

Tahoma Middle School

Welcome to the 2011-2012 School Year!

This student handbook section will provide you with essential information regarding our school, important procedures, what is expected of you, and how you can get help whenever you need it in order to be successful during your school year. You and your parents will want to read all the information carefully and use it throughout the school year. This section serves as our school handbook and is intended for you to keep in your three ring binder at all times.

We are proud that you are attending an excellent school. We strive to create an educational environment where all students acquire knowledge, skills, and attitudes which contribute to a productive and successful future. We look forward to working together with you to make this an exciting, enjoyable, and rewarding school year.

8:30 – 3:00 – 6th Grade

EXTREME TEAM

Andrews, Cline, Hagensen, Hayden, Sorensen

PERIOD	TIME	LENGTH
1	8:30 – 9:26	56
2	9:30 – 10:25	55
3	10:29-11:04	35
4(PE/Elective)	11:08-12:23	75
Lunch	12:23-12:53	30
3 Cont'd	12:57-1:17	20
5	1:21 – 2:16	55
HR	2:20 – 3:00	40

TEAM EXPLORE

Atkinson, Basile, Campbell, Doubles, Heimbigner

PERIOD	TIME	LENGTH
1	8:30 – 9:26	56
2	9:30 – 10:25	55
3	10:29-11:24	55
4	11:28-12:23	55
Lunch	12:23-12:53	30
5(PE/Elective)	12:57-2:12	75
HR	2:16 – 3:00	44

8:30 – 3:00 – 7th Grade

ALPHA TEAM

DePiano, Gholston, Mjelde, Pairis, Tweit

PERIOD	TIME	LENGTH
1(PE/Elective)	8:30 – 9:45	75
2	9:49 – 10:44	55
3	10:48-11:43	55
Lunch	11:43-12:13	30
4	12:17-1:12	55
5	1:16 – 2:11	55
HR	2:15 – 3:00	45

TEAM OMEGA

Bennett, Boynay, Higa, Merrill, Stroup

PERIOD	TIME	LENGTH
1	8:30 – 9:23	53
2	9:27 – 9:45	18
3(PE/Elective)	9:49 – 11:04	75
2 Cont'd	11:08-11:43	35
Lunch	11:43-12:13	30
4	12:17-1:12	55
5	1:16 – 2:11	55
HR	2:15 – 3:00	45

PE/ELECTIVE

Adamson, DeLeon, Johnson, Orm, Rupert, Sims, Wainscott

1 (Alpha)	8:30 – 9:45	75
3 (Omega)	9:49 – 11:04	75
4 (Extreme)	11:08 – 12:23	75
Lunch	12:23 – 12:53	30
5 (Explore)	12:57 – 2:12	75
6 (Planning)	2:15 – 3:00	45

The Tahoma School District complies with all state and federal rules and regulations and does not discriminate on the basis of race, color, national origin, gender or disability. This holds true for all district employment opportunities. Inquiries regarding compliance and/or grievance procedures may be directed to the school district's Title IX/RCW 28A.640 and Section 504 Coordinator, Mark Koch - Address: 25720 Maple Valley-Black Diamond Rd SE, Maple Valley, Washington 98038.

Tahoma School District is a smoke and tobacco free district.

**Questions? Please See Our School Website at
<http://www.tahomasd.us/SubSite/TMS/Index.html>**

WELCOME

The opportunities for you to learn abound at Tahoma. Whatever your interests, personal goals, or aspirations, you will find unique opportunities to achieve, excel, and receive recognition.

The heart and character of Tahoma Middle School reflects the spirit and pride of our students. The challenge is yours. Accept it and do the very best you can. Good luck!

ASSOCIATED STUDENT BODY

Every student at Tahoma is a member of the A.S.B. The Associated Student Body organization (A.S.B.) is a democratic organization of students. The duties of this organization shall be 1) to organize and coordinate activities or clubs and classes, 2) to promote curricular and co-curricular activities, 3) to reflect student representation on school related issues, and 4) to monitor student funds.

Students are encouraged to run for ASB office. Officer positions include President (7th grade), Vice President (7th grade), Secretary (7th grade), Treasurer (7th grade), and class representatives (6th and 7th grade). ASB officer elections are held in the spring and class representatives in the fall. In order to qualify for an ASB leadership position, students must demonstrate strong academics, model behavior, and good attendance prior to, and during their term as an ASB leader.

STUDENT ACTIVITY PROGRAM

The student activity program at Tahoma Middle School and Tahoma Junior High is designed to offer all students a balanced set of extracurricular opportunities. In addition to the student government organizations, there are clubs formed by students with common interests. Each club has a faculty advisor and plans its own activities. Clubs are part of and responsible to the Associated Student Body organization.

A.S.B. ACTIVITY CARDS

A.S.B. stickers may be purchased in the cashier's office (cashier is here on Wed., Fri., and alternating Mon.). The A.S.B. sticker may offer reduced prices for dances. The A.S.B. sticker is required for any student participating in co-curricular activities.

TEXTBOOKS

Each student is responsible for issued textbooks. Fines will be assessed if they are lost or damaged. New books should be immediately protected with book covers.

FINES

Fines and/or fees are imposed for materials that are not returned or have been damaged. Grades and transcripts will be withheld until all fines are paid, students will not be able to participate in sports, activities or honor level programs.

LIBRARY

Students are welcome to come into the library on their own before and after school and during lunch to read, study, check out books, and relax. A significant change from elementary school is that students at TMS are charged overdue fines for library materials kept past their due date. The fine is 5 cents a day (school days only) with a cap of \$1. There is a three day grace period before the fine begins. Fines will also be charged for lost or damaged library materials.

IMMUNIZATION

Each student is required to meet the state's immunization standards. Information and forms are available in the counseling center. State regulations prohibit student from attending public schools without proper immunizations.

MEDICATION

Pursuant to the Washington laws, administration of oral medications may be provided at school if all of the conditions are met:

- All medications must be brought to school by the parent
- Must be accompanied by an authorization form completed and signed by both the health care provider and the parent
- Must be in the original bottle labeled with the student's name, health care provider, dosage, and the time of day to be administered.
- All medication must be kept and distributed by the school nurse. The only exception to this would be inhalers or epinephrine pens (when authorized by the nurse). This means that students cannot bring, transport, or possess medications while at school.
- Oral medications include cough drops, vitamins, cough syrup or ANY over the counter medication taken by mouth.

HEALTH CARE SERVICES

To comply with the Family Rights and Privacy Act, we keep a record of the health care services that we provide to each student. You may ask to see a copy of your student's record. You may also ask us to correct that record. We will not disclose your record to others unless you direct us to do so, or unless the law authorizes or compels us to do so. You may see your record or get information about it at the attending school. Health information pertaining to special education needs is located in the Special Services Department at Tahoma School District Central Services Center.

NURSE'S OFFICE

We have a nurse available 5 hours a day to administer medications, respond to emergencies, fulfill state requirements for vision and for scoliosis screening, assist in student personal hygiene needs, and determine whether or not a student is too ill to be at school. A student running a fever is considered to be contagious and will need to be picked up. As a general rule of thumb, students should not expect to remain in the nurse's office for more than 15 minutes or expect that teachers will let them visit the nurse's office frequently.

BULLETIN BOARDS

All posters and written information distributed to students are to be approved by the principal or the activities coordinator before they are placed on a bulletin board or wall. Nothing is to be posted on the brick or painted walls, doors, etc. without permission.

FLOWER/GIFT DELIVERIES

Please do not send flowers and or balloons to your student here at school. They will not be delivered to the class. A note will be delivered to the student to notify the student that they can pick up the gift at the end of the day, as they are very disruptive to the classes and are hazardous on a school bus.

TELEPHONES

Students will be allowed to use the classroom or office telephones only in **essential situations**. Students must have a pass from the classroom teacher to use the office telephone or their own personal cell phone during class time. Students may have cell phones here at school (please see rules regarding cell phones on pg 8). They are not to be on during class time and we are not responsible for theft or loss. Please remember that toll calls may not be charged to the school telephone account

SCHOOL VISITATIONS

Students are not permitted to bring visitors to school. Parents/guardians are welcome. Prior to entering the main building a visitor's pass must be obtained by signing in through the front office. Students from other schools other than TMS are not allowed on campus.

CLOSED CAMPUS

Tahoma is designated as "closed campus," which means students CANNOT leave the school grounds once they have arrived, even if first period has not yet started.

