

# Olympic Middle School



## Student Handbook 2024-2025

Olympic Middle School  
839 21st Street S.E  
Auburn, WA 98002

Steven Lewis, Principal  
Heidi Morris, Assistant Principal  
Roland Sydney, Assistant Principal  
Godfrey Drake, Dean Of Students

Main Office: 253-931-4966 (Option 1)  
Attendance Office: 253-931-4966 (Option 2)

Website: <http://www.auburn.wednet.edu/olympic>  
Family Access: <http://family.auburn.wa-k12.net>

**Cougar Pride!**  
**WELCOME TO ALL STUDENTS AND PARENTS OF  
OLYMPIC MIDDLE SCHOOL!**

Welcome to Olympic Middle School! We have about 990 students and over 100 staff members. Our school colors are blue and white and our mascot is the Cougar. As we begin our school year, we ask you to help us maintain a well-kept, orderly, and safe campus.

**You will be held accountable for following the rules and procedures as outlined.**

## **STATEMENT OF PHILOSOPHY**

*Olympic Middle School is committed to meeting the needs of early adolescents through an awareness that this age group may have more unique needs and require greater access to wise counsel and guidance than other grade levels. We believe the well-being of students in our care depends on the creation and maintenance of balance. Therefore, we understand as our students are learning academic, physical, emotional, and social balance, it is crucial for staff to teach, model, and encourage balance in ways that meet the developmental needs of students in order to help each individual reach their full potential. Furthermore, we strive to create a positive school identity based on shared experience and appreciation for cultural diversity, success and respect for all, and a dedication and pride in self and our shared learning environment.*

## **GENERAL INFORMATION**

### **Hours of Operation**

Olympic is open to students from 7:25 a.m. to 2:10 p.m. Students will not be allowed in the building before 7:25 am unless previously arranged (students eating breakfast will be allowed in at 7:15). Students should depart the school building at 2:10 p.m., unless involved in a school-sponsored activity. Olympic office hours are 6:45 a.m. - 3:15 p.m. each weekday.

### **Telephone Use**

Office telephones are business phones and should be used by students for **emergencies only**. If you miss a call from the school and no message is left, we are unable to trace the call within the building so we do not know who called you. Parents are asked to refrain from calling students except in an emergency (forgetting homework or gym clothes are not emergencies). Personal messages will not be delivered to students unless they are of an emergency nature. Cell phones are not to be used on campus during school hours other than in the commons at lunch.

### **School Telephone Numbers**

Main Line: 253-931-4966  
Attendance: Option 1  
Registrar: Option 2  
ASB: Option 3  
Healthroom: Option 4

## **BICYCLES / SKATEBOARDS / SCOOTERS/ ROLLER BLADES**

**NOTE: It is the law in King County that cyclists wear helmets.**

Bicycles, skateboards, and scooters are to be locked in the racks provided outside the building during school hours and are the responsibility of the student.

## **CLOSED CAMPUS**

To ensure the safety of all students, Olympic is a "Closed Campus." This means students are not allowed to leave once they have arrived. This applies even before classes begin at 7:40 a.m. If, for example, your bus arrives at 7:15 a.m., you are not to leave campus. If your parent/guardian drops you off at school, you must remain at school. If you leave without permission, for any reason, you will be considered truant.

## **COMMONS / LUNCH AND BREAKFAST PROCEDURES AND EXPECTATIONS**

At lunch, students are expected to pick a spot to eat and stay seated in that spot unless they choose to go to intramurals. They are asked to use "restaurant" voices and manners. When they leave, they must clean their area before leaving.

- Commons bathroom is the only bathroom available during lunch.
- Students are expected to behave in an orderly, reasonable manner. They shall not run, shout, throw items, crowd into lines, be disrespectful to staff or other students, or take food out of the cafeteria.
- All food must be consumed in the Commons. Food or drink **may not** be consumed during class, in the halls, outside, or in any other location on campus.
- Students shall remain seated while eating.
- Students are responsible for putting all their garbage in the garbage cans. Students are also responsible for picking up garbage on the floor in their area and stacking their trays in the kitchen window.
- Prior to being dismissed, students must wipe off their tables with wet table towels located in the Commons.

