



STUDENT HANDBOOK

2011-2012

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www.tms.riverview.wednet.edu

THUNDERBIRD PRIDE

TOLT MIDDLE SCHOOL PHILOSOPHY

Tolt Middle School recognizes the distinct needs of young adolescents in their curriculum, instruction, extracurricular activities, and student management programs. We are dedicated to providing a foundation in the core subjects language arts, math, science, social studies and in the elective courses fine, practical and performing arts, the acquisition of good study habits, and an extracurricular program which is age and interest-appropriate for our students.

Students will have opportunity to learn to work to their full potential, be a team member, organize their knowledge, and become increasingly more independent and responsible for their learning. As additional outcomes of the educational process, students will develop an appreciation and respect for diverse cultures, races and creeds. They will connect with and contribute to their community in meaningful ways, relate their learning to the world of work and follow practices, which promote honesty, safety and harmony.

Students' energy and vitality will be directed toward the realization of their potential, pride in themselves, their school, and community.

TOLT MIDDLE SCHOOL POINTS OF PRIDE

**Promptness, Participation,
Politeness and Preparedness**

TMS recognizes students who demonstrate the points of pride behaviors. As a member of the student body of Tolt Middle School, I demonstrate **PRIDE** through my:

- 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.

TOLT MIDDLE SCHOOL MISSION STATEMENT

Tolt Middle School, in partnership with families and community, ensures a safe and respectful environment which inspires excellence and challenges all students to develop their talents as healthy, life-long learners, achievers, and responsible citizens.



THE MAIN OFFICE

Located in the first building on the right side as you enter the campus. All visitors are asked to check in at the main office. Here you will find the Principal; the Assistant Principal; and the Secretaries.

WHOM TO SEE:

Activities and Club Information.Assistant Principal
Activities and Facilities. Asst. Principal or Secretary
A.S.B. Cards Asst. Principal's Secretary
AthleticsAsst. Principal's Secretary
Attendance. Attendance Secretary
Bulletin Notices Principal's Secretary
Class Schedules. Counselors
Class Fees, Textbook Fines Principal's Secretary
Early Dismissal Attendance Secretary
Field Trip Fees Teacher
Grade Information Counseling Secretary
Illness & First Aid Asst. Principal's Secretary
Intramurals Assistant Principal
LRC and LRC Book Fines Librarian
Lost & found Asst. Principal's Secretary
Lunch Information Kitchen
Pre-arranged Absence Attendance Secretary
Student Leadership Assistant Principal
Updates to address, phone, & email Counseling Secretary
Withdrawal from School Counseling Secretary

IMPORTANT DATES TO REMEMBER:

Curriculum Night

❖ Thursday, September 15, 2011

Conferences

❖ 11/18/11, 11/21/11, 11/22/11 and 11/23/11

Progress Reports

Parents will be notified every four and one half (4½) weeks for students with D's and F's only.

Report Cards

Report cards will be sent home with students approximately four (4) working days after the end of each quarter.

*1st Quarter 09-06-11 to 11-10-11

**2nd Quarter 11-14-11 to 02-02-12

***3rd Quarter 02-06-12 to 04-18-12

****4th Quarter 04/19-12 to 06-20-12

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.

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 5th 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.

GENERAL STUDENT INFORMATION

ACCIDENTS

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

ASSEMBLIES

I am lucky to be a Tolt student because I have the opportunity to 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 that we display at all school assemblies.

ATTENDANCE

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.
- **ABSENCE FOR PARENTAL-APPROVED ACTIVITIES:** This category of absence, which must be submitted in writing prior to the absence, shall be counted as excused for purposes agreed upon by the principal and the parent. A parent may request, in writing, that a student be excused from attending school in the observance of a religious holiday. In addition, a student, upon the written request of his/her parent, may be excused for a portion of a school day to participate in religious instruction provided such is not conducted on school property. An absence may not be approved if it causes a serious adverse effect on the student's educational progress. I will notify the Attendance Office of my intent to be absent in advance.

- **EXCUSED ABSENCE:** *I know that an excused absence from school does **NOT** mean that I am excused from 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 10:00 a.m. and should be picked up in the attendance office between 2:45 – 3:15, or the main office from 3:15 – 3:45. 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

For your health and safety, the Board of Directors has adopted a proposal to reduce the weight of overloaded backpacks. The weight reduction proposal includes educating you and your parents in the proper carrying of backpacks and in reducing non-required school items in the backpacks. *If you are frequently absent from school you are at risk for having heavier backpacks due to the need to carry “make-up” materials.* 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 immediately!

BALLOON/FLORAL DELIVERIES, ETC....