In addition to being a closed campus, Tahoma has areas where students are not allowed except for instructional purposes. These restricted areas are the parking lots, bus loading areas, and the areas behind the buildings. Students are reminded that the woods surrounding the school are considered off campus areas and are off limits once students arrive at school. Violation of these regulations will result in disciplinary action.

STUDENT PRIVACY

The right to privacy is a fundamental tenet of human liberty. District staff shall take particular care to respect students' privacy. At the same time, they must protect the health and safety of all students and promote the effective operation of the schools. Therefore, only designated personnel shall have the authority to conduct student searches. They shall do so only upon reasonable cause and in a manner prescribed by district policy.

A student shall be free from searches of his/her clothing and other personal property unless there is reasonable cause to believe that something is concealed that may be stolen, an illegal substance, or of immediate danger to the student or to other students. School officials shall request the student to remove all items from pockets, backpacks, bags or other personal effects.

VOLUNTEERING

There are many opportunities to volunteer at TMS. Parent volunteers are needed for school activities, dances, recognition parties, lunch supervision, and many other events. All volunteers must complete district approved training. The training can be done at school. If you would like to volunteer at Tahoma Middle School, please call (424)413-3600.

BUS TRANSPORTATION

Buses will load and unload in the bus zone. The driver is in full charge of the bus and the students. Students are to obey the driver promptly and willingly. Buses have the right-of-way when leaving the campus. Parents who provide transportation for their children should deliver and pick-up their students at the front of the school building. Students being dropped off by parents shall not be on campus prior to 8:10am. Once students arrive to school, they are to proceed to the gymnasium until released at 8:23am.

BUS PASSES

Students planning to get off the bus at a stop or ride a bus other than their regular arrangements must present the bus driver a pass issued from the main office. To obtain a bus pass the student must bring a signed note from their parent/guardian granting permission. The note must include the address and bus number for the requested bus pass. No walking /bus pass will be issued to elementary schools with out written permission by the school or teacher they are wanting to visit and a note from their parent. Transportation home must be provided by parents. The request for all bus passes must be presented to the office prior to 10:00 a.m. There will be NO bus passes issued on early release days or the last day of school. All bus passes are subject to seating availability.

LEAVING SCHOOL AT THE END OF THE DAY

At the close of school, unless they are attending a school-sponsored activity, students are expected to ride home on the bus or with their parents/guardians. Students that walk to and from school **must** have a note registered in the office. Students will not be allowed to ride home with unauthorized individuals without written permission from a parent/guardian. This includes neighbors, friends or older siblings.

SKYWARD ACCESS

All teachers keep grades on-line. The grades are updated at least every two weeks. Student access codes will be distributed in their homeroom class. Family access codes will be mailed home by the end of September. Student/Family access codes do not change year-to-year.

BE PROMPT

Promptness is important in getting the job done and being successful in school. Plan your day so you are able to organize your schedule, have your supplies, and be in class on time.

ATTENDANCE POLICY

The regularity of attendance is a major contributing factor in reaching the instructional objectives of a course. The following procedures have been designed by Tahoma Middle School and Tahoma School District staff to develop cooperation between parents/guardians and school authorities in order to assist students in establishing lifelong habits of reliability and promptness. Laws of the State of Washington specify that parents have the primary responsibility for ensuring the attendance of their students at school. The law furthers states that students shall be regular and punctual in attendance. **This law governs all absences, including excused absences.**

Definitions and Process

Absences

If your student is absent for any reason, please notify the attendance office at 425-413-3600 by 9:30am. Prior to returning to school, students are required to clear all absences with the attendance office through either a parent phone call, note, or e-mail including the date of absence, current date, parent/guardian signature and the reason for the absence. **Students who do not clear absences within 2 days of the absence may be subject to school discipline procedures.** Students with excessive absences may receive a letter informing them about "BECCA Bill" requirements.

Excused Absences

Illness, family emergencies, (i.e., funeral or serious illness), and appointments of a medical, dental or legal nature represent excused absences.

Parental Absences

RCW 28A.225.0101 places the responsibility of student attendance on the parent or legal guardian. Absences other than those defined as excused, given the permission of the parent or legal guardian, are considered parental absences. Parents/legal guardians should understand that any absences will affect academic progress. For this reason, we recommend that parents plan ahead with pre-arranged absences.

Pre-arranged Absences

Absences for other reasons may be excused if the student presents a written request to the attendance office prior to the planned absence. The student will be given a pre-arranged absence form which should be signed by each teacher and then returned to the attendance office. Students must return the signed form to the attendance office prior to the absence. Homework requests for pre-arranged absences need to be made 3 – 5 days prior to the absence. Students will check SWIFT for assigned work during the absence. Otherwise the student will make up homework upon returning. Although homework may be made up, lack of classroom participation during a pre-arranged absence may affect the student's grade.

Homework/Absences

It is the student's responsibility to get missed assignments for the times they are absent. In the

event of excused absences, the student will have one day for each day missed to complete work for full credit as determined by the quality and completeness of the work. Each teacher will maintain a SWIFT website that can be accessed through the building's webpage. Some SWIFT websites will list the homework that was given each day in class. There are two ways to get accompanying handouts or worksheets. First, if the teacher has the handout in electronic form, it will be found on the documents page of the teacher's website. Otherwise, the teacher will have a routine set up in the classroom where students can find the handout. If the student does not have access to a computer, please call (425)413-3600 to request homework for two or more days of absences.

Late Arrival/Tardy

If a student arrives after 8:30am, but prior to 8:45am that student is to proceed directly to class with a parent note. A student arriving after 8:45am must check into the main office before going to class. The office will then issue the student a "Class Entry" slip which the student will then give to the teacher.

Early Dismissal

A student who needs to leave before the end of the day must be signed out by a parent through the main office.

Truancy

Truancy is defined as absence from school or class without the knowledge and consent of the parent/guardian or absence from school or class once arriving on campus without the knowledge or consent of the school staff. Students may be denied the opportunity to submit academic work. Students are subject to discipline up to and including long-term suspension for truancy.

Tardiness

Students will be considered tardy when he/she is not in his/her designated area at the start of the class according to the posted classroom policy. If a student arriving tardy does not have a signed pass to class the tardy will be considered unexcused. It is the responsibility of the student to obtain a pass prior to leaving the previous staff member. Students are subject to discipline and possible loss of academic work for excessive tardiness each semester. If a student is tardy to class, s/he will receive a tardy slip from their teacher. The tardy will be excused (with a note) or unexcused.

Excused Tardies

Students are allowed 4 excused tardies (with a parent note or e-mail submitted on the same day tardy occurs). Excused tardy #5 will result in referral to the Assistant Principal and an after school detention will be assigned. For excused tardies, teachers will keep all paperwork.

Unexcused Tardies

After receiving a 2nd unexcused tardy in a class, students will be given consequences ranging from closed lunch to short-term suspension from school. After each unexcused tardy, students are to sign the white slip and take home for a parent signature. **All slips must be returned to school within 2 days.**

BE PREPARED

Being prepared leads to successful experiences with the school learning environment. Skills and habits you develop at this time will help you to be prepared for future success in high school and the world of work.

MATERIALS

Students are required to come to class each day with the necessary supplies to be ready to learn.

Supply lists can be found on the TMS website

Specific course supplies may include:

- Physical Education uniform (Shorts \$8.50, Shirt \$4.00)
- Fee cards for special projects in elective courses.

HOMEWORK AND ASSIGNMENTS

Students should expect homework to be assigned. Homework and assignments are extremely important, and are included in determining the academic grade for a given class. Homework and assignments are expected to be completed to the best of your ability and on time. Late homework and assignments may result in a lower grade.

Opportunities are provided to help you with your homework:

- Individual assistance from the teacher,
- Homework Center. Homework Center is open Monday through Thursday until 3:55 p.m. Students will receive assistance on homework and assignments on these days. Each team will publish the days that they hold homework centers during the week.

LUNCH TIME

TMS operates two lunch periods. Students are expected to eat in the cafeteria. Food and drinks are not permitted in the school hallways or classrooms and may be subject to confiscation (exception: bottled water). During lunch periods students may choose to play games, go to the library with a lunchtime library pass or visit with friends.