## **INTRAMURAL RULES**

- Once students leave for intramurals, they will not be allowed back into the Commons.
- At the end of each intramural session, the staff member on duty will blow their whistle. At that time, all students are responsible for putting away intramural equipment and lining up.
- Students who fail to follow rules/expectations will be required to stay in the commons for intramurals for the remainder of the semester.

## **COMMERCIALISM**

Students are not permitted to sell items at school unless approved by an administrator. All posters and advertisements for potential display at Olympic must be approved through the office. (This also includes outside fundraising and gambling).

## **COMMUNICATION**

Communicating with parents is extremely important to Olympic staff. The following systems have been put in place to help keep communication lines open:

- **FAMILY & STUDENT ACCESS:** Parents can log on to the Family Access website to view grades, check missing assignments, and to email their student's teachers <http://family.auburn.wa-k12.net>. Please email [loberto@auburn.wednet.edu](mailto:loberto@auburn.wednet.edu) to obtain login if needed.
- **PHONE CALLS:** Teachers call parents if there are concerns. If a student is sent to the office for disciplinary reasons, an administrator will call the parent with a follow-up call from the teacher also..
- **PARENT CONFERENCES:** Parents may call to speak with teachers or schedule conferences with their child's teacher/teachers.

## **DELIVERIES TO STUDENTS**

Delivery of food, flowers, balloons (Uber Eats, Doordash, etc) **are NOT allowed**.

### **FAMILY TRIPS**

We realize family time is important and events come up which cannot be planned for when school is not in session; however, we would appreciate you supporting the importance of education and planning family vacations during school breaks or summer vacation. The principal or designee may authorize an excused absence for pre-arranged family trips if the following guidelines have been met:

1. A written request must be made by the parent/guardian to the Attendance Office at least one week prior to the trip, and the request will explain the nature/purpose of the trip.
2. Teachers may require make-up work be completed before or after the trip (prolonged absences may impact a student's grade).
3. If the absence occurs at the end of a semester, all course requirements must be completed prior to leaving.

### **HOMEWORK WHEN STUDENT IS ILL**

***Students are encouraged to check GOOGLE CLASSROOM immediately when absent.*** When a student has been absent from school for three (3) or more days, homework may be requested. Please contact Olympic at 253-931-4966 to request work. Assignments will be available in the Attendance Office after 2:00 p.m., on the day following your telephone request.

### **I.D. CARDS AND VALIDATION STICKERS**

All students will receive a free ID card. Any student participating in a sport or club is required to purchase an ASB validation sticker which is then put on your free ID card. The ASB sticker indicates your official membership in the student body. This entitles you to take part in clubs and activities as well as providing discounts to high school sporting events. Join the ASB by purchasing your validation sticker from the cashier. *(Cashier is located in the office)*

### **LOST AND FOUND**

Please note the school is **NOT** responsible for lost or stolen articles. We advise you against bringing items of value to school. Writing your name with a permanent marking pen inside your clothing, coats, etc., enables us to return lost items to you. Lost and Found is located in the commons and in each locker room (300 Hallway). Unclaimed lost and found items are donated to charity once per quarter.

### **MEDICATION**

Washington State law permits school staff to administer medication at school only in limited situations. Medication is defined to mean all drugs, whether prescription or "over the counter" drugs such as Tylenol, Advil, and cough drops. When possible, parents and physicians are encouraged to design a schedule for medication administration outside school hours. Taking medication at school requires a note from a physician. Forms for the doctor's signature are available in the office. **Once completed, a copy of the form and the medication are kept in the office, and the student must report to the office to take the medicine.**

### **OLYMPIC NEWSLETTER**

The Principal's newsletter is emailed every Friday to those having a valid email address on file with the main office. You can update your email address at any time through Family Access.

### **"SCHOOL-WIDE SIGNAL"**

Olympic's School-Wide Signal is **"Give me 5."** When the signal is given, all students are to respond in the

following manner:

- Eyes looking at the person who gave the signal
- Ears listening
- Feet flat on the floor
- Hands to self
- Stop talking or making noise

### **WITHDRAWAL FROM SCHOOL**

Students withdrawing from school are asked to notify the Attendance Office. Students withdrawing during vacation periods are asked to call the school to give notification that they are leaving and, if possible, what school they will be attending. Students are asked to complete the following steps before withdrawing from school:

1. Return all books, Chromebook, equipment, etc.
2. Pay all fines
3. Clean out locker(s)
4. Complete check-out form

Student records will be sent when all of the above have been completed and the new school has requested the records in writing. Records will not be transferred until all fees and fines have been paid.