We acknowledge the good intentions of recognizing special moments. However, in order to keep classroom disruptions to a minimum, all deliveries of balloons and flowers to students will be kept in the main office until the end of the school day. Further, Balloons are not allowed on the bus.



BICYCLES

Bicycles are to be parked at the bicycle rack on the east side of Room E-555. It is suggested that students wear helmets. Students should lock their bicycles and helmets for their own protection. *Tolt Middle School will not be responsible for any bicycle that is stolen or damaged.* 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 your enjoyment here and as preparation for the important years ahead.



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.

In order 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. Passes are written before school or during my lunch break. 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.



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 2:45 p.m. 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 there will be consequences.



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. Lycra/Spandex clothing unless covered appropriately
3. Tank tops unless covered by a shirt
4. Visible undergarments
5. Bare midriff clothing
6. Metal chains, heavy chokers or dog collars
7. Sagging pants or visible undergarments
8. Hats, scarves, bandanas, hoods and other head coverings
9. Clothes with large holes
10. Shorts/skirts must be fingertip in length while standing in a normal manner and cannot be sexually suggestive when sitting or standing
11. Clothes cannot be excessively revealing per staff discretion
12. 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

13. Sleeveless shirts unless they cover the entire top of the shoulder, however, no visible undergarments
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.



COMPUTER NETWORK (& Other Technology)



All students and parent(s) must sign and have on file at TMS a copy of the document that follows:

RIVERVIEW SCHOOL DISTRICT #407 TOLT MIDDLE SCHOOL ACCEPTABLE USE PROCEDURES

The Riverview School District #407 provides a wide range of computer resources to its students for the purpose of advancing the educational mission of the District. As a user of Riverview School District #407 computers, you are expected to review and understand the **Acceptable Use Procedures**. 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 computers without permission.
- Do not use district computers 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 Internet Safety 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, videos, etc.) at TMS.

- Students will have a signed **Acceptable Use Procedures** agreement form on file in order to use TMS technology.
- No audio files, games, video files or any other programs will be downloaded or installed on any TMS computers unless it supports a classroom or school activity.
- Students will not play games of any kind; unless it is part of a learning activity approved by the supervising adult.
- Students will not alter any operating system features or functions i.e. desktop settings, passwords, start-up files, etc., or alter, delete, or copy any programs.
- Students are responsible for physical damage to technology equipment.
- Students will not participate in any blogs, bulletin boards, chats, messaging or like services unless it is part of a supervised learning activity.
- Students will not use e-mail for personal or social purposes. Students may use their e-mail during school hours for the sole purpose of sending and receiving school work with permission of the supervising adult.
- Students will not play music on line i.e. streaming audio.
- Student created files or e-mail will contain content that is appropriate and civil, and may not be used for harassment, discrimination or abuse.
- Students will limit their student folder storage space.
- Students will use only their personal logins and accounts to access the network or Internet. Students are responsible for all activities that occur under their personal logins.
- Students will comply with Fair Use and copyright laws, citing all text, graphics, or other material copied from other files or from the internet.
- Students will not share personal information such as addresses and telephone numbers on-line.
- Students will tell a teacher or other adult whenever coming across information that is dangerous or inappropriate.

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

Failure to comply with the Riverview School District #407 and/or Tolt Middle School **Acceptable Use Procedures** agreement will result in consequences.

CONSEQUENCES

- 1st Offense:** Removal from all computer access for five school days. Additional consequences and/or legal action may be assigned/taken.
- 2nd Offense:** Removal from all computer access for twenty school days. Additional consequences and/or legal action may be assigned/taken.
- 3rd Offense:** Removal from all computer access for forty school days. Additional consequences and/or legal action may be assigned/taken.
- 4th Offense:** Loss of all computer use for the rest of the school year. Additional consequences and/or legal action may be assigned/taken.

PLEASE NOTE: The above is a continuum of possible consequences. Tolt Middle School reserves the right to revoke computer privileges permanently for infractions of an especially dangerous or serious nature.

CELL PHONES and ELECTRONIC devices:

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 beepers, cellular phones, CD players,

Class Fees:

Band	\$20.00 per year
6th Grade Strand	\$25.00 per year
7th Grade Strand	\$25.00 per year
8th Grade Strand	\$10.00 per year
8th Grade Art	\$30.00 per year
PE Shirt	\$ 5.00 each
Field Trips	(cost per event)
Science Mag. / 6th, 7th and 8th	\$12.00 per year

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 is 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 to help organize field trips, along with the instructor, and are welcome to chaperone. If I behave inappropriately on a field trip my parent/guardian may be contacted to pick me up.

