

# **STUDENT HANDBOOK**

2019-20



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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 a peer(s), teacher or counselor.
- commitment to be a positive example of Tolt Pride for other students, parents and staff members.
- picking up after ourselves.
- 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

<b>2019-20 Tolt Middle School Fees</b>	
ASB Card	\$22.00
ASB Card Replacement	\$10.00
Band	\$25.00
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 <sup>th</sup> 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
<b>FIRST LUNCH</b>	
Lunch	11:24 - 11:54
Fourth Period	11:58 - 12:55
<b>SECOND LUNCH</b>	
Fourth Period	11:28 - 11:55
Lunch	11:55 - 12:25
Fourth Period	12:25 - 12:55
<b>THIRD LUNCH</b>	
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
<b>FIRST LUNCH</b>	
Lunch	11:54 - 12:24
Fourth Period	12:28 - 1:15
<b>SECOND LUNCH</b>	
Fourth Period	11:58 - 12:20
Lunch	12:20 - 12:50
Fourth Period	12:50 - 1:15
<b>THIRD LUNCH</b>	
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
<b>FIRST LUNCH</b>	
Lunch	11:25 - 11:55
Fourth Period	11:59 - 12:41
<b>SECOND LUNCH</b>	
Fourth Period	11:29 - 11:48
Lunch	11:48 - 12:18
Fourth Period	12:18 - 12:41
<b>THIRD LUNCH</b>	
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
<b>FIRST LUNCH</b>	
Lunch	11:43 - 12:13
Third Period	12:17 - 12:54
<b>SECOND LUNCH</b>	
Third Period	11:47 - 12:04
Lunch	12:04 - 12:34
Third Period	12:34 - 1:54
<b>THIRD LUNCH</b>	
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

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

## ASSEMBLIES

I am lucky to be a Tolt student because I can participate in a wide variety of entertaining and informative assemblies. TMS students and staff are proud of the fine tradition of courteous and orderly conduct we display at all school assemblies.

## ATTENDANCE

For more information, you can access the following link to our procedures for excused and unexcused absences and tardies:

### [Excused and Unexcused Absences and Tardies Procedures - P3005-5](#)

At Tolt, we understand that attendance affects what we learn in our classes. We know 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 it is necessary for you to miss school for a legitimate reason, a parent or guardian must excuse you by calling the attendance office. It is important for me to clearly understand the following procedures regarding my attendance at Tolt:

- **LATE TO SCHOOL:** I will report to the Attendance Secretary for an admit slip before I go to class.
- **EARLY DISMISSAL:** I will take my note to the Attendance Secretary before school on the day I need to be dismissed or have my parent contact the attendance office to send me an early dismissal slip. I know my parent must pick me up and sign me out of the attendance office if I am leaving early.
- **ABSENCE FOR PARENTAL-APPROVED ACTIVITIES:** This category will be counted as excused for purposes agreed upon by the principal and the parent/guardian. **Please reference RSD Board Policies and Procedures-Students-P3005-5.**
- **EXCUSED ABSENCE:** I understand that an excused absence from school means that I am responsible for missed assignments and class work.
- **MAKE-UP WORK:** If absent from school, I know it is my responsibility to check with my teachers at an appropriate time and arrange for make-up work.
- **HOMEWORK REQUESTS:** Individual homework requests will be processed after you have missed 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:** My parent/guardian will call as soon as possible on the day I am absent to notify the school of parent/guardian knowledge of my absence, or I will bring a note when I return to school. I know I must be excused for any part of the school day that I miss. 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.

## **BACKPACKS**

Heavy backpacks can be harmful to your body. It is recommended that you wear your backpack with straps on both shoulders. Check your backpack once a week to see if you are carrying things that you don't need: old assignments, extra library books, several coats, etc. A tidy backpack also helps you stay organized and find your assignments at turn in time. Inappropriate writing or pictures on backpacks and/or binders is unacceptable. You will be asked to remove the picture or writing or get new supplies.

## **BALLOON/FLORAL DELIVERIES, ETC.**

We acknowledge the good intentions of recognizing 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. It is suggested that students 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.

## **BULLETIN**

The daily bulletin provides information and suggestions to help me become a fully participating informed citizen of Tolt Middle School. TMS believes it is healthy for me to become an active participant with school spirit both for my enjoyment here and as preparation for the important years ahead. Please be attentive to the announcements through the bulletin.

## **BUSES**

I understand that I need to act maturely on all school transportation vehicles. If I use inappropriate behavior, I know that my riding privilege may be denied.

**To ride a different bus**, I will need to get a **written note** from my **parent/guardian** requesting a bus pass. I will then take that written note to the attendance office to obtain my bus pass. My parent/guardian may also send an email to [tmsattendance@rsd407.org](mailto: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

I realize the primary focus at Tolt Middle School is to create a positive and productive learning atmosphere. Because we work together to achieve this climate, 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.