### **VISITORS**

All visitors must check in at the Main Office and obtain an Olympic Visitor's Pass. The pass must be displayed at all times and returned to the Main Office at the end of the visit. Volunteers must complete the volunteer paperwork. ***Students are not allowed to bring friends/visitors from outside of Olympic Middle School with them to school.***

## **ABSENCES, LATE ARRIVALS & EARLY DISMISSALS**

***Attendance Line: 253-931-4966 (option 1)***

Regular attendance is important to each student's academic success. What to do if your child is absent?

- A parent or guardian needs to report the absence to the Attendance Office by calling the attendance line each day of the absence **by 8:30 a.m.**
- A reason for the absence must then be given either by note, email, or phone by 8:30 a.m.
- Excused absences are those due to illness, injury, medical/legal appointments, family emergency/death, and pre-arranged religious activities.
- Unexcused absences include babysitting, homework, transportation issues, oversleeping, missing the bus, etc.

### **Attendance: Morning Tardies**

Students are tardy if they arrive at school after 7:40 a.m. (8:40 on PLC Mondays). Students who report to school after 7:40 a.m. are required to check in at the Attendance Office to receive a pass to class.

### **Attendance: Early Dismissal**

Parents/guardians are to come to the Attendance Office to sign their student out. (Please have identification ready.)

## AFTER SCHOOL ACTIVITIES POLICY

During the school year, there are a number of after-school activities available to students. Please follow these expectations for the enjoyment of all:

- Appropriate school behavior is expected at all after-school activities and events and while on campus at all times (before, during, or after school). Any students who have been suspended or expelled within the 2024/2025 school year are NOT eligible to attend after school events unless the student is participating (currently on the team as a player or manager).
- Students must go directly to the location where the activity is taking place.
- Once students enter the activity, they must remain on campus. ***If you leave campus, you may not re-enter the event.***

### **ACTIVITIES "I'M IN"**

All students are encouraged to become actively involved beyond the school day. This allows students to develop a greater sense of membership in the Olympic community. In addition to athletics, students are encouraged to participate in other activities/clubs which may include Anime Club, D&D Club, Drama Club, Jazz Band, Robotics, Gaming Club, Latinos Unidos, Asian/Pacific Islander Club, Cougar Club or Art Club. Students interested in creating an activity/club should discuss their ideas with the ASB advisor and fill out the appropriate ASB paperwork. Students should also listen to daily announcements to receive information about newly formed activities/clubs. There will be guidelines, rules, and/or constitutions created specifically for each activity/club/sport formed. Students may join several activities/clubs/sports.

**Students must purchase an ASB validation sticker to participate in a club or sport.** All fines must be paid in order to participate in a club or sport. Students are encouraged to become involved in one or more of these activities.

### **ATHLETICS: *Athletic participation is a privilege, not a right.***

The primary goal of the athletic program at Olympic is to ensure athletic opportunities for all students who wish to participate. Our mission for the athletic program at Olympic shall reflect the following values:

- Positive sportsmanship from student athletes, coaches, parents, spectators, and administrators.
- Academic Expectations: Players must obtain a weekly progress report with the student passing five out of six classes. If students do not maintain this minimal requirement, they will not be allowed to participate in athletic competition until the grade requirement is met. We will do our best to assist players who are having academic difficulty (Student Athlete = student first....athlete second).
- Behavioral Expectations: All players are expected to exemplify good citizenship and sportsmanship. Any student earning a Thursday School or suspension will miss a minimum of one game. Any student with three discipline referrals (Thursday night school or suspension) within a sports season will no longer be able to participate during that season (3 strikes – you're out).
- **Olympic staff has identified four major athletic goals:**
  - Keeping students active and involved
  - Providing students with opportunities to make new friends
  - Developing athletic skills and talents at ALL levels
  - Instilling a healthy approach toward perseverance and competition
- **Our athletic program consists of four seasons as follows:**
  - 1st Season: 7<sup>th</sup>/8<sup>th</sup> Football – Girls Fastpitch
  - 2nd Season: Boys Basketball – Gymnastics – Girls Soccer
  - 3rd Season: Girls Basketball – Wrestling – Boys Soccer
  - 4th Season: Volleyball – Baseball – Co-ed Track
- **Students must complete the following prior to the start of each sports season:**

- Turn in a Physical Exam Form filled out by a doctor (available in Main Office)
- Turn in completed and signed Concussion Form (online form)
- Turn in a correctly completed Registration Form and Emergency Card (online form)
- Purchase an ASB card.
- Pay all fines and turn in overdue library books.