SNOW BULLETIN

In unsafe weather conditions, school may be closed or delayed 2 hours. Sometimes school starts an hour late and/or we are on emergency schedule. *When "Emergency Schedule" is announced, the Emergency Bus Pick-up/Drop-off routes will be in effect and all after school and out of district transportation is canceled.* Emergency Transportation information is provided by the district transportation department. (413-3220)

Communication on poor weather days is via the local radio stations: 570-KVI, 950-KJR, 710-KIRO and many others. Please turn on your radio or television and listen to the 6:30 a.m. news announcements for school closures, late arrivals and emergency bus routes. This information will also be posted on the Tahoma School District Website.

NO ANNOUNCEMENT MEANS SCHOOL WILL BE IN SESSION ON REGULAR SCHEDULE.

NATURAL DISASTERS

One of the important responsibilities for any school district is to provide for the safety of students in the event of an emergency or natural disaster. Parents and students should be aware of the following:

- If the event occurs during the time students are coming to school, buses will continue to school rather than returning students to their bus stops.
- Students will remain at school, and will not be released or returned home unless/until conditions allow them to be returned safely. In extreme cases this could involve remaining at school overnight(s).
- Parents/Guardians are advised not to remove a student from the school grounds unless they have first checked with school officials and the student has been checked out. Students will not be released to neighbors, friends, or relatives unless written permission is sent, or they are designated on the emergency contact form.
- Parents should avoid calling the school. The phones may be needed by school officials for emergency communications.
- Tahoma Middle School practices Fire, Earthquake, and Lockdown drills in accordance with the Tahoma School District Safety Policy.

BE POSITIVE

A positive, healthy attitude and behavior promotes a safe, fun and successful learning environment.

STUDENT RECOGNITION PROGRAM

The goal of the Student Recognition Program is to promote and publicly recognize students for academic and behavioral excellence. Special events will be organized throughout the school year for students who have met the behavior criteria set at the start of the year.

Student of the Month

Each month one female and one male student from each team are selected by staff members for Student of the Month recognition. The program is sponsored by a local service organization and selected students are recognized in the local newspaper.

Team Celebrations

Teams will set up criteria rewarding appropriate, studious behavior and good work habits.

Bear Bucks

Students who are “caught doing the right thing” will be rewarded with a Bear Buck. They are given by non-academic teachers, administration, and other school support staff. Bear Bucks can be redeemed for an edible treat. Students can earn a maximum of 2 Bear Bucks per semester.

Awards Assembly

In June students and their families may be invited to a special awards assembly for a variety of outstanding student achievements. Special awards certificates and/or trophies will be presented for such areas as academic achievement, excellent attendance, subject area awards, Presidential Fitness awards, etc

Counseling Services

The counselor focuses on the personal, social, and educational needs of all students. The Counselor is an important resource for all students, staff and parents/guardians.

SCHOOL COUNSELORS

Tahoma counselors are professionally trained and certified to work within the school setting with students, parents, teachers, administrators and agencies within the community. The counselor coordinates guidance programs to help students acquire skills in the social, personal, educational and career areas necessary for living in our society. The counselor is a specialist trained to provide prevention and intervention services and to meet the educational and mental health needs of students with the public school system.

Specific services provided may include:

- classroom guidance activities
- group/individual counseling
- academic counseling
- crisis prevention and intervention
- assistance and consultation for parents
- liaison between students, parents, and staff

ACADEMIC REPORTING

Reports cards are issued following the end of each quarter. Semester grades are recorded and maintained in each student’s permanent record. In addition, parents and students will be reminded at the mid-point of each quarter to check Skyward grades. Questions regarding student academic progress in class should be directed to the teacher.

PARENT CONFERENCES

Parents/guardians are encouraged to communicate regularly with teachers regarding their student’s progress. Student led conferences will be conducted in November. Parents may also schedule a parent/teacher conference throughout the year by contacting the counselor or the teacher. Because teachers are with students most of the day, email is the most efficient way to communicate factual information with a teacher. However, if there is a concern that involves a discussion, a phone call or conference usually works best.

DRUG AND ALCOHOL COUNSELOR

One drug and alcohol counselor serves all Tahoma School District students. This position is funded by grants provided by King County. Services provided include: drug and alcohol assessments, drug education and information. Students may initiate contact on their own or may be referred by friends, teachers or parents. Information is available about community resources for students and families. The drug/alcohol counselor may be contacted through the school counseling office 425-413-3600

Tahoma School District staff assembled this list for informational purposes only. Tahoma School District does not endorse or guarantee any of these agencies.

TREATMENT FOR ADOLESCENT CHEMICAL ABUSE

ADAPT-Group Health
1730 Minor Ave., Suite 1500
Seattle, WA 98101
(206) 287-2700
Assessment & treatment available to Group Health Members

St. Peter Chemical Dependency Ctr.
4800 College Street SE
Lacey, WA 98503
1-800-332-0465
Separate adolescent & adult facilities

Lakeside-Milan Burien
Adolescent Treatment Center
12845 Ambaum Blvd. SW
Seattle, WA 98146
(206) 241-0890
Fax (206) 241-0769

Ryther Child Center
2400 NE 95th Street
Seattle, WA 98115
(206) 525-5050
Adolescent treatment

CHEMICAL ABUSE INFORMATION/CRISIS SERVICES/SUPPORT GROUPS

Emergency Services 911

Al-Anon and Al-Ateen
(206) 625-0000
Help for those who live with problem drinkers.

Alcohol/Drug 24-hour Helpline
1-800-562-1240
206-722-3700

Narcotics Anonymous
(253) 872-3494
Information and support for people who are trying to become drug-free.

Poison Control Center
1-800-222-1222 (National)
206-526-2121 (Local)

Teen Link
866.TEENLINK (833-6546)
(206) 461-3219 TDD
Every evening 6-10pm

24 hour Crisis Clinic
206-461-3222
1-866-427-4747
206-461-3219 TDD
24-hour phone line that helps with general life problems, depression, drug/alcohol questions.

Community Information Line
(206) 461-3200
1-800-621-4636
(206) 461-3610 TDD

Community Resources Online
www.crisisclinic.org

DRUG AND ALCOHOL ASSESSMENT/COUNSELING Sliding fee scale for assessment and counseling for individuals and families

Kent Youth & Family Services
232 South 2nd, Suite 201
Kent, WA 98032
(253) 859-0300

Maple Valley Community Center
22010 SE 248th
Maple Valley, WA 98038
(425) 432-1272

Renton Youth & Family Services (RAYS)
1025 S. Third Street
Renton, WA 98055
(425) 271-5600

Please contact the Tahoma Middle School counselor for additional resources or if you have any questions (425) 413-3666

BE POLITE

Being polite shows respect to yourself and others.

All segments of our society require some standards which all members of that society are expected to follow and maintain. So that the rights of classmates and other students are not infringed upon, the following rules are formed for all to follow. With rights go responsibilities. Your responsibility lies in following these guidelines and the encouragement of your peers to do likewise.

In addition to the rules that follow, teachers will have specific policies and regulations of which students will be informed, in writing. The specific policies and regulations of the staff will be posted in their classrooms. Students are to follow the school and classroom rules and regulations. Lastly, any activity that violates state law is also prohibited under district policy.

Academic Expectations

Students who are low-achieving academically may be in violation of WAC 180-40-210, which states that “it is the responsibility and duty of each student to pursue his/her course of studies... and he or she may be subject to corrective action or punishment imposed by a school district and its agents for violation(s) of such rules.”

Aggressive Behavior (see also reckless physical behavior)

Behavior towards another person that is meant to instigate a fight or cause a negative response will not be allowed.

Alcohol and Chemical Substances

A student shall not possess, use, transmit, be under the influence of, or show evidence of having used any alcoholic beverage or other intoxicant. Students may not be in possession of drug paraphernalia. Any illegal chemical substance, narcotic, hallucinogenic drug, or medicine prescribed to another student is not permitted. No counterfeit drug is permitted. Use of inhalants (huffing) is not permitted. Students may not possess over the counter (OTC) drugs or medicines prescribed for them. In addition, a student may not knowingly remain in any area where there is alcohol or drug activity taking place.

Alteration of Records

A student who falsifies, alters, or destroys school records or any communication between home and school shall be subject to corrective action.

Arson

Setting fire to a building or property is prohibited.

Assault/Battery

A student shall not use, threaten to use, or attempt to use force or violence upon another person, including the use of an object or instrument for the purpose of inflicting injury.

