Olympic Middle School



Student Handbook

2018-2019

**Olympic Middle School**

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**2018-2019**

**Mr. Jason Hill, Principal**

**Ms. Adriane Hartness, Principal**

**Mrs. Ali Daschbach, Assistant Principal**

**Mr. Duane Hoori, Dean of Students**

 **Mr. Kellen Maiuri, Counselor**

**Mrs. Sarah Berg, Counselor**

**Mrs. Wendy Medina, Counselor**

**Mrs. Lauren Mendez, Counselor**

**Mrs. Pilar Hunter, Community Liaison**

**1825 K Street Southeast, Auburn, Washington 98002**

**Office: (253) 931-4966**

**Attendance: (253) 931-4703**

**Fax: (253) 939-2753**

[**www.auburn.wednet.edu/olympic**](http://www.auburn.wednet.edu/olympic)

**Student’s Name**

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Welcome to Olympic Middle School…**





**Olympic Champions**

Olympic Middle School is a community that knows no limits to the academic success of each student. We are committed to ensuring that ALL students become contributing members of society and are prepared for success in high school and beyond. Ownership, empathy, integrity, persistence, respect, are the pieces that when put together create an Olympic champion!

**CHAMPION CARDS:** Champion cards are given to students who have shown Champion behavior. Champion cards are entered into a weekly drawing for prizes. Champion cards may also be used to reduce discipline points

**COUGAR PRIDE AWARD:**

The purpose of the Cougar Pride Award is to create and reinforce a positive climate at our school. Students are recognized with such an award for exemplary citizenship, class work, sportsmanship, or behavior. Winners are rewarded with prizes and special privileges.

**CHAMPION’s DAY:**

Once a quarter, Olympic Middle School honors our students who live like Champions. Students who have not acquired any discipline points will join fellow, grade-level champions for a celebration.

**OLYMPIC HALL OF FAME:**

Students who are *Living Like Champions* in specific areas of our Olympic community will be honored by having their picture hang in our Olympic Hall of Fame.

**KIWANIS STUDENTS OF THE MONTH:**

An 8th grade boy and girl is chosen monthly to represent Olympic as a Kiwanis Student of the Month. Students are selected for their leadership, school spirit, academics, activities participation, attitude, and respectful behavior. They are honored at a special Kiwanis breakfast on the first Wednesday of each month.



**Olympic Middle School**

**Processing Procedure.**

Once I know the expectations for *Living and Learning Like a Champion*, I am expected to follow the expectations. If I choose not follow expectations I will be given the opportunity to “reset” my behavior through the Processing Procedure. If my choices continue to fall short of Champion behavior, there will be consequences. The consequences will become increasingly serious if I repeatedly do not follow classroom and school wide expectations.

**Step 1: Student will be reminded of behavior expectations for the class and/or lesson.**

* Behaviors that are considered dangerous to students, staff, or to oneself are dealt with immediately and may result in a discipline referral without processing.

**Step 2: Student restates the expectations for the activity. If disruptions continue, student is asked to process.**

**Step 3: Student is told to move to the processing desk and complete a processing form.**

* Processing forms must be filled in completely and must be readable.

**Step 4: The teacher reviews the processing form. If the form is complete, the teacher will invite the student to return to his/her seat and continue participation in the lesson.**

* If the form is not complete, the teacher will ask the student to continue working on it and then return later.

**Processing twice in a period:** If a student continues to disrupt class and is required to complete two processing forms in one class period, he/she will participate in a hallway huddle with an administrator or counselor.

**Behavior Contracts:** In some circumstances it becomes necessary to make individualized plans to address student behaviors. These plans may result in an adjustment to the processing procedures.