### **DANCES / STUDENT ACTIVITIES**

- **NO OUTSIDE GUESTS** will be allowed at any Olympic activities or dances.
- Students attending activities and dances are to remain in the designated areas. If you must leave an activity or dance early, a signed note from a parent is required.
- Please inform your parent/guardian that you are to be picked up at 4:00 p.m., for a ride home.
- Students demonstrating unacceptable behavior at an extra-curricular event may lose the privilege to attend future activities.

## **STUDENT BEHAVIOR EXPECTATIONS**

### **STUDENTS WILL BE HELD ACCOUNTABLE TO THE FOLLOWING RULES/CONSEQUENCES.**

An initial verbal warning or review of the handbook/violation is used where appropriate before moving to a referral.

**ACADEMIC NON-PERFORMANCE** Students who attend Olympic Middle School are expected to use their class time productively and put forth their best efforts to engage in learning. Academic growth requires effort and cooperation by the student. Academic non-performance/refusal will result in the following:

- **1<sup>st</sup> referral:** Parent conference with a Counselor/Teacher/Administrator
- **2<sup>nd</sup> referral:** 2 week referral to Cougar Support Club
- **3<sup>rd</sup> referral:** Semester referral to Cougar Support Club

### **ASSEMBLIES PROCEDURES AND EXPECTATIONS**

All students attend assemblies unless officially excused and are expected to adhere to the following:

- When dismissed for the assembly, students are to walk with their teacher directly to the gym and wait for their teacher's signal prior to entering the stands. (**Teachers will sit with their students.**)
- Students are to be respectful during the Pledge of Allegiance, giving their attention to speakers and applaud when appropriate.
- Students are to remain seated until dismissed.
- Talking during an assembly will result in removal and receive a Level 1 Response.
- At the conclusion of every assembly, students will be dismissed one row at a time starting at the top. When a row is dismissed, students are to walk to the appropriate aisle and down to the gym floor.
- Students are to show their appreciation during assemblies by cheering and clapping. Booing, hooting, whistling, and yelling are not acceptable assembly behaviors.
- Items are never to be thrown during assemblies.

### **BUSES**

***Bus transportation is a privilege, not a right.*** Students wishing to retain their bus riding privileges must adhere to the following rules:

- No food, gum, or open containers are allowed on the bus.
- Behavior that is appropriate in the classroom is expected while riding the bus.
- Students are expected to follow all directions given by the driver.

Failure to comply with the rules may result in a bus referral. Bus referrals will be handled through the TRANSPORTATION DEPARTMENT:

- **1<sup>st</sup> referral:** Conference with an administrator and bus driver and an assigned bus seat
- **2<sup>nd</sup> referral:** Short-term suspension from riding the bus
- **3<sup>rd</sup> referral:** Parent conference and possible bus suspension for remainder of the year
- **4<sup>th</sup> referral:** Bus suspension for remainder of year

**Behavior deemed by the driver and/or administrator as a safety threat may result in an immediate suspension from the bus and/or school.**

### **CELL PHONES AND OTHER ELECTRONIC DEVICES**

Students with cell phones or other electronic devices need to be put into backpacks **Prior to entering the Classroom (This includes headphones/Earbuds)**. While cell phones are a great way for students to communicate with parents and peers, they have also become disruptive to the educational process (i.e., texting, playing games, theft of phones, cameras, etc.). The following response will apply when this policy is violated.

- **1<sup>st</sup> referral:** After School Detention
- **2<sup>nd</sup> referral:** Cell phone/Electronics placed in a locking pouch daily for the remainder of 10 school days/ parent conference
- **3<sup>rd</sup> referral:** Cell phone/Electronics placed in a locking pouch daily for the remainder of the semester/ parent conference.
- Short term suspension for cumulative violations for any further electronics misuse

**Note:** The school will not assume responsibility for lost or stolen electronic devices and will **not be able to investigate lost or stolen personal electronic devices (*bring them at your own risk*)**.