Attendance/Truancy/Tardiness

A student absent or tardy from classes without an approved excuse shall be subject to corrective or disciplinary action. Leaving class without the permission of the teacher is also considered a truancy. A student out of class, for any reason, must have a hall pass.

Behavior Contract

Students who violate school rule(s) may be subject to the stipulations of a behavior contract and/or a parent conference before returning to class(es) and/or school.

Bullying (See Harassment, Intimidation, and Bullying)

Cellular Phones, eReaders*, electronic games and all other electronic devices.

These devices are to remain off and concealed during the school day (8:10-3:00). Students are permitted to use them before and after school only. Any disruption to classroom activities due to these devices will result in confiscation of the device and possible discipline. These devices will be returned upon parent request. The Tahoma School District reserves the right to inspect the content on personal electronic devices used at school or school events if school personnel determine there may be cause to suspect that such devices are not being used in accordance with district rules.

*eReaders may only be used by students during sustained silent reading under the following conditions:

1. The device cannot be accessing the Internet during this time
2. No games can be on the device
3. No sound will be enabled
4. The device does not cause a disruption in any way the the class

Cheating

Any student who knowingly submits work of others represented as his/her own shall be considered to have cheated and will be subject to corrective action. A student who knowingly allows his/her work to be copied shall also be subject to corrective action.

Closed Campus/Unauthorized Areas

Tahoma Middle School is designated a closed campus, which means students SHALL NOT leave the campus area once they have arrived—even if the first period of the day has not yet started. Students shall not be permitted in unauthorized areas without staff permission. These areas include parking lots, playing fields, and the woods surrounding the school.

Damage or Destruction of Property

A student shall not intentionally or negligently damage nor deface school or private property in any way. Students and parents shall be liable to the school district for all damage to school district property, and disciplinary consequences may be assigned.

Defiance of School Authority

A student shall comply with all lawful and reasonable instructions of any District employee.

Disruptive Conduct

A student shall not use violence, force, noise coercion, threat, intimidation, fear, passive resistance, or any other conduct to cause the substantial and material disruption of any lawful mission, process, or function of the school. Such conduct includes occupying school property in order to deprive others of its use, blocking normal pedestrian or vehicular traffic, and intimidating or prevention students from attending a class or school activity or a staff member from exercising his or her lawfully assigned duties.

Dress Code

Please see Tahoma School District Dress Code (pg. 15). Any clothing that may disrupt the learning environment is not allowed. Hats/Headgear may be worn to and from school but may not be worn in campus buildings during the school day. Shorts and skirts must be fingertip in length and hemmed. Pants will be worn at the waist level even if the body is covered by a shirt. Tops must cover the torso, and must have two-inch straps. See Board Policy 3224 and Administrative Procedure 3224P

Drugs (See Alcohol and Chemical Substance)

Electronic Listening Devices

Radios, Walkmans, CD players, MP3 players, IPOD's headphones, etc. are not to be used or seen on campus during the school day, except at the explicit permission of teachers in their classrooms.

Explosives

Explosives, including fireworks, are not permitted on school premises or at school-sponsored events.

Extortion

A student shall not take another person's money or property, or coerce behavior, by the use of threats or physical violence.

False Alarm

The intentional tripping of a fire alarm or making a written or verbal bomb threat is prohibited.

Fighting

A student shall not engage in mutual combat in which both parties have contributed to the situation by verbal or physical action. Both combatants involved in a fight may be subject to corrective action or punishment.

Food

All food and beverages must be confined to the student cafeteria (except bottled water). Eating in classrooms is at the discretion of the classroom teacher. Gum chewing is **NOT** allowed anywhere on school grounds.

Forgery/Falsification

The act of fraudulently using (in writing or orally) the name of another person or falsifying times, dates, grades, addresses, or other data is prohibited.

Gang Behavior

A student shall not exhibit behavior or gestures or gang membership as set forth in Board Policy 3244.

Hall Passes

A student out of class, for any reason, must have a hall Pass. Students wishing to move between after-school activities must also have a pass.

Harassment, Intimidation, and Bullying

The district is committed to a safe and civil educational environment for all students free from harassment, intimidation, or bullying. "Harassment, intimidation, or bullying" is defined as any intentional written, verbal, or physical act, including but not limited to one shown to be motivated by any characteristic in RCW 9A.36080(3), (race, color, religion, or mental or physical disability) or other distinguishing characteristics, when the intentional written, verbal, or physical act; a) physically harms a student or damages the student's property; or b) has the effect of substantially interfering with a student's education; or c) is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or d) has the effect of substantially disrupting the orderly operation of the school. A student who believes that he/ she,

or another student, is being subjected to harassment, intimidation, or bullying (whether by another student, district staff member, parent, or volunteer) may use the guidelines outlined in Policy and Procedure 3207-Prohibition of Harassment, Intimidation and Bullying, to report and resolve the concern. A copy of this Policy and Procedure is available by contacting the main office.

Inappropriate Social Behavior

Students shall refrain from activities that violate standards of acceptable social conduct including public demonstrations of physical affection on the school campus or at school-sponsored events.

Loitering

A student shall be expected to leave the school campus at the official close of the school day unless permission to do otherwise has been granted. Students shall immediately follow requests to disperse.

Loitering in the Presence of Misconduct

A student shall be expected to immediately leave any activity at which misconduct is occurring.

Lying to Authorities

Students shall not deliberately misrepresent or omit any relevant fact when answering the questions of or conversing with school personnel.

Misconduct with Substitute Teacher

Students are expected to show respect to guest or substitute teachers. Students receiving a discipline referral from a guest teacher may incur a harsher consequence.

Multiple Infractions

Multiple infractions is violating more than one school rule or violating the same rule on separate occasions. This may result in significant consequences, up to and including expulsion.

Off-Campus Events

Students at school-sponsored, off-campus events shall be governed by school district rules and regulations and are subject to the authority of school district personnel.

Plagiarism (see cheating)

Students shall not copy, download, or plagiarize a written work and turn in the assignment as his/her own.

Reckless Physical Behavior

Any aggressive or reckless behavior, including horseplay, which jeopardizes the health, safety, or welfare of students and/or staff, is prohibited. Laser pointers are not allowed in school. Any/all aerosol sprays (i.e. Axe, Tag, etc.) are not allowed at school.

Refusal to Identify Self

All persons are expected, upon request, to identify themselves to school personnel in the school buildings, on the campus, or at school-sponsored events.

Theft

Theft is defined as the unauthorized carrying away of the personal goods or property of another person or the school district. Students and parents shall be liable to the school district for the failure to return school property loaned to a student.

Threats

Students shall not threaten to use force or violence upon any school staff, student, or property. All threats will be taken seriously.

Tobacco

A student shall not possess, use, or show evidence of having used a tobacco product of any kind, or any item purported to be such. A student shall not knowingly remain in any area where such an activity is taking place. Possession of matches/lighters is also not permitted.

Truancy (See Attendance/Truancy)

Unauthorized Computer Use

School board policy states that computers are for educational purposes only and must be in support of education, research, or school approved co-curricular activities, the use of computers and systems must be in

Unauthorized Computer Use

conformity with all laws and school policy and commercial solicitation is not allowed. The use is further defined by the Tahoma School District Electronic Users Agreement found in this handbook. Users are responsible for the privacy of their password, logging off the computer when they are finished, and the appropriateness of the material and actions that take place under their account. No use of the system shall disrupt the operation. Software and hardware shall not be destroyed, modified, or abused. Unauthorized access or attempts to access any computer hard drive or computer system is prohibited and the cost of parts and labor associated with repairing the system may be included as a consequence for tampering with the system .

Level One Offenses may include:

- Accessing programs that are not in the start menu or local programs.
- Downloading programs from the internet
- Accessing or deleting programs and/or files from the public directory.
- Non-educational use of e-mail and/or computers
- Using someone else's account
- No programs shall be downloaded onto the hard drive.
- Attempting to or connecting a personal computing device to the Tahoma School District's network

- Intentionally wasting school resources (paper, ink, etc.)

Possible Consequences for Level One Offenses include: short-term loss of internet/computer access at school and disciplinary actions ranging from after-school detention to suspension from school.