When I am in possession of any electronic device, I shall observe the following conditions:

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

- I 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.
- I know if I violate any of the above, I 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 my 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.

### **CLOSED CAMPUS**

I understand that TMS is a closed campus and I am to remain on school grounds from the time I arrive in the morning until I am dismissed at the end of the school day. If I need to leave school for an appointment, I will bring a note to school on the morning of the appointment and pick up a pass from the attendance office. If I choose to leave campus without permission (truancy), I realize that it will result in disciplinary action.

### **CLOTHING**

I will adhere to the [Tolt Middle School dress code](#) and I will not wear clothing or accessories that disrupt the educational process. School staff will restrict extreme styles of clothing, hair, cosmetics and jewelry which disrupt school or pose a safety hazard.

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 unless covered by a shirt.
4. Bare midriff clothing
5. Metal chains, heavy chokers or dog collars
6. Sagging pants
7. Hats, scarves, bandanas, hoods or any other head coverings
8. Clothes with large holes
9. Shorts/skirts must be fingertip in length while standing in a normal manner
10. Clothes cannot be excessively revealing per staff discretion
11. 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
12. Sleeveless shirts unless they cover the entire top of the shoulder

I know I 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.

## 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, you 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. You 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.

## **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 for 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 for you to help you make a successful transition from elementary school to middle school, and middle school to high school. You and

your 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.

### **FIELD TRIPS**

Tolt Middle School is involved in a variety of projects, activities, and field trips. Teams 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. If I behave inappropriately on a field trip, my parent/guardian may be contacted to pick me up.

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

If I want to purchase a sack lunch for a field trip, I 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**

I am proud of my school and our clean campus. Because I appreciate clean hallways, classrooms and classroom equipment, I will be responsible for cleaning up after myself and making appropriate use of recycling bins, trash cans and drinking fountains. It is clear to me that if I make inappropriate choices with food, gum and beverages at school, I 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, you 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. It is important that my parent/guardian contacts teachers with any questions she/he might have about my classroom performance.

- Tolt Middle School continues to use Skyward Family Access for parents/guardians and students to view grades online. We are also transitioning to 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.
- To access Family Access, you 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 my responsibility to communicate with teachers regarding missed homework or class work. Each teacher and teaching team has its own specific policy on homework. 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.

### **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 you put your name on coats, backpacks, etc. Do not bring valuable items or large amounts of cash to school. Check with your teachers and the main office for lost articles. The “lost and found” bin is located in the multi-purpose room/cafeteria.

### **LUNCH**

Because I have pride in Tolt, I know that my eating habits reflect on me and affect other people. I have a 30-minute lunch break and I may eat only in designated areas. I know all beverages and food are to remain in the MPR.

While in the cafeteria:

- I will be prepared to provide lunch for myself. I will not ask for money from other students.
- I will wait courteously in line.
- I will keep all food/beverage in the cafeteria unless notified otherwise.
- I will remain seated until I finish eating.
- I will take responsibility for cleaning off my table-top and floor area.
- I will place (not throw) items into the garbage or recycle bins.
- I will keep hands, feet and all objects to myself.
- I will have a pass to leave the designated lunch areas.

### **MEDICATION**

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

- Riverview School District #407 Medication Authorization form with parent/guardian signature
- My 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 I am taking over-the-counter medications, e.g., aspirin, mild allergy medications, etc., I am allowed to carry and reasonably and responsibly self-administer such medications. Medication must be in the original bottle and I can only carry a daily dose. I must have written permission from my 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, I know my parent/guardian will be contacted immediately by school authorities to resolve such concerns.

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

### **PUBLIC DISPLAYS OF AFFECTION**

I know I am not allowed to participate in public displays of affection while on the Tolt campus even though I know it is OK to be caring, kind and supportive of my fellow human beings.

### **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** - The PE outfit must be something in which students are able to participate freely without restriction. It is important that PE clothing complies with the TMS dress code. PLEASE LABEL ALL PE CLOTHING.
3. **Two (2) pairs of athletic shoes** - Students will need one pair for outdoor use and one pair for indoor use only. The indoor shoes need to be clean with non-marking bottoms and will not be used outside. The shoes do not need to be new; an old pair can be cleaned for PE.

### **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, ETC.**

Because of my concern for safety I will not bring skateboards, Heelys, or in-line skates on the bus, or to school, unless pre-approved by TMS administration.

### **SOCIALS AND SCHOOL SPONSORED EVENTS**

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

## **SNOW**

At Tolt, when I am fortunate enough to have snow on the ground, I leave the snow alone. Snow is to be seen only on the Tolt campus. If I choose to involve myself with snow at Tolt, I will receive the appropriate consequence.