### **CHEATING / PLAGIARISM**

**Do not cheat or help someone else cheat.**

Cheating does not represent the PRIDE of Olympic Middle School. Students who are cheating or participating in plagiarized work will earn a response for their actions.

- **1<sup>st</sup> referral:** Parent conference with a Counselor/Teacher/Administrator
- **2<sup>nd</sup> referral:** 2 week referral to Cougar Support Club
- **3<sup>rd</sup> referral:** Semester referral to Cougar Support Club

### **COMPUTER / CHROMEBOOK RELATED OFFENSES**

Students are expected to follow the conditions outlined in the district Internet user form that is required of all computer users. The following response will apply when this policy is violated:

- **1<sup>st</sup> referral:** After School Detention
- **2<sup>nd</sup> referral:** After School detention and mandatory parent conference
- **3<sup>rd</sup> referral:** Repeated issues will result in suspension of Chromebook privileges

### **CUMULATIVE VIOLATIONS**

Students who constantly violate policies, rules, and regulations will be subject to the following, regardless of the seriousness of the violation. Responses will be documented.

- **1<sup>st</sup> referral:** 3 Day Short term suspension with mandatory parent conference



- **2<sup>nd</sup> referral:** 5 Day Short term suspension with mandatory parent conference
- **3<sup>rd</sup> referral:** Long term suspension depending on the severity of the violations

## **DISRESPECT**

***Please be kind, courteous, cooperative, and respectful at ALL times.*** Students who exhibit disrespectful behavior toward a staff member, guest teacher, or another student will be subject to the following:

- **1<sup>st</sup> referral:** After School Detention
- **2<sup>nd</sup> referral:** After School detention and mandatory parent conference
- **3<sup>rd</sup> referral:** Short term suspension

## **DISRUPTIONS / HORSEPLAY**

### **CLASSROOM, LUNCHROOM, AND HALLWAY BEHAVIOR**

Behavior that disrupts the educational process and/or operations of the school will result in the following:

- **1<sup>st</sup> referral:** After School Detention
- **2<sup>nd</sup> referral:** After School detention and mandatory parent conference
- **3<sup>rd</sup> referral:** Short term suspension

## **DRESS CODE**

In an effort to provide a safe, healthy, orderly, and positive environment for all students, appropriate dress and grooming are expected at all times. The dress standards are designed to create an environment where students can be comfortable, yet still dress in a way that allows all to engage in the educational environment without unnecessary distractions. State law requires shoes be worn at all times. **\*\*School Administration reserves the right to determine what constitutes acceptable dress standards.\*\***

- For students safety and recognition, Hooded sweatshirts are not to be worn covering the head in the building. (Hoods down). Failure to follow this rule will result in discipline.
- No ski masks/ costume style masks/ face coverings / face paints / are permitted in the school building.
- Clothing must cover buttocks fully and no undergarments may be exposed.
- Footwear appropriate to the activity must be worn at all times.
- Holes, tears, mesh, or other see-through materials in clothing may not expose undergarments.
- Clothing may not depict, imply, advertise, or advocate illegal, violent, or lewd conduct, weapons, or the use of alcohol, tobacco, marijuana, or other controlled substances (ex. Cookies).
- Clothing may not state, imply or depict hate speech/imagery targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected classification.
- Studded/spiked jewelry and accessories are not allowed.
- Wearing of sunglasses is not permitted in the school building.
- Blankets/capes/costumes are not appropriate or safe to wear in our crowded school.

**Students who do not follow these guidelines will be sent to the office and will be asked to change their clothing or cover up. Further actions may follow for repeated offenses.**

- **1<sup>st</sup> referral:** Conversation with an administrator/counselor
- **2<sup>nd</sup> referral:** Conference with an administrator/counselor/parent
- **3<sup>rd</sup> referral:** ISS and mandatory parent conference

## **DRUGS / ALCOHOL/ TOBACCO**

*Drug/alcohol offenses are a violation of the law. Police will be contacted for all offenses.* A student may not be found under the influence of, in possession of, or distributing of alcoholic beverages, tobacco products or

other drugs while at school or at a school-related activity. Discipline will include participation in intervention activities, referral to a law enforcement agency, and/or suspension or emergency expulsion from the Auburn School District.

