym shorts/sweatpants/workout pants** - The PE outfit must be something in which students are able to participate freely without restriction (example – no jeans). It is important that PE clothing complies with the TMS dress code. PLEASE LABEL ALL PE CLOTHING.
3. **One pair of athletic shoes** - Students will need one pair of athletic shoes for PE use.

Lost and Found Policy

Any shoes or clothing that is left out in the locker rooms will be placed in the PE Lost and Found boxes at the end of each day. The boxes are located in each locker room. At the end of each quarter, all unclaimed shoes and clothing will be donated to charity. Please label all PE clothing.

SKATEBOARDS, HEELYS, IN-LINE SKATES, HOVERBOARDS, ETC.

Students may not use skateboards, hoverboards, Heelys, in-line skates, or other similar items at school (or on the bus). Students are not allowed to use these on campus.

SOCIALS AND SCHOOL SPONSORED EVENTS

The Tolt ASB will sponsor occasional school socials and events during the school year. Students must follow all behavioral expectations outlined in the Tolt Student Handbook. If students choose not to act appropriately at the social or event, students understand the inappropriate behavior will result in students calling home to be picked up by their parent and can impact their privilege to attend future socials and events this year. Students may not leave campus during the social.

SNOW

When there is snow on campus, students must leave the snow alone. Snow is to be seen only on the Tolt campus. Students who don't follow the expectations of leaving the snow alone will have consequences for their actions.

STUDENT RECOGNITION EVENTS

Student of the Month

Each month, students will be recognized for their positive contributions to Tolt. Their recognition will be based on their demonstrating the behaviors associated with the Thunderbird Way and the Tolt Why.

Honor Roll

Students who receive a 3.5 grade point average per quarter.

Classroom Showcase

Each teacher will have the opportunity to submit articles about their classroom in the school newsletter, highlighting special programs, events, projects and student achievement.

Service Recognition

Students who volunteer time to school sponsored programs (ASB, lunchroom, recycling, yearbook, etc.) or who volunteer time to community organizations will be recognized.

STUDENT TELEPHONE

If students need to use the telephone, they will get permission from their teacher or other staff member to go to the main office. The phone in the main office/health room is available to students during lunch, after school, or with teacher, staff, and office personnel permission.

TEXTBOOKS

Students are responsible for taking good care of their textbooks and will be charged for books that get lost or damaged.

THE THUNDERBIRD WAY AND THE TOLT WHY

The Thunderbird Way is the mantra we live by to help guide our everyday actions and behaviors. The Thunderbird Way: Be Respectful, Be Responsible, Be Safe.

The Tolt Why is our mission for students as they grow as learners. The Tolt Why: To develop an inclusive community of critical and creative thinkers who practice resiliency, show empathy, and take initiative for learning.

VISITORS/MESSAGES

All visitors are to report to the main office upon arrival on campus. Due to Covid policies, parents are limited to the office area only. Parents/Guardians must wear a mask while on campus.

Messages from parents, or emergency contacts, will be delivered to the classroom for emergency purposes only. Non-emergency messages will be delivered at lunch.

The Riverview School District #407 and its employees shall not be responsible for loss, theft, or destruction of student property brought onto school property.

ACTIVITIES AND SPORTS

All Tolt Middle School Students are encouraged to become involved in any of the following programs including interscholastic ASB activities, clubs, and sports.

STUDENT ACTIVITIES

TMS offers a variety of activities based on the interest of students and staff advisors. The following activities may be offered: National Junior Honor Society, FIRST Robotics, Homework, Technology Student Association, Art, Recycling, Choir, GSA, and Computer. Advisors, dates, locations, and times to be announced.

STUDENT LEADERSHIP

Student Council

School projects, ASB budget and student decision-making (elected students).

We encourage students to talk to the principal or assistant principal if they would like more information about leadership activities. Remember, every student can be a leader at Tolt Middle School.

Student/ASB Spirit Days

All attire must be appropriate and follow the [Tolt Middle School dress code](#).

STUDENT INTERSCHOLASTIC SPORTS

Tolt Middle School provides a variety of interscholastic sports for 6th, 7th, and 8th grade students. TMS participates in interscholastic sports with the Triangle League. All rules of the W.I.A.A. and Triangle League are applied to the TMS Interscholastic Sports Program.

Sixth-grade students are not recognized as participants in the W.I.A.A. organization. However, they can compete in cross country, wrestling and track.

If students want to participate in TMS sports, they must complete and submit the online Final Forms athletic application which includes a signed physical form, insurance information, and parental permission **before** students can PRACTICE or PARTICIPATE in a sport. Students will find the forms online at the [Tolt Middle School website](#).