I know that if I do not consistently demonstrate the four points of pride: promptness, participation, politeness and preparedness, I may be excluded from attending school field trips at my teacher's discretion.

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
- Severe water damage or vandalism – 75% of replacement cost
- Missing pages – 50% of replacement cost
- Marks on pages – 25% of replacement cost
- Damaged cover – 5% of replacement cost

2. LRC

- \$.10 per day (Open 7:45 AM – 3:30 PM)
- 100% of replacement cost on lost books.
- Students will not be allowed to check out library books when a fine is owed (textbooks and class novel sets excluded)
- Textbooks are a 1-day check out. .50 per day fine thereafter

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.

TOLT is a NO GUM CAMPUS!

Beverage machines are available for breakfast, lunch and after school use.

FUNDRAISERS – OUR MAGAZINE DRIVE

The magazine drive is Tolt Middle School's main fundraiser of the school year. The Associated Student Body (ASB) uses this money to fund extra-curricular activities; provide socials; purchase uniforms and equipment; pay for officials; etc. The magazine drive runs between September and November. By participating in the magazine drive you help to improve opportunities for all Tolt Middle School students.



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 one half weeks. It is important that my parent/guardian contacts teachers with any questions she/he might have about my classroom performance. Also, my parent/guardian needs to sign an extra copy of the report card for me to return.

- Tolt Middle School continues to use Skyward's Family Access for parents/guardians and students to view grades on line. The Tolt staff uses the program 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 on 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, open a web browser and type in <http://www.tms.riverview.wednet.edu/> click on the "Online Grade Checks", then the Family Access icon, then on the Skyward Family Access screen type in your user name 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.

LOST AND FOUND

Tolt Middle School is NOT RESPONSIBLE for lost or stolen items. Please 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.

LUNCHTIME

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 AT SCHOOL

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. 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.

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.

PDA

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.

TOLT PHYSICAL EDUCATION DEPARTMENT

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. 2 pair 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 AND SO ON.....

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:

The Tolt ASB will sponsor two all school socials during the school year. I know I must attend school all periods on the day of the social if I plan on attending the social that afternoon.

PERMISSION SLIP PROCEDURES FOR ALL SOCIALS:

- Pick up permission slips in the front breezeway during lunch, before and after school.
- Permission slips can be printed directly from the Tolt Website under ASB
- Permission slips must be signed by parent/guardian
- Checks must be made out for exact amount
- No change can be given
- Permission slips must be turned in before school in the front breezeway Monday-Thursday during the week of the social.

THIS YEAR'S SOCIALS WILL BE

***Friday, October 28, 2011**

***Friday, April 27, 2012**

Socials begin at 2:50 P.M. and end at 4:30 P.M. I know I must follow all behavioral expectations outlined in this Tolt Student Handbook. If I choose not to act appropriately at the social 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 this year. I understand that I am not to leave campus during the social and that **I MUST BE PICKED UP PROMPTLY AT 4:30 PM.** No telephone is available after the social.

Spirit Days will be:

Sept. 9, 2011	March 23, 2012
Oct. 28, 2011	April, 27, 2012
Dec. 2, 2011	May 25, 2011
Jan, 20, 2012	(Spirit Day themes to be announced)
Feb. 24, 2012	



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.

SPITTING

I am well aware that I should not be spitting on the Tolt campus. Yes, it is disgustingly unsanitary. I also know the spittle is picked up by many shoes and carried indoors where it dries and becomes airborne. Germs are spread to everyone who breathes this contaminated air. Therefore, I will not spit on our campus or I will receive consequences.

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 Four Points of Pride. The recognition will take place at an invitation only breakfast 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 BUCKS: Tolt students who demonstrate behaviors associated with the Four Points of Pride may be rewarded daily with Tolt Bucks.

HOW DO YOU GET TOLT BUCKS? Students receive Tolt Bucks for demonstrating behaviors that make Tolt a better place to be. Honor roll, progress reports returned on time, random acts of kindness, demonstrating 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 YOU DO WITH TOLT BUCKS? Tolt Bucks can be traded for treats, drawings, and increased lunch time. Tolt Bucks are also used to purchase selected treats from the PTSA Store.



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 personal 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 asked to report to the office upon arrival on campus. It is helpful that parents make an appointment prior to visiting a classroom. I understand that the only student visitors at Tolt are those who are in the process of enrolling at Tolt.

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.

ACTIVITY PROGRAMS

THUNDERBIRDS.

GET INVOLVED

All Tolt students are encouraged to become involved in ASB activities, interscholastic sports, PTSA sponsored activities and community supported events.