Level Two Offenses may include:

- Attempting to gain access to accounts or other restricted areas, such as the computer's hard drive.
- Attempting any activity that may potentially
- Displaying and/or printing instructions for making weapons or conducting illegal activities damage the computer or the network
- Use of the system to store, distribute, or access obscene or pornographic material.

Possible Consequences for Level Two Offenses include: long-term/permanent loss of internet/computer access at school and disciplinary actions ranging from after-school detention to expulsion from school.

Unauthorized Sales/Distribution

Selling or purchasing any items not authorized as a school fund-raiser is prohibited. Distribution of information or material not authorized by the Tahoma School District is not permitted.

Vulgar or Lewd Conduct

Any lewd, indecent, or obscene act or expression is prohibited, including those remarks with racist or sexist overtones

Weapons and Dangerous Instruments

A student shall not possess or transmit any object that can reasonably be considered a firearm, knife, air gun, dangerous weapon/ammunition, objects emitting electrical charges, or a facsimile thereof. State law provides that possession of a dangerous weapon is grounds for expulsion. Any student who is determined to have carried a firearm onto, or to have possessed a firearm on school premises, school provided transportation, or areas of facilities while being used for school activities, shall be expelled from school for not less than one year subject to the provisions of RCW 28A.600.010. The Superintendent may make exceptions in this mandatory penalty on a case-by-case basis.

POSSIBLE DISCIPLINARY ACTIONS

A fair and consistent discipline plan must also provide degrees of flexibility for the consideration of individuals involved. The considerations include: 1) intent and severity of the act, 2) the number of previous acts by the parties involved, 3) prior disciplinary action taken to alleviate the situation, 4) previous parent involvement and input

All infractions/discipline letters/tardy slips must be signed by a parent/guardian and returned to school within 2 school days or further disciplinary action may take place.

Progressive and corrective disciplinary action may involve any of the following actions:

- **Informal Warning:** An administrator or staff member will talk with student explaining the expectations for future situations.
- **Student Conference and/or Warning:** A formal conference is held between the student and staff member to discuss the behavior and expectations and consequences of future situations.
- **Parent Involvement:** Parent/guardian is notified by telephone, personal contact or letter. A conference may be conducted between the student, his/her parent/guardian, and staff members.

DISCIPLINE PROGRAM DEFINITIONS

Possible disciplinary actions considered least to most severe may include:

- **30 Minute Closed Lunch:** The student is assigned to a supervised detention room during his/her own lunch period. The student is to report at the start of lunch.
- **After School Detention:** The student is assigned to a supervised detention room after school from 3:05 to 3:55 p.m. During this time the student must work on school work or read silently. Failure to attend After School Detention may result in an additional consequence such as Closed Lunch.
- **Friday School Discipline:** The student is assigned Friday School (2:25 – 4:00 pm) during which time the student will complete school work and school beautification. Failure to attend or complete Friday School may result in a three (3) day in-school suspension. Students assigned to Friday School may not attend after school activities on the assigned day.
- **Partial Day In-school Suspension:** The student is assigned to a supervised in-school suspension room for part of the school day. The student is excluded from

- school activities during the suspension period. The student is expected to complete school work or read silently.
- **Full Day In-school Suspension:** The student is assigned to a supervised in-school suspension room for the entire school day. The student is excluded from school activities during the suspension period. The student is expected to complete school work or read silently.
- **Short term Suspension from School (1 to 10 days):** The student is excluded from school and related school activities.
- **Long term Suspension from School:** During a long term suspension the student is excluded from school and related activities for more than 10 days.
- **Emergency Expulsion from School:** An emergency expulsion means the immediate removal of a student from school, school activities, and all related school functions for an indefinite period of time.
- **Expulsion from School:** An expulsion means the removal of a student from school, school activities, and all related school functions for an indefinite period of time.
- **Restitution:**
Payment for replacement or repair of theft or vandalism.

* Students receiving disciplinary action from a substitute teacher may receive double consequences.

** All students suspended or expelled have the right to apply for re-admission at any time. All disciplinary actions which remove the students from classes are subject to limitations set by WAC 180-40-245 and 250.

***Additional infractions under exceptional misconduct are accumulated from the date of the first infraction. (i.e., may include infractions from previous years)

MIDDLE SCHOOL SANCTION RANGE CHART

Updated 7/02/07

The shaded areas indicate a continuum of possible sanctions for certain misbehaviors. A less severe form of misbehavior would warrant a less severe sanction while more severe forms warrant more severe sanctions. District officials have the discretion to depart from the sanction chart in cases involving extenuating or exceptional circumstances. Special Education students are subject to recommendations of the Student Support and IEP Teams.

Misconduct	Closed Lunch	After School Detention	Friday Evening School	In-school Suspension (1-5 Days)	Short-term Suspension (1-10 Days)	Long-term Suspension (11-90 Days)	Emergency Expulsion	Expulsion
Academic Expectations								
Aggressive Behavior								
Alteration of Records								
Cellular Phones/Pagers/Beepers/Walkie Talkies	Confiscation							
Cheating								
Closed Campus/Unauthorized Access								
Damage or Destruction of Property				Suspension until Restitution/School Service is Served.				
Defiance of School Authority								
Disruptive Conduct								
Dress Code Violation 1 st	Removal of item							
Additional Violations								
Electronic Listening Devices	Confiscation							
Extortion								
Fighting ¹								
Food	Confiscation							
Forgery/Falsification								
Gambling								
Hall Passes								
Harassment, Intimidation & Bullying								
Inappropriate Social Behavior								
Loitering								
Loitering in the Presence of Misconduct								
Lying to Authorities								
Misconduct w/Substitute Teacher								
Multiple Infractions								

Pursuant to WAC 180-40.

Updated 7/02/07

1) Suspension for fighting can be reduced if student agrees to participate in an anger-management student group through the counseling center.

Misconduct	Closed Lunch	After School Detention	Friday Evening School	In-school Suspension (1-5 Days)	Short-term Suspension (1-10 Days)	Long-term Suspension (11-90 Days)	Emergency Expulsion	Expulsion
Off-Campus Events	Subject to same regulations observed during school							
Plagiarism								
Reckless Physical Behavior								
Refusal to Identify Self								
Threats								
Attendance/Tuancy*		1 st Parent Notified	2 nd Parent Conference Required	3 rd – 3 days 4 th – 5 days				
Tuancy					5 th - 5 days & Attendance contract (Alternate program suggested)			
Tardies* 1 st – written warning		2 nd	3 rd	4 th – 2 days	Additional – 3 days			
Unauthorized Computer Use Level 1	Refer to Policy 2022							
Unauthorized Computer Use Level 2								
Unauthorized Sales/Distribution	Confiscation if failure to stop selling after request							
Vulgar/Lewd Conduct								

Pursuant to WAC 180-40.

* Tuancy Petition will be filed with the Juvenile Court System (through the Tahoma Tuancy Board).

♦ The middle level tardy policy is on a semester-based accrual system. Other misconduct infractions are accrued on an annual school year basis.

**MIDDLE SCHOOL SANCTION RANGE CHART
(CONTINUED)**

Exceptional Misconduct

The Tahoma School Board recognizes and accepts the serious nature and potential harm to individual students and the significant disruption of the educational process for the following acts. Additional infraction(s), under Misconduct are accumulative on an annual school year basis from the date of the first violation. Exceptional Misconduct infractions are accumulated over a student's educational career.

Exceptional misconduct means misconduct to 1) be of such frequent occurrence, notwithstanding past attempts of district personnel to control such misconduct through the use of other forms of corrective actions and/or punishment, as to warrant an immediate resort to short-term suspension, and/or 2) be so serious in nature and/or so serious in terms of the disruptive effect upon the operation of the school as to warrant an immediate resort to short-term suspension.

Exceptional Misconduct	Restitution	Friday Evening School	In-school Suspension (1-5 Days)	Short-term Suspension (1-10 Days)	Long-term Suspension (11-90 Days)	Emergency Expulsion	Expulsion
Alcohol/Chemical Substances ¹							
Alcohol/Chemical Substances ¹ (Distribution/Selling)							
Arson							
Assault/Battery							
Explosives							
False Alarm							
Gang Behavior (Per Policy 3245)							
Theft							
Tobacco - Possession, Distribution and/or Use ²			1 st - 3 Days	2 nd - 5 days 3 rd - 10 days			
Weapons and Dangerous Instruments							
Repeated Violations of Exceptional Misconduct							

Pursuant to WAC 180-40.