Covid policies will be in effect that will impact athletic protocols and procedures. Students are expected to follow all the Covid athletic policies as directed.

Here is a link to the Department of Health's guidelines for sports: [sports guidelines](#) as well as this link for K-12 school requirements: [K-12 school guidelines](#)

Student Sports offered:

Season I

Boys: Cross Country, Soccer

Girls: Cross Country, Volleyball

Season II

Boys: Wrestling

Girls: Basketball, Wrestling

Season III

Boys: Basketball

Girls: Soccer

Season IV

Boys and Girls: Track

STUDENT-ATHLETE EXPECTATIONS

A student-athlete at Tolt Middle School is any student who meets the following criteria: in-season sport participants, team managers, stat keepers, or as determined by WIAA/RSD #407 policies. Because they perform in public, student-athletes are expected to conduct themselves at all times in a manner that will reflect the high standards and ideals of the team, school, and community. Students who willfully perform any act which materially interferes with or is detrimental to the orderly operation of a school's athletic program shall be subject to code discipline, suspension, or expulsion. Students must have passing grades during the current grading period. Students must be in school for the entire day in order to participate in an activity, competition, or practice that day. Exceptions may be granted for excuses such as medical, dental, court appearances, family emergencies, pre-excused school related activities, or any other circumstance the Athletic Director or Administrator deems appropriate. The Athletic Director or Administrator must approve any exception and should be notified prior to the absence. Student-athletes on suspensions may not practice or engage in an activity.

STUDENT EXPECTATIONS AT ATHLETIC EVENTS

Anyone may attend athletic events at TMS. No ASB sticker is required and no admittance fee is charged.

TMS students need to follow the normal expectations of the school; food, gum, and beverages, other than water, are not allowed in the gym. Students enter through the main door. The locker rooms and doors close to the locker room are not for spectator use and will be kept locked by coaches.

Students may not wander in and out of the gym during an event. Students may leave and re-enter ONLY at half time.

Students must follow any Covid health and safety policies as directed.

The Riverview School District #407 and its employees shall not be responsible for loss, theft, or destruction of student property brought onto school property.

STUDENT CONDUCT AND EXPECTATIONS POLICY

Tolt Middle School is committed to providing a safe environment for students to develop the proper behavior and social skills needed.

Tolt students know that the best discipline is self-discipline. Students are proud of the opportunities and activities they have to show that they can make responsible choices. They have established traditions of courtesy, cooperation, friendliness, and an attitude of respect for people and property.

In the event that students need help with their self-discipline, students will receive appropriate consequences (depending upon the behavior). These can include lunch detention, office conference, work around school, in-school suspension, short-term suspension, long-term suspension, etc.

Tolt Middle School follows the structure of PBIS (Positive Behavioral Interventions and Supports). This structure provides a 3-tiered approach to proactively prevent unwanted behaviors and to provide supports to students to develop the skills they need to improve their behavior. Discipline is structured in a progressive manner with the use of minor and major behaviors.

The consequences received will depend on the nature and seriousness of the behavior and the number of previous misbehaviors.

Policy 3241 from the [district website](#) details student conduct and expectations.

CLASSROOM DISCIPLINE

Classroom management and discipline is the responsibility of the teacher. Teachers will establish clear expectations and consequences. Behavioral expectations and consequences are developed and shared with students to facilitate understanding.

DISCIPLINE

The responsibility for proper student discipline at Tolt Middle School during the school day and at school-sponsored activities rest with the staff, both certificated and non-certificated. Discipline is defined as “any action taken by a school district in response to behavioral violations.” We strive to administer discipline in ways that responds to the needs and strengths of students and keep students in the classroom to the maximum extent possible, and to ensure fairness, equity, and due process.

DISCIPLINARY SANCTIONS

The Riverview School District has adopted policies and procedures that are consistent with the Washington State Administrative Code when dealing with student conduct. See Policy 3241 from the [district website](#) for more information. Disciplinary sanctions may include other forms of discipline, classroom exclusion, suspension (in-school, short-term, long-term), emergency expulsion, and expulsion.

Students who are found guilty of criminal acts including drug/alcohol possession, harassment, intimidation, etc., will not only be subject to severe consequences, but may also be reported to the local police.

HARASSMENT, INTIMIDATION AND BULLYING

The Riverview 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, and bullying. It is a violation of Policy 3120 (see [district website](#)) for a student to be harassed, intimidated, or bullied by others in the school community, at school sponsored events, or when such actions create a substantial disruption to the educational process.

If your child feels he/she has been harassed or bullied, the incident(s) should be reported immediately to a teacher, counselor, or principal. Children bullied on the bus may report information to the bus driver or transportation supervisor.