- **1<sup>st</sup> referral:** Short term suspension (3 day) with mandatory parent conference
- **2<sup>nd</sup> referral:** Short term suspension (5 day) with mandatory parent conference
- **3<sup>rd</sup> referral:** Long term suspension with mandatory parent conference

### **END OF SCHOOL DAY**

When school is dismissed, **students are expected to leave the school grounds promptly through their hallway exit doors**, unless they are with a teacher or are participating in a school activity under the direct supervision of a teacher or coach.

- **1<sup>st</sup> referral:** Conference with an administrator/counselor
- **2<sup>nd</sup> referral:** After School Detention
- **3<sup>rd</sup> referral:** After School detention and mandatory parent conference
- **4<sup>th</sup> referral:** Long term suspension with mandatory parent conference

### **FIGHTING / INTENT TO CAUSE HARM**

Students are expected to treat each other respectfully and may not violate the personal space of others. ***Any student who participates in a fight or causes harm/discomfort through unwelcome physical contact, initiates or instigates a fight, video tapes a fight, or otherwise engages in supporting a fight may be subject to the following: \*If a fight occurs during intramurals, the student's intramural privileges will be revoked and the student will remain in the lunchroom for the remainder of the year.***

- **1<sup>st</sup> referral:** Short term suspension (3 day) with mandatory parent conference & restorative practices with all students involved
- **2<sup>nd</sup> referral:** Short term suspension (5 day) with mandatory parent conference & restorative practices with all students involved
- **3<sup>rd</sup> referral:** Long term suspension (Semester)

### **FORGERY / LYING**

Forged notes, paperwork, or phone calls that falsely represent parent contact with the school will be handled as follows:

- **1<sup>st</sup> referral:** After School Detention
- **2<sup>nd</sup> referral:** After School detention and mandatory parent conference
- **3<sup>rd</sup> referral:** In school suspension (1 day)

### **GANG-RELATED BEHAVIOR AND SYMBOLISM**

Any student wearing, carrying, or displaying gang-related apparel or exhibiting behavior or gestures which symbolize gang membership will be asked to make appropriate corrections and be subject to a response if the corrections are not undertaken (this includes bandanas, ski masks, gloves or any face coverings). Failure to make the appropriate corrections will be considered exceptional misconduct.

- **1<sup>st</sup> referral:** Conference with an administrator and mandatory parent conference (Possible short term suspension depending on severity)
- **2<sup>nd</sup> referral:** Short term suspension with mandatory parent conference
- **3<sup>rd</sup> referral:** Long term suspension (Semester)

### **FOOD / DRINKS / GUM**

In order to provide a sanitary setting and a clean, professional-looking environment for students and staff, food, drinks and gum ***WILL ONLY BE ALLOWED IN THE COMMONS***. The following response will apply when this policy is violated:

- **1<sup>st</sup> referral:** After School Detention (Campus beautification)
- **2<sup>nd</sup> referral:** After School detention and mandatory parent conference
- **3<sup>rd</sup> referral:** In school suspension (1 day)

### **HALL PASSES**

Unless a passing period, students are not to be in the halls without their E-Hallpass logged (or other approved classroom or school hall pass) while classes are in session. Students out of class without a pass are considered truant and may be subject to a response. In the hallways, students are expected to walk, stay to the right when walking, use quiet voices, and keep their hands and feet to themselves. Disruptions in the hallway will result in the following:

- **1<sup>st</sup> referral:** Conference with an administrator
- **2<sup>nd</sup> referral:** After School Detention
- **3<sup>rd</sup> referral:** In school suspension and mandatory parent conference (cumulative violations/insubordination)
- **4<sup>th</sup> referral:** Short term suspension (3 day) or Parent Chaperone

### **HARASSMENT / INTIMIDATION / BULLYING / THREATS**

Olympic Middle School has a zero-tolerance policy for harassment. It is the policy of the Auburn School District that all students should be able to attend and learn in a school setting that is free from all forms of discrimination: creed, race, age, color, religion, gender, handicap, or national origin. Harassment is prohibited in the workplace and at school and may result in suspension. Attached is the Auburn School District notification around Nondiscrimination and HIB:

**At Olympic Middle School we want to make sure that all students are protected from harassment, intimidation, and bullying. Click on [\*"This document"\*](#) that will notify you of your rights.**

***General Harassment:*** Teasing, name calling, spreading rumors or making threats, will be considered harassment and may be grounds for suspension. Third party harassment occurs when an individual who witnesses harassing behaviors is offended by the actions.