Updated 06/08/04

1) Suspension is reduced to a ten (10)-day home suspension for alcohol or drug offense if:

- parent and student consent to a school-approved assessment program
- student attends at parent expense,
- student follows recommendation(s) for treatment.

2) If parent and student consent to a school-approved counseling or treatment program that the student attends, at parent expense, and if student follows recommendation(s) for treatment, suspension would be reduced to five (5) day home suspension

ATHLETICS

Tahoma Junior High and Tahoma Middle School are members of the Kent/Tahoma Junior High League for interscholastic competitions. The Kent/Tahoma Junior High League offers four seasons for athletes. There are many requirements concerning eligibility for any sport. Stop by your school's main office and pick up the Co-curricular Guide. All athletes, for both League and Connections teams, must have a sports physical exam each year. For additional information contact your school's athletic coordinator.

Our seventh grade athletic program is divided up into seasons:

- Season 1 (September - November)
 - Football
 - Girls Fastpitch Softball
- Season 2 (November - January)
 - Boys Basketball
 - Dance
- Season 3 (January - March)
 - Girls Basketball
 - Wrestling
- Season 4 (April - June)
 - Baseball
 - Track & Field
 - Volleyball

Tahoma Middle School also runs a 6th grade intramural sports program on Tuesday and Thursday mornings.

- Basketball
- Volleyball
- Badminton
- Indoor Soccer
- Track and Field

Bus transportation is available for all athletes and an ASB sticker is required for participation.

LOCKERS

You will be assigned a locker. You are to use only the locker assigned to you. If at any time you have a problem with your locker, please check with your teacher or the main office. **THE SCHOOL IS NOT RESPONSIBLE FOR LOST, DAMAGED, OR STOLEN PROPERTY BELONGING TO THE STUDENTS.**

The following rules apply:

1. The lockers are school property and may be opened by school authorities when it is necessary.
2. You may not change lockers without permission from the administration.
3. If your locker will not open, report it to the main office.

4. DO NOT TELL ANYONE YOUR COMBINATION!

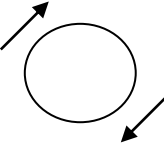
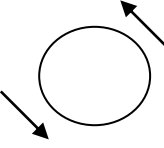
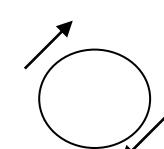
5. The lockers should not be marked on with ink or felt pens or decorated inside with anything that

cannot EASILY BE REMOVED. Lockers are not to be decorated on the outside. Fines will be assessed for damages.

6. You should not keep money or other valuable items in your locker.

7. Lockers must be closed and locked at all times. Additional external locks are not allowed.

HOW TO OPEN:

Step 1		a. Spin the combination dial clock-wise a couple of times to clear the tumblers. b. Stop on the first number.
Step 2		c. Turn the dial back to the left <u>one full circle, passing the first number</u> , and stop at the second number.
Step 3		d. Slowly turn the dial to the right and turn until dial stops. Hold and pull outIT OPENS!

PERSONAL PROPERTY

The following are examples of items which are not specifically related to the learning process. These items may be confiscated and held if brought on campus:

- Skateboards
- Rollerblades
- Toys/Electronic toys
- Collectibles

The school is not responsible for the loss or theft of personal valuables.

PREVENTION AND CARE OF STUDENT LIFE-THREATENING ALLERGIC REACTIONS

Due to allergies, we ask that food is not brought in by parents and/or students for class celebrations. Additionally, colognes and perfumes must be kept at a minimum and not sprayed at school.

The following is from school board procedure 3420P

Students with Life-Threatening Allergies (Depending upon age/developmental level of student)

1. Know what your allergens are and avoid exposure to any known allergen.
2. Learn to recognize symptoms of an allergic reaction.
3. Notify an adult immediately if any symptoms suggestive of an allergic reaction begin to develop.
4. Notify an adult immediately if exposure to an allergen has occurred or is believed to have occurred.
5. Do not eat anything with unknown ingredients or known to contain any allergen.
6. Do not trade food with others.
7. Wash your hands before and after eating.
8. Be proactive in the care and management of your allergies and reactions (based upon developmental level).
9. May carry and self-administer epinephrine contingent upon specific conditions including LHCP and parent permission, and demonstration to school nurse the ability to self-carry and use emergency epinephrine.

Note: Students are strongly encouraged to agree to these activities. However, agreement by the student does not lessen the school's diligence in implementing the student's Individual Emergency Health Plan.

Parents of Students with Life-Threatening Allergies

1. Notify the school of the student's life-threatening allergy before the student attends school as required by law.
2. Collaborate with the school nurse to notify school staff and others caring for your child if he/she has a life-threatening health condition and an Individual Emergency Health Plan has been developed.
3. Secure updated LHCP orders each school year and notify the school nurse of any changes in the student's condition or the LHCP's orders during the school year.
4. Keep all emergency contact information current including phone numbers and addresses.
5. Provide treatment, medication, diet, or other medical orders from the student's licensed health care provider.
6. Provide adequate medications for the student and backup medication in the school office for students that are self-carrying epinephrine.
7. Replace medications immediately after use or upon expiration.
8. Support the student in the self-management of their allergy consistent with the age and developmental level of the student.
9. When possible, provide safe meals or snacks from home, including allergy safe food for disaster planning.

Tahoma School District Dress Code

Board Policy 3224

The student and parent may determine the student's personal dress and grooming standards, provided that the student's dress and grooming does not lead school officials to reasonably believe that such dress or grooming shall present a health or safety hazard, create a material and substantial disruption of the educational process, or promote, advertise, or encourage behavior or convey messages contrary to valid pedagogical purposes or the district's educational mission.

The following standards are established to provide guidance to students:

1. Clothing and/or accessories displaying or making reference to alcohol, illicit drugs or tobacco or clothing displaying profane, vulgar, discriminatory or sexual language or pictures shall not be worn.
2. Apparel, accessories, or manner of grooming which evidences gang membership, affiliation, or promotion thereof is prohibited.
3. Hats and/or other head gear (i.e., scarves, hoods or sweatshirts, bandanas, sunglasses) shall not be worn in the school building during the school day. (Hats and head gear of students in violation of this standard will normally be confiscated and sent to the school office where they may be returned to the student at the end of the school day. In the case of repeated violations, the confiscated items may be kept in the school office until the end of the semester.)
4. Attire which exposes the torso (i.e., halter tops, tank tops, see-through clothing and clothing that does not cover undergarments) is not appropriate school wear. Pants will be worn at waist level even if the body is covered by a shirt.
5. Jewelry and other accessories or clothing which may present a safety hazard or danger to the welfare of self or others shall not be worn. (Including wallet chains and spiked accessories.)
6. Spandex clothing worn as outerwear is not permitted during the instructional day.
7. Shorts and Skirts must be fingertip in length and hemmed. (no running shorts)
8. Shirts and blouses must be free from holes and pants must not be cut or have holes above mid-thigh.

Exceptions may be made to one or more of the standards by the principal on a case-by-case basis for physical education classes, students with disability-related needs, students with bona fide religious dress requirements, and with consideration given to the physical and social developmental level of students.

The principal, in cooperation with the sponsor, coach, or other person in charge of an extracurricular activity, may regulate the dress and grooming of students who participate in an activity if the principal reasonably believes that the students dress or grooming:

1. Creates a hazard to the student's safety or to the safety of others; and/or
2. Prevents, interferes with, or adversely affects the purpose, direction, or effort required for the activity to achieve its goals.

If the student's dress or grooming is objectionable under these provisions, the principal shall request the student to make appropriate corrections. If the student refuses, the principal shall notify the parent. Students may be subject to corrective action, if circumstances so warrant. Students who violate provisions of the dress code relating to extracurricular activity for such period as the principal may determine. All students shall be accorded appropriate due process.

**STUDENT SAFETY WALKING TO SCHOOL AND RIDING BUSES
TRANSPORTATION PHONE #(425) 413-3220**

Student Conduct on Buses

Any misconduct by a student, which in the opinion of the bus driver or bus supervisor, is detrimental to the safe operation of the bus, shall be sufficient cause for the transportation supervisor to suspend the transportation privilege.