LOITERING ON PROPERTY ADJACENT TO SCHOOL

Students are not to congregate on any property adjacent to Tolt Middle School. This extends to a one-block radius from the school in every direction and especially includes the park. Students who violate this directive will be subject to disciplinary action.

THREATS

Individual-directed threats of violence or harm are communications that create fear of physical harm to a specific individual or individuals, communicated directly or indirectly by any means.

Building-directed threats of violence or harm are direct or indirect communications by any means of the intent to cause damage to a school building or school property (e.g., bomb threats), or to harm students, employees, volunteers, patrons, or visitors.

Tolt and the RSD will address threats of violence or harm in a manner consistent with the district's safety policies and comprehensive safe school plans.

Persons found to have made threats of violence or harm against district property, students, employees or others will be subject to relevant district discipline policies and will be referred to appropriate community agencies including law enforcement and mental health services. RSD staff will work with in-district and community-based professionals and services in all relevant disciplines to address threats of violence or harm, those threatened and those making the threats. Necessary information about the person making the threat will be communicated by the principal to teachers and staff, including security personnel.

State law provides the district, school district directors and district staff with immunity from liability for providing notice of threats in good faith. Persons who make a knowingly false notification of a threat are subject to appropriate district discipline policies and may be referred for prosecution.

TRUANCY

If students are truant (unauthorized absence) from class or classes, the School Discipline Plan will be implemented.

Truancy shall be defined as:

1. Any student leaving campus during the school day without following the written school attendance procedure.

2. A student who “cuts” class or leaves class without teacher permission.
3. Any student who is absent without parental permission. Students found to be truant will forfeit the right to make-up work missed during the truant period and be held accountable to the consequences.

WEAPONS

Firearms/weapons are not allowed at school, at school sponsored activities, on school grounds, facilities, or school provided transportation. Students who bring a firearm/weapon to school will result in an emergency expulsion from school, including notification of parents and law enforcement.

Enforcement of the weapons policy is guided by state law. Corrective actions for dangerous weapons incidents shall include long-term suspension or expulsion.

Dangerous weapons also include toy or “dummy” or look-alike objects, or any object which looks or acts like a weapon, such as a firearm, knife, ammunition, projectile, or grenade if possessed, displayed and in fact intimidates with dangerous intent.

Non-Discrimination Statement

The Riverview School District complies with all federal and state statutes and regulations and does not discriminate in any program or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identify, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. This holds true for all district employment and student opportunities. Inquiries regarding compliance and/or grievance procedures may be directed to the school district's Title IX/RCW 28A.640 Officer and Section 504/ADA Coordinator (425-844-4500), located at 15510 1st Ave. NE, Duvall, WA 98109.

Anyone may file a complaint against the district alleging that the district has violated anti-discrimination laws. The primary purpose of a complaint procedure is to secure an equitable solution to a justifiable complaint. See Policy 3110-1 from the [district website](#) for information about filing a complaint.

- A. **Informal Process for Resolution:** Anyone with an allegation of discrimination may request an informal meeting with the compliance officer or designated employee to resolve their concerns.
- B. **Formal Process for Resolution:** There are specific steps for a formal complaint, timelines, written responses, and steps if there is disagreement with decisions call appeal.
 - a. Level One: Complaint to District
 - b. Level Two: Appeal to the Board of Director
 - c. Level Three: Complain to the Superintendent of Public Instruction
 - d. Level Four: Administrative Hearing
- C. **Mediation**
- D. **Preservation of Records**

Sexual Harassment

It is the policy of the Riverview School District that there be no discrimination against any student or staff on the basis of sex. The district is committed to a positive and productive education and working environment free from discrimination. Sexual harassment is a violation of the district's rules of conduct.

The process to follow for reporting a complaint, can be found in district buildings, handbooks, and on the district website and is found in Form 3245-1 under Policy 3125 found on the [district website](#).

Informal Complaint Process

Anyone may use informal procedure to report and resolve complaints of sexual harassment. Such informal reports may be made to any staff member and will direct the potential complainants to the appropriate staff member who can explain the informal and formal process.

Formal Complaint Process

Anyone may initiate a formal complaint of sexual harassment. The process includes protecting complainants and witnesses by implementing anti-retaliation provisions. Part of a formal investigation includes a complaint made in writing with specifics outlined and a resulting written report. If the complainant is not satisfied with the result, the superintendent will respond. Corrective measure may result.

If a complainant remains aggrieved, there is an appeal process. This process includes appealing to the school board and then, if still, aggrieved an appeal may be made to the Superintendent of Public Instruction. There are strict dates and deadlines associated with each step of the process; therefore, it is imperative to view the entire process in board policy and/or call the compliance officer.