***Sexual Harassment:*** Occurs when gender based physical or verbal conduct interferes with an individual's work or school performance. It also occurs if the conduct creates an intimidating, hostile, or offensive work or school environment.

**\*\*Sexual harassment** includes offensive sexual flirtations, advances or propositions, continued or verbal abuse of a sexual nature, graphic or degrading verbal comments about an individual or about their appearance, the display of sexually suggestive objects or pictures, any offensive or abusive physical contact or otherwise making others feel threatened or uncomfortable.

***Racial Harassment:*** Occurs when racial or other ethnic based verbal conduct or use of physical gesture(s) interferes with an individual's work or school performance. It also occurs if the conduct creates an intimidating, hostile, or offensive work or school environment.

**\*\*Racial harassment** includes racial slurs, **regardless of intent**, gestures, name calling, taunting, teasing, jokes, sounds, demeaning comments or graphic representation (e.g. swastikas, confederate flags), or

otherwise making another individual feel threatened or uncomfortable.

**LGBTQ Harassment:** Occurs when verbal conduct or use of physical gesture(s) interferes with an individual's work or school performance. It also occurs if the conduct creates an intimidating, hostile, or offensive work or school environment.

**\*\*LGBTQ harassment includes slurs, regardless of intent, gestures, name calling, taunting, teasing, jokes, sounds, demeaning comments or graphic representation, or otherwise making another individual feel threatened or uncomfortable.**

**Cyber Bullying: Prohibition of Harassment, Intimidation, and Bullying**

Cyber Bullying is against the law. The district is committed to providing a civil educational environment for all students, employees, volunteers, and patrons, free from harassment, intimidation, or bullying. "Harassment, intimidation, or bullying" means any intentional written message, video or image, including those that are electronically created and/or 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, national origin, gender, sexual orientation, or mental or physical disability) or other distinguishing characteristics.

**Notification Procedures:** If you feel you have been harassed, either directly or by witnessing harassing behavior, you have a right to file a complaint that will be investigated. Please report your complaint to any adult in the building, who will then fill out an incident referral form and forward it to an administrator.

- **1<sup>st</sup> referral:** Mandatory parent conference with possible suspension depending on severity
- **2<sup>nd</sup> referral:** Short term suspension (3 day) with mandatory parent conference
- **3<sup>rd</sup> referral:** Short term suspension (5 day) with mandatory parent conference
- **4<sup>th</sup> referral:** Repeated offenses will result in long term suspension

**INSUBORDINATION / DEFIANCE**

Students must follow the directions of staff and respond accordingly. Failure to do so will be addressed as follows:

- **1<sup>st</sup> referral:** After School Detention
- **2<sup>nd</sup> referral:** 1 Day In school suspension
- **3<sup>rd</sup> referral:** 2 Day Short term suspension
- **4<sup>th</sup> referral:** Repeated offenses will result in long term suspension

**PROFANITY**

Includes inappropriate words in any language, pictures, or gestures will result in:

- **1<sup>st</sup> referral:** After School Detention
- **2<sup>nd</sup> referral:** After School detention and mandatory parent conference
- **3<sup>rd</sup> referral:** In school suspension (1 day)

**PROFANITY TOWARDS STAFF MEMBERS**

Includes inappropriate words in any language, pictures, or gestures. Profanity directed toward a staff member will result in:

- **1<sup>st</sup> referral:** Short term suspension (2 day) with mandatory parent conference
- **2<sup>nd</sup> referral:** Short term suspension (3 day) with mandatory parent conference
- **3<sup>rd</sup> referral:** Short term suspension (5 day) with mandatory parent conference

**PUBLIC DISPLAYS OF AFFECTION (PDA)**

Physical contact deemed inappropriate for school will be treated as a public display of affection. This includes cuddling, hand holding, kissing, prolonged hugging, or other school-inappropriate touching on campus. Failure to follow this rule will result in a call home and the following response..