## **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 [The Thunderbird Way](#) and Tolt Points of Pride. The recognition will take place at an invitation only setting for students and parents.

### **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.

### **Tolt Tickets**

Tolt students who demonstrate behaviors associated with the Thunderbird Way and Tolt Points of Pride may be rewarded daily with Tolt Tickets.

#### **How do I get Tolt Tickets?**

Students receive Tolt Tickets for demonstrating behaviors that make Tolt a better place to be. Honor roll, progress reports returned on time, random acts of kindness, demonstrating Thunderbird Way and Points of Pride, homework completion, Student of the Month, showing good manners, volunteering services, violation free month, no overdue books in the LRC are just a few examples.

#### **What do I do with my Tolt Tickets?**

Tolt Tickets can be traded for treats and drawings. Tolt Tickets are also used to purchase selected items from the PTSA Store. Valued at \$0.25 per ticket.

## **STUDENT TELEPHONE**

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

## **TEXTBOOKS**

I am responsible for taking good care of my textbooks and will be charged for books that get lost or damaged.

## **VISITORS/MESSAGES**

My parents and other adults are always welcome to visit the school. All visitors are to report to the main office upon arrival on campus. It is required that parents make an appointment prior to visiting a classroom. I understand that the only student visitors at TMS are those who are in the process of enrolling at TMS.

Messages from my 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, 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, 7<sup>th</sup>, 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 I want to participate in TMS sports, I must complete and submit to the Assistant Principal's office an Athletic Eligibility Packet which includes a signed physical form, insurance information, and parental permission **before** I can PRACTICE or PARTICIPATE in a sport. I will find the forms online at the [Tolt Middle School website](#).

### 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: 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 I perform in public, I am expected to conduct myself at all times in a manner that will reflect the high standards and ideals of the team, school and community. I know that any student who willfully performs 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. I also must be progressing satisfactorily during the current grading period. I know that I 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 should not wander in and out of the gym during an event. Students may leave and re-enter at half time.

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# **DISCIPLINE POLICY**

Tolt Middle School is committed to providing a safe environment for you 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 I need help with my self-discipline, I realize that I will receive appropriate consequences (depending upon my behavior). These can include lunch detention, office conference, work around school, in-school suspension, short-term suspension, long-term suspension, ETC.

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

## **CLASSROOM DISCIPLINE**

Classroom management and discipline is the responsibility of your teacher. Your teacher will establish clear expectations and consequences. Behavioral expectations and consequences are developed and shared with you to facilitate understanding. Such “rules and regs” can be mutually developed among team members for consistency.

## **DISCIPLINE GUIDELINES**

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 “order” which fosters a healthy and positive school climate. It is our mutual responsibility to observe, to offer guidance, and to intercede when necessary. A primary goal of Tolt is proactive staff activity with students; i.e., anticipating needs and always dealing consistently, fairly, honestly, and openly with students.

## **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. [Policy 3100](#) procedures and consequences are used when sanctioning student behaviors that are defined as misconduct or exceptional misconduct. Such behaviors might include profanity (especially towards a staff member), harassment (sexual, racial, verbal, etc.)-towards student(s) or a staff member, fighting, drugs/alcohol/paraphernalia possession and or use, tobacco, truancy, criminal actions, theft, etc.

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

## **EMERGENCY EXPULSION**

Involves immediately denying the right of school attendance prior to the opportunity for a hearing. There must be an immediate and continuing danger to the student, other students, or school personnel or continuing threat of substantial disruption of the educational process.

## **EXPULSION**

Denying the right of attendance at any single class or full schedule of subjects for an indefinite time period.

## **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 District Policy 6580 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.

The complete text of District Policy 6580: Prohibition of Harassment, Intimidation and Bullying and District Policy 6590: Sexual Harassment can be obtained on the RSD website.

## **IN-SCHOOL SUSPENSION (ISS)**

ISS at Tolt Middle School is intended to illustrate consequences for violations of school rules. The primary function of ISS is to remove the student from contact with the rest of the student population for a period to time. Prior to beginning an in-school suspension, students will be required to check with each of their teachers and obtain all the assignments they are to work on while serving the suspension.

The parent/guardian and student are required to sign the TMS In-School Contact, Policies and Procedures which must be returned the morning of ISS. Any student who does not comply with the expectations and rules listed on the ISS contract may be removed from in-school suspension and sent home for the remainder of the assigned time. This will be classified as a one-day suspension from school and a follow-up letter will be sent home.

## **LOITERING ON PROPERTY ADJACENT TO SCHOOL**

Students are not to congregate and/or smoke 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 including, but not limited to, suspension.