***Processing forms may result in Discipline Points and/or detentions. These points will impact your participation in Champions Days throughout the year! Discipline Points will also impact your participation in field trips and end-of-year activities.***

|  |
| --- |
| **ACADEMIC EXPECTATIONS** |

Students are expected to do their best at all times: “…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.” WAC 180-40-120

**ANNUAL/YEARBOOK**

Yearbooks may be purchased either in September or in June.  Students who purchase a yearbook in September, at the same time as an A.S.B. card, receive a discounted price.  There are no discounts available when yearbooks are purchased in June.

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**A.S.B. CARDS**

Associated Student Body cards can be purchased for $15.00. Olympic requires A.S.B. cards for all student officers, athletes, drama, music, and other clubs. A.S.B. cards provide students with an identification card and discounts to many school activities.

**ATHLETICS**

Olympic requires an A.S.B. card, proof of insurance, and a physical examination to turn out for sports.

* Any physicals after July 1st are good for 2 years from date.
* 6th graders must have received their physical after July 1 of the school year.
* The athletic registration must be completed on line by student and parent.
* School insurance (or an insurance waiver) and parent permission to participate must be filed in the office before a student may turn out for any sport practice.

Students who participate in any sport activity must read and follow the code of conduct and WIAA concussion fact sheet. Both student and parent must sign the activities/athletic code of conduct, as the code will be enforced.

*Disciplinary Actions: Any student athlete who is assigned any after school discipline is required to serve that discipline before going to practice. Student discipline will be assigned and could impact practices and games. Discipline will* ***NOT*** *be moved to accommodate practices and games. After school detentions cost students game playing time (coach’s discretion); however, those student athletes assigned Friday School, in-school suspension, or home suspension will not participate in the next game due to their inappropriate behavior at school.*

The following sports are available:

|  |  |  |  |
| --- | --- | --- | --- |
| Season |  7th/8th |  7th/8th |  6th |
|  | Boys | Girls | Boys/Girls |
| 1 | Football | Softball | Basketball |
| 2 | Basketball | GymnasticsSoccer | Gymnastics |
| 3 | WrestlingSoccer | WrestlingBasketball | Wrestling |
| 4 | Track | Track | Track |
|  | Baseball | Volleyball | Volleyball |

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### ATHLETICS – SPORTSMANSHIP

Olympic Middle School has joined forces with the WIAA to promote sportsmanship around the state through the “Just Play Fair” campaign. The program is a part of a continuing effort to stress and reward the positive values of sportsmanship behavior. We feel that sportsmanship doesn’t end with players and coaches; it is necessary to have parents and other adult spectators set the tone for our students with their exemplary behavior at events. Please refrain from negative comments and derogatory language directed at the officials, coaches, scorekeeper, other teams, and teammates of your son/daughter. Also remember, when you are at another middle school (Cascade, Mt. Baker, N. Tapps, Rainier) you are representing Olympic.

**OLYMPIC SPECTATOR CODE**

***FOR* *LIVING LIKE A CHAMPION***

**Champion Spectators are positive and encouraging.** If you choose to make derogatory comments or use derogatory language, you will be directed to leave campus**.**

**Champion Spectators remain in the spectator section at all times.** If you choose to enter into the field/court of play, you will be directed to leave campus**.**

**OLYMPIC CHAMPIONS FOLLOW ALL SCHOOL RULES DURING AFTER SCHOOL ACTIVITIES.** If you choose to not follow school rules, you will be directed to leave campus**.**

Thank you for your cooperation. Enjoy the event!

BIG BLUE Can DO!

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**BICYCLE SAFETY**

* Bicycles are not to be ridden on school grounds.
* Walk bicycles on campus and secure them in the bike racks.
* The school assumes no responsibility for loss of, or damage to, bicycles.
* The law requires that bicycle helmets be worn at all times.

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**BUS PASSES**

Students who have a special need to ride a bus other than the one to which they have been assigned must bring a note to the attendance office no later than 7:45 a.m. The passes are issued for one day only.