Rules of conduct for students riding buses:

1. The driver is in full charge of the bus and students. The students must obey the driver and/or aide promptly.
2. Students shall be on time. Students are to be at the bus stop five (5) minutes early and wait in a safe and orderly manner. Students who are late arriving to the bus stop will need to find other transportation to school.
3. Students shall ride their regularly assigned bus at all times unless written permission has been granted by the building or transportation authorities. If a parent requests a change of bus schedule (bus pass) for their student, it will be honored if space is available and subject to limitations communicated by the Transportation Department.
4. Students are not allowed in the driver's area. The driver may assign each student to a seat. Students who have been assigned will use only the assigned seat unless permission to change is given by the driver.
5. Students must remain seated while the bus is in motion. Students must seat facing the front of the bus, keeping their feet and legs out of the aisle. They may talk in a low, conversational level with those near them.
6. Students shall enter and leave the bus in an orderly fashion. A student shall be permitted to leave the bus only at his or her regular stop, unless they have a bus pass.
7. Students must look both ways before crossing a roadway and always cross in front of the bus in full view of the driver. Cross only when the driver signals it is safe to do so. Once off the bus, students should follow the rules for pedestrians.
8. In the event of an emergency, students must follow emergency exit procedures as established by the emergency exit drills. Students will not tamper with emergency doors or equipment.
9. When the bus stops at a railroad crossing or other dangerous crossing, there will be absolutely no noise or talking.
10. Students are to assist in keeping the bus clean. Eating and drinking on a school bus is not permitted except when specifically authorized and supervised by school district personnel. When transporting classes or teams, the teacher or coach will be primarily responsible for supervising the behavior of students. The teacher or coach will be responsible for ensuring that the students clean up after eating on the bus.
11. Any damage to a bus must be reported to the driver at once. The parents/students will be required to reimburse the school district for damage to buses resulting from a student's misconduct and may be subject to loss of riding privileges and suspension or expulsion from the school.
12. Students must see that personal belongings are kept out of the aisle. Large items which cannot be held in student's lap will not be transported on a school bus unless other arrangements are made with the bus driver. This includes musical instruments and school projects.
13. No student shall at any time extend head, arms or hands out of the windows, whether the school bus is in motion or standing still.
14. Students must not have anything in their possession that might cause injury to another such as laser pens, sticks, breakable containers, balloons, any type of firearm or fireworks, skateboards, or pins extending from their clothing. No animals, reptiles, fish, fowl or insects are permitted on the bus (except seeing-eye animals).
15. If requested by the bus driver, students must identify themselves. If 7-12 grade students refuse to identify themselves, they may be denied transportation.
16. Rude, obscene language and/or gestures will result in immediate discipline. Physical and/or sexual harassment will not be tolerated and will result in immediate disciplinary action.
17. Smoking, chewing, spitting tobacco, and using any type of flame or sparking device will not be allowed on the school bus. No alcohol, illegal substances or other paraphernalia, weapons, explosives or replicas will be allowed on the school bus.
18. Fighting, vulgar language or obscene gestures directed towards the driver will result in loss of bus privileges.

Disciplinary Procedures

The Transportation Supervisor and building administrators are responsible for correcting those students whose abusive behavior results in a bus-incident report or violates the rules above. The principal shall provide supervision during bus arrival and departure times at his/her school and receive reports (written and oral) from the drivers. Principals must maintain open lines of communication among school officials, bus drivers and the transportation department.

When waiting for a bus, or going to and from a bus stop, students are responsible for conducting themselves according to the social and legal mores that apply to adults in public. That is, they must not abuse or cause damage to private or public property; they must not use

obscene language or gestures; they must not engage in criminal activity. Failure to adhere to these mores may result in formal complaints by citizens to the proper law enforcement agency.

Students provided with transportation are responsible for complying with the district's rules of conduct for students riding buses. Failure to adhere to these rules or abusive behavior towards the public, driver, fellow passengers or the vehicle constitutes justification for initiating corrective action against a student.

Abusive behavior on the part of a student riding a bus may result in a written report when, in the opinion of the driver or bus supervisor, there has been an infraction of the rules applicable to student conduct. The written report is the primary means by which a driver communicates a student's conduct to the school and transportation department. This report, in most cases, reflects an infraction of rules by the student after his/her having received previous oral warnings from the driver. In order for drivers to effectively maintain control on their buses, it is expected that action be exercised by the Transportation Supervisor and building administrators when receiving such a report.

When a student's conduct constitutes an infraction of the rules, the driver shall complete a report on the students describing the incident or damage that occurred. The driver shall provide the student the original report, fax a copy to the principal and submit a copy to the transportation supervisor. The principal or Transportation Supervisor, upon receiving a copy of the warning slip, shall investigate the circumstances surrounding the incident and take action according to the procedures set forth in the district's policies pertaining to corrective action and punishment. (See Policy 3241.) When investigating the incident, the primary concern must be with respect to the safe transport of students. Corrective action, if necessary, should be consistent throughout the district as follows:

1. **Warning:** When a student's misconduct is of a minor nature that does not jeopardize the safety or welfare of other students or the operation of the bus.
2. **Suspension:** When a student's misconduct is deemed to jeopardize the safety of bus passengers and bus operation, or when repeated warning notices fail to correct abusive behavior, or when a student incurs damage to the bus.
3. **Expulsion:** When a student's misconduct is of such nature that the safety of the bus operation and/or of the occupants was willfully and seriously threatened (i.e., student assaulting the driver).

If the discipline slip warrants a suspension of bus riding privileges as determined by the transportation supervisor, the transportation supervisor will notify the parents/guardians and the building administrator.

Drivers shall be advised to file assault and battery charges against students who physically assault them. Under no circumstances shall the driver retaliate in kind and physically assault the student as this conduct may subject him/her to legal action.

The student or parent of a student who has been suspended from receiving transportation entitlements may grieve the suspension by submitting a written statement to the superintendent. The superintendent/or designee shall investigate the suspension and render a decision after evaluating the issues and facts involved. If the decision is based on issues unrelated to those described in the district's rules of conduct for students riding buses, the decision shall require board of director concurrence before implementation.

Emergencies

The Transportation Supervisor shall review the contents of the *School Bus Driver's Handbook* with each driver prior to the beginning of each school year. Each driver, in turn, is expected to follow the procedure as outlined in the handbook.

In the event of an accident, the driver shall make contact with the transportation supervisor who shall:

1. Determine the nature of the accident;
2. Contact 911.
3. Contact the State Patrol regarding the accident, depending on location and severity of the incident;
4. Advise the Superintendent's Office and Public Information Officer;
5. Investigate the accident and gather the names of all students and witnesses;
6. Dispatch another bus to transport the students to their destination;
7. Contact the parent(s) or guardian(s) of any students who are injured.

To facilitate the responsibilities assigned to the transportation department, the supervisor, in cooperation with the building principals, will compile a list of students, including addresses and phone numbers, which are authorized to ride each bus route.



ADMINISTRATION

Amy Torrens - Principal

Paul Gardner – Assistant Principal

STAFF

Email addresses for staff will be the **first initial** and up to **7 letters of the last name** for a total of **8 letters**.

Example: for Ms. P.M.Campbell it will be – PMCampbe@tahomasd.us
for Mr. Sims, it will be – SSims@tahomasd.us

Ms. N. Adamson (Digital Exp.)
Mr. V. Andrews (Extreme Team)
Mr. S. Atkinson (Team Explore)
Ms. T. Basile (Team Explore)
Ms. L. Bennett (Team Omega)
Ms. T. Boynay (Team Omega)
Ms. P. M. Campbell (Team Explore)
Ms. T. Cline (Extreme Team)
Ms. E. DeLeon (Drama)
Mr. D. Depiano (Alpha Team)
Ms. C. Diligencia (Counselor)
Ms. B. Doubles (Alpha Team)
Ms. B. Gholston (Alpha Team)
Mr. S. Hagensen (Extreme Team)
Ms. E. Hayden (Extreme Team)
Mr. D. Heimbigner (Team Explore)

Mr. B. Higa (Team Omega)
Mr. P. Johnson (Band/Guitar)
Ms. M. Lutton (SAILS Program)
Ms. J. Mercer (7th Gr. Resource)
Ms. C. Merrill (Team Omega)
Ms. T. Mjelde (Alpha Team)
Mr. D. Orm (PE/Health)
Ms. S. Pairis (Alpha Team)
Ms. L. Richter (6th Gr. Resource)
Ms. J. Rupert (Choir)
Mr. S. Sims (Art)
Ms. T. Sorensen (Extreme Team)
Ms. R. Stroup (Team Omega)
Ms. J. Tweit (Alpha Team)
Ms. L. Wainscott (PE/Health)