- **1<sup>st</sup> referral:** Conference with an administrator/counselor with parent notification
- **2<sup>nd</sup> referral:** After School Detention
- **3<sup>rd</sup> referral:** In school suspension (1 day) and mandatory parent conference

### **SEPARATION CONTRACT VIOLATION**

Students are expected to follow a separation contract when they are put in place. Students who break the separation contract by communicating directly to or through a 3rd party will serve the following consequences:

- **1<sup>st</sup> referral:** Short term suspension (2 day) with mandatory parent conference
- **2<sup>nd</sup> referral:** Short term suspension (3 day) with mandatory parent conference
- **3<sup>rd</sup> referral:** Short term suspension (5 day) with mandatory parent conference

### **TARDY POLICY**

Students are expected to be on time for all of their classes. Students who arrive late for class will first receive a warning and then leveled consequences are applied for that day.

- **1<sup>st</sup> Daily referral:** Conference with an administrator/counselor
- **2<sup>nd</sup> Daily referral:** After School Detention
- **3<sup>rd</sup> Daily referral:** Monday morning school and Mandatory parent conference
- **4<sup>th</sup> Daily referral:** Repeated offenses will result in “cumulative Violations”

### **THEFT**

The theft of school or personal property on campus or at a school related activity will be dealt with in the following manner:

- **1<sup>st</sup> referral:** Mandatory parent conference
- **2<sup>nd</sup> referral:** Short term suspension (2 day) with mandatory parent conference
- **3<sup>rd</sup> referral:** Short term suspension (3 day) with mandatory parent conference
- **4<sup>th</sup> referral:** Repeated offenses will result in “cumulative Violations”

### **THREATS (Inside of the building and online)**

This includes written, verbal, social media, pictures or videos of weapons.

- **1<sup>st</sup> referral:** Short term suspension with mandatory parent conference

### **THREATS TOWARD A STAFF MEMBER**

- **1<sup>st</sup> referral:** Long term suspension (semester) with mandatory parent conference

### **TRUANCY POLICY (Inside of the building)**

Safety is paramount at Olympic Middle school and all students are expected to be in class at all times unless authorized. Any student within the schoolhouse who is not in class or a location designated by a staff member poses a safety concern which will result in the following consequences.

- **1<sup>st</sup> Daily referral:** Conference with an administrator/counselor
- **2<sup>nd</sup> Daily referral:** After School Detention
- **3<sup>rd</sup> Daily referral:** Monday morning school and parent/guardian chaperone
- **4<sup>th</sup> Daily referral:** Repeated offenses will result in “cumulative Violations”

### **TRUANCY POLICY (Outside of the building)**

Truancy is an absence from school without parental permission. According to state law (RCW 28A.225),

school districts are required to file petitions with the juvenile court when a student acquires 7 unexcused absences in a month or 10 unexcused absences in a school year. *Students who are late to a class without an excused tardy will be considered truant.* The following consequences will apply when this policy is violated:

- **1<sup>st</sup> referral:** Mandatory parent conference
- **2<sup>nd</sup> referral:** Short term suspension (2 day) with mandatory parent conference
- **3<sup>rd</sup> referral:** Short term suspension (3 day) with mandatory parent conference
- **4<sup>th</sup> referral:** Repeated offenses will result in “cumulative Violations”

#### **VANDALISM / CHROMEBOOK MISUSE OR DESTRUCTION**

Disrespect for or destruction of school, staff, or student property will result in an immediate response.

**Payment for damages will be required. Depending on the severity of the incident, some instances may result in immediate suspension or expulsion.**

- **1<sup>st</sup> Daily referral:** After School Detention and Mandatory parent conference
- **2<sup>nd</sup> Daily referral:** ISS and Mandatory Parent Conference
- **3<sup>rd</sup> Daily referral:** Repeated offenses will result in Short Term Suspension under “cumulative Violations”

#### **WEAPONS, DANGEROUS INSTRUMENTS, AMMUNITION, FIREWORKS, LASERS, AND LIGHTERS**

Firearms/weapons are not allowed in school, at school-sponsored activities, on school grounds, facilities, or school provided transportation. If a student brings 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 school district on a case-by-case basis. Students who possess a weapon or carry, exhibit, display, or draw any weapon or any item apparently capable of producing bodily harm in a manner which, under the circumstances, manifests an intent to intimidate another or warrants alarm for safety of others shall be subject to discipline up to and including expulsion.

# SEE SOMETHING

# SAY SOMETHING

**Go Cougars!!!!**