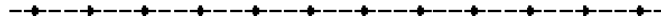
STUDENT ACTIVITIES

Tolt offers a variety of activities based on the interest of students and staff advisors. The following activities may be offered: National Junior Honor Society, Homework, Golf, Art, Recycling, Choir and Technology. 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 dress code outlined in this Agenda Book.



STUDENT INTERSCHOLASTIC SPORTS

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

6th grade students are not recognized as participants in the W.I.A.A. organization. However, they are allowed to compete in cross country, wrestling and track.

If I want to participate in TMS sports I must complete and turn in 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 in the main office or online at tms.riverview.wednet.edu

Student Sports Offered:

Season I (9-6-11 through 10-20-11)

Boys: Cross Country, Football

Girls: Cross Country, Volleyball

Season II (10-24-11 through 12-16-11)

Boys: Wrestling

Girls: Basketball

Season III (1-23-12 through 3-8-12)

Boys: Basketball

Girls: Soccer

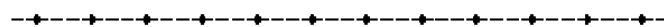
Season IV (4-9-12 through 5-24-12)

Boys: Track

Girls: Track

STUDENT/ATHLETE EXPECTATIONS

A student/athlete at Tolt Middle School is any student who meets the following criteria: in season sport participants, team managers, stat keepers or as determined by WIAA/RSD #407 policies. Because 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 of Administrator deems appropriate. The Athletic Director or Administrator must approve any exception and should be notified prior to the absence. Students/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.

TOLT MIDDLE SCHOOL

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. Students at Tolt will be recognized for demonstrating the ***Tolt Points of Pride: Promptness, Participation, Politeness and Preparedness.***

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:

1. lunch detention
2. office conference
3. work around school
4. after school detention
5. in-school suspension
6. short-term suspension
7. long-term suspension

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

AFTER SCHOOL DETENTION

After school detention, assigned by teachers, is conducted in their respective classrooms. After school detention may be assigned by Tolt administration and is at least one or two hours long.

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 given in writing to you as part of the course syllabus. 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.

EMERGENCY EXPULSION: Involves denying immediately 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 & BULLYING

The Riverview School District (Board Policy #6580) is committed to a safe and civil educational environment for all students, employees, volunteers and patrons, free from harassment, intimidation or bullying. “Harassment, intimidation or bullying” means any intentionally written message or image, including those that are electronically transmitted, a verbal or physical act, including but not limited to one shown to be motivated by any characteristic in RCW 9A.36.080(3), (race, color, religion, ancestry, age, national origin, gender, sexual orientation including gender expression or identity, military status, mental or physical disability, or the use of a trained dog guide or service animal by a person with a disability), or other distinguishing characteristics, when an act:

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

I understand that harassment, intimidation and/or bullying of any kind: verbal, sexual, racial or physical, will not be tolerated at Tolt Middle School. Severe discipline can result because of this behavior.

If I am experiencing harassment, intimidation &/or bullying I need to:

1. Say “no” or “stop” in a loud, clear voice.
2. Tell an adult.
3. If it does not stop, go to the counseling center or main office and file a harassment report form.

IN-SCHOOL SUSPENSION (ISS)

ISS at Tolt Middle School is intended as a means 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 of 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.

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.

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 immediate expulsion for no less than one calendar year, including notification of parents and law enforcement. The expulsion may be modified by the Riverview School District on a case by case basis.

Enforcement of the weapons policy is guided by a position of “zero tolerance.” Corrective actions for dangerous weapons incidents shall include long-term suspension or expulsion.

As per RCW 9.41.250., possession of a dangerous weapon will be an automatic expulsion and the police will be contacted. Dangerous weapons are defined as (other than firearms) knives, clubs, firecrackers, explosives, etc.

Also, possession of firearms on school property will result in a one-year mandatory expulsion, subject to appeal, with notification to parents and law enforcement.

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.

PLEASE SEE POLICY 3100 – DISCIPLINARY SANCTIONS RANGE CHART IN THE BACK OF YOUR HANDBOOK.

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.

RSD Nondiscrimination Statement

The Riverview School District complies with all federal and state rules and regulations and does not discriminate on the basis of race, color, national origin, sex, sexual orientation including gender expression or identity, creed, religion, age, veteran or military status, disability, and use of a trained dog guide or service animal by a person with a disability in hiring, educational programs, services, and

activities. Inquiries regarding compliance and/or grievance procedures may be directed to the school district's Title IX Compliance Officer, Dr. Anthony Smith, at 425-844-4500."

RIVERVIEW SCHOOL DISTRICT POLICY 3100 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.