OFFICE STAFF

Ms. L. Clarke	Attendance
Ms. V. Glockner	Counseling/ Lib. Sec.
Ms. G.W. Nelson	Nurse
Ms. P. Slaughter	Admin. Assistant
Ms. F. Wood	General/ASB Bookkeeper

SPECIALISTS

Ms. S. Sheller	Librarian
Ms. L. Madson	Psychologist
Ms. S. Hanson	SLP

CUSTODIANS

Mr. R. Seek	Night Custodian
Ms. K. Wahlen	Night Lead Custodian
Mr. D. Weickum	Lead Custodian

PARA EDUCATORS

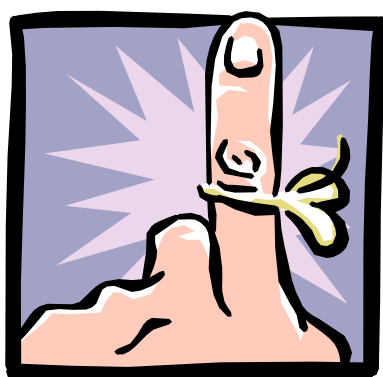
Ms. T. Bramer-Hanson
Ms. H. Daoust
Ms. J. Grant
Ms. S. Monaco
M. V. Owens
Ms. M Thomas

TMS Important Dates

2011-2012

2011 Dates		
Aug. 31	6 th Grade Orientation	
Sept. 6	First Day of School	
Sept. 19-23	Book Fair	PTA
Sept. 20	Picture Day	
Sept. 22	Open House	6:30 ~ 8:30
Sept. 16	R/W/R Assembly	2:25 p.m.
Sept. 16	Blue and Gold Day	Spirit Day
Sept. 23	Early Release Day	Dismissal at 12:00 (no lunch)
Sept. 27	Run/Walk/Read Pledge sheets due	By 3:00 p.m.
Sept. 30	Run/Walk/Read	Event
Oct. 7	Waiver Day	No school for students
Oct. 21	First After School Activity R/W/R Celebration	3:00 – 4:30
Oct. 24 ~Nov. 4	OSOT Drive	
Oct. 26	Picture Make Up Day	
Oct. 27	Pep Assembly	2:25 p.m.
Oct. 28	Early Release	
Oct. 31	Orange and Black Day	Spirit Day
Nov. 3	TMS Choir @TMS	7:00 p.m.
Nov. 9	Veterans Day Assembly	2:25 p.m.
Nov. 10	Early Release	Dismissal at 12:00 (no lunch)
Nov. 10	Red/White/Blue Day	Spirit Day
Nov. 11	Veterans Day	NO SCHOOL
Nov. 15/17	Student Led Conferences	4:30 ~ 7:30
Nov. 21/22/23	Early Release Days	Dismissal at 12:00 (no lunch)
Nov. 24/25	Thanksgiving Break	NO SCHOOL
Nov. 28~ Dec. 9	Holiday Gift Drive	
Dec. 6	TMS Band @ TMS	7:00 p.m.
Dec. 9	After School Dance	3:00 – 4:30
Dec. 21	Early Release Day	Dismissal at 12:00 (no lunch)
Dec. 21	Red and Green Day	Spirit Day
Dec. 22 – Jan. 2	Winter Break	NO SCHOOL
2012 Dates		
Jan. 3	Waiver Day	No school for students
Jan. 12	Assembly for MLK Day	2:25 p.m.
Jan. 13	Early Release	
Jan. 16	Martin Luther King, Jr.	No school for students or staff
Jan. 18	TMS Choir @TMS	7:00 p.m.
Jan. 20	Pep Assembly	2:25 p.m.
Jan. 20	Spirit Day	
Jan. 27	Semester Break Day	No school for students/ prep day for staff
Feb. 3	TMS/CRMS/TJH Musical @ TMS	7:00 p.m.
Feb. 4	TMS/CRMS/TJH Musical @ TMS	2:00 p.m. & 7:00 p.m.
Feb. 10	Early Release Day	Dismissal at 12:00 (no lunch)

Feb. 10	TMS/CRMS/TJH Musical @ TMS	7:00 p.m.
Feb. 11	TMS/CRMS/TJH Musical @ TMS	2:00 p.m. & 7:00 p.m.
Feb. 14	Red/White/Pink Day	Spirit Day
Feb. 20 - 24	Mid Winter Break	
Mar. 9	After School Dance	3:00 p.m. ~ 4:30 p.m.
Mar. 12~Mar 23	Food Drive	
Mar. 16	Waiver Day	No school for students
Mar. 19	Incoming 6 th grade parent info night	6:30 – 7:30
Mar. 22	TMS Choir @ TMS	7:00 p.m.
Mar. 23	Pep Assembly	2:25 p.m.
Mar. 30	Early Release	Dismissal at 12:00 (no lunch)
Mar. 30	Talent Show (Students Only)	8:30 a.m.
Apr. 2 ~ 6	Spring Break	
Apr. 12	District Band Festival @ TMS	During day rehearsal – evening performance
Apr. 20	Early Release	Dismissal at 12:00 (no lunch)
Apr. 23 ~ 27	Spirit Week	
May 25	Early Release Day (Senior Boards)	Dismissal at 12:00 (no lunch)
May 25	Red/White/Blue Day	Spirit Day
May 28	Memorial Day	No School for staff or students
June 1	Spring Fling	6:30 ~ 8:30 p.m.
June 4	TMS Band @ TMS	7:00 p.m.
June 6	Awards Night (by Invitation Only)	6:30 p.m.
June 8	Pep Assembly	2:25 p.m.
June 8	Spirit Day	
June 14	Vasa Park (by Invitation Only)	All day
June 16	Last Day of School/Early Release	Dismissal at 11:30 (no lunch)



2011-2012 SCHOOL YEAR CALENDAR

(BLUE & GOLD DAYS)



August 2011

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September 2011

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October 2011

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November 2011

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December 2011

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

January 2012

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- SEPTEMBER 5 LABOR DAY
6 FIRST DAY OF SCHOOL
9 FIRST DAY OF KINDERGARTEN
23 EARLY RELEASE
- OCTOBER 7 WAIVER DAY (STAFF DEV)
28 EARLY RELEASE
- NOVEMBER 10 EARLY RELEASE
11 VETERANS' DAY
16-23 EARLY RELEASE GRADES 1-5
ELEM. AND ADK;
NO SCHOOL FOR ½ DAY
KINDERGARTEN
(ELEM. CONF)
21-23 EARLY RELEASE GRADES 6-12
24-25 THANKSGIVING BREAK
- DECEMBER 21 EARLY RELEASE
22-30 WINTER BREAK
23 CHRISTMAS EVE OBSERVED
26 CHRISTMAS DAY OBSERVED
30 NEW YEARS EVE OBSERVED
- JANUARY 2 NEW YEARS DAY OBSERVED
3 WAIVER DAY (STAFF DEV)
4 SCHOOL RESUMES
13 EARLY RELEASE
16 MARTIN LUTHER KING DAY
27 SEMESTER BREAK/SNOW MAKE-UP DAY (IF NEEDED)
- FEBRUARY 10 EARLY RELEASE
20 PRESIDENTS' DAY
20-24 MID-WINTER BREAK
- MARCH 16 WAIVER DAY (STAFF DEV)
30 EARLY RELEASE
- APRIL 8 EASTER
2-6 SPRING BREAK
20 EARLY RELEASE
- MAY 25 EARLY RELEASE
28 MEMORIAL DAY
- JUNE 15 LAST DAY OF SCHOOL EARLY RELEASE

1	NO SCHOOL
2	HOLIDAY
3	EARLY RELEASE ALL STUDENTS
4	SNOW MAKE-UP DAY
5	FIRST DAY OF KINDERGARTEN
6	NO SCHOOL (STAFF DEV.)
7	KINDERGARTEN INTERVIEWS
8	EARLY RELEASE GRADE 1-5 ELEM AND ADK; NO SCHOOL FOR ½ DAY K

February 2012

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			

March 2012

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

April 2012

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

May 2012

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

June 2012

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

July 2012

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Board Approved 4/12/11
Board Revised 4/26/11