## **OUT-OF-SCHOOL SUSPENSION (OSS)**

### **Short-Term Suspension**

Suspending a student for any portion of a calendar day up to but not exceeding ten (10) consecutive school days.

### **Long-Term Suspension**

Suspending a student for eleven (11) days up to or through the end of the semester.

## **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 I am 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 found in [Policy 3100](#), Tolt Middle School Disciplinary Sanctions.

## **VIOLATION (DISCIPLINE) REFERRAL FORM**

I will receive a violation form if I violate school or district rules.

## **WEAPONS**

I know that firearms/weapons are not allowed at school, at school sponsored activities, on school grounds, facilities, or school provided transportation. If I bring a firearm to school it 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 1<sup>st</sup> Ave. NE, Duvall, WA 98109.

**Complaint Procedures (3110-1)** See the [full text](#), steps, and description at the district website.

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.

- 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 complete text of [District Policy 6590](#) and the process to follow for reporting a complaint, can be found in district buildings, handbooks, and 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.

### **Title I Schools**

Parents of students in a Title I funded school, annually need to be provided with access to the district's report card. The Office of the Superintendent of Public Instruction (OSPI) annually updates its website with the Riverview School District's data. The report card is located at [www.k12.wa.us](http://www.k12.wa.us) and clicking on the "State Report Card." Select "Riverview" to review data. Additionally, our school's data is available on the "State Report Card."

If you do not have access to the internet and/or wish to have a hard **copy of the** district report card, please contact our school office and you will receive assistance in viewing the website or in receiving a hard copy.

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## Administrative Procedure to Accompany Policy 3100, Tolt Middle School Disciplinary Sanctions

### TOLT MIDDLE SCHOOL SANCTION RANGE CHART

NOTE: An "x" indicates the beginning a continuum of possible sanctions for certain misbehaviors. The administration reserves the right to bypass one or more steps, depending upon the severity of the offense. \*+

MISCONDUCT	Work Detail/Detention	In-School Suspension	Short -Term Susp. 1 - 10	Long - Term Susp. 11-90	Expulsion
Cheating/Forgery	X	X	Suspension from class in which cheating took place		X
Defiance of School Authority	X	X	X	X	X
Disruptive/Disrespectful Behavior and/or Conduct	X	X	X	X	X
Disruptive Dress	Student is sent home to correct dress or change attire at school			X	X
Fighting*** First			3		
Second			5		
Third			10		
Fourth					Remainder of Semester
Incite a Fight First			1		
Second			3		
Third			10		
Off Campus without Permission	X	X	X	X	X
Possession and/or use of Tobacco Products					
First			1****		
Second			3****		
Third			10		
Fourth					Remainder of Semester
Profanity/Obscene Gestures or material	X	X	X	X	X
Public Displays of Affection	X	X	X	X	X
Refusal to Identify Self		X	X	X	X
Repeated Violations		X	X	X	X
Tardies First - Fourth	X				
Fifth	90 min.				
Sixth	90 min.				
Seventh		1			
Eighth		3			
Ninth			X	X	Remainder of Semester
Truancy First - Second	X				
Third		1			
Fourth		3			
Fifth			1		
Sixth			3		
Seventh					Remainder of Semester

The Riverview School Board recognizes and accepts the serious nature and potential harm to individuals and the significant disruption of the educational process for the following acts. Additionally, the ad hoc citizen's committee recommends long-term suspension sanctions for the following exceptional misconduct. Additionally, for any of the violations deemed exceptional misconduct, students are subject to emergency expulsion.

MISCONDUCT	Work Detail/Detention	In-School Suspension	Short -Term Susp. 1 - 10	Long - Term Susp. 11 - 90	Expulsion
Criminal /Illegal acts (arson, assault, battery)		X	X	X	X
Defacing/Destruction of Property #	X	X	X	X	X
Extortion, Coercion, Threats	X	X	X	X	X
Gambling		X	X	X	X
Harassment/Bullying/Intimidation (Racial, Sexual, Verbal)	Warning/Mediation	X	X	X	X
Possession and/or use of Drugs/Paraphernalia/Alcohol				30**	
2nd Violation				90	
3rd Violation					X
Sale or Delivery of Illegal Substances or Paraphernalia					X
Theft	X	X	X	X	X
Weapons					X

\* For special education students, consideration of the student's handicapping condition and/or IEP will be part of the sanction process including consultation of the MDT for long-term suspension or expulsions.

+ Chronic offenders of discipline standards will be subject to severe sanctions including suspension for remainder of semester and/or expulsion.

\*\* If parent and student consent to a school approved assessment program that the student completes within 30 calendar days, at student/parent expense, suspension would be reduced to a 10-day home suspension.

# Restitution made for damage.

\*\*\* Misconduct may be reported to local police. \*\*\*\*Must complete Tobacco Cessation Program.