**CLUBS AND ACTIVITIES**

Olympic Middle School A.S.B. supports: Athletics, Band, Orchestra, Choir, ART Club, Builders Club, Drama Club, Robotics, Yearbook, Guitar Club, Latinos Unidos

, Futsal, Journalism Club, Study Hub and Student Council. Other clubs offered at Olympic Middle School are LEAP Peer Leadership Club. Other clubs can be added if there is student interest and an advisor.

**COMPUTER USAGE**

Computers at Olympic Middle School are for educational purposes only and their usage must be in support of education, research, or school approved co-curricular activities. 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. Use of school computers for any of the following is not allowed:

* Commercial solicitation
* Non-educational use of email, chat rooms, or instant messaging
* Playing games during instructional time
* Attempting any activity that may potentially damage the computer or the network
* Using someone else’s account or allowing someone else to access a student’s personal account
* Use of the system to store, distribute or access obscene, dangerous, gang or pornographic material

Each time a user logs on to a school computer they agree to a very specific parameters described in the terms and conditions from the applicable acceptance list that can be found at: [Http://www.auaburn.wednet.edu/Forms/Forsimages/InternetStudentUseandOPTOutFormCurrent.pdf](http://www.auaburn.wednet.edu/Forms/Forsimages/InternetStudentUseandOPTOutFormCurrent.pdf)

**COMMUNICATING WITH SCHOOL**

* **Phone – 253-931-4966**
* **Email:**

**Teachers first initial last name@auburn.wednet.edu**

* **Olympic School Website/Teacher Websites**
* **Family Access – grades**
* **Schedule Teacher conferences**
* **Schedule Visitations**

**COUNSELORS**

Counselors can help with home, school, personal, and/or social concerns. Unless you have an emergency, please fill out a "Request to See the Counselor" form in the office and the counselors will send for you when they are available.

**CAFETERIA**

To purchase school meals:

 1. Each student has a breakfast/lunch account accessed by their own 6-digit number assigned by Food Services.

 2. You may add to the account **before** school in the cafeteria or online.

 3. Free and reduced breakfast/lunch forms are available in the office or on line.

**DRESS CODE**

Olympic Middle School is a learning environment. Good habits developed here will enable students to be successful outside of school. Attitudes and behaviors are influenced by how much body is revealed and by printed statements and symbols. Clothing that interferes with productive behavior or attitudes will not be allowed. The dress code was based on input from students, staff, and parents in an effort to foster pride and respect within our community. At Olympic we do not allow undergarments showing, ripped jeans above the knees, slippers, and shorts/dresses shorter than when finger tips extended.

Social or secret clubs and/or gangs are prohibited at Olympic Middle School. In keeping with this policy, students shall not be permitted to wear clothing, insignia, or markings that identify them as members of such organizations, or any combination of apparel that law enforcement agencies currently consider to be gang related. **Bandanas, rosaries, bracelets, colors, or any other items indicative of gang representation are strictly prohibited and not be allowed on campus or at school sponsored events at any time.**

**FINES**

Fines will be charged when a student loses or damages school equipment, property, or materials. Transcripts will not be sent until all fees or fines are cleared. All fines must be resolved in order to obtain student schedule and attend incentive days.

**GRADE REPORTING**

Progress Reports are provided to students and parents at the midpoint of each quarter. Parents can also check skyward to see current grades and missing assignments. Report cards are mailed to the parents at the end of each quarter and semester. Grade reporting periods:

 Quarter Last Day

 **1** November 2

  **2**  January 25

  **3**  April 5

 **4** June 21

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**HALL PASSES**

**Students are required to have a visible hall pass from their teacher when out of class for any reason. Students must also sign in and out.**

**IMMUNIZATION**

In order to protect children against a number of childhood diseases, Washington law requires that all children admitted to public schools be immunized against diphtheria, tetanus, pertussis, polio, measles, rubella, mumps, varicella and hepatitis B, as appropriate. Students will be excluded from attending school if they do not meet the requirements of this law. (religious and personal exemptions are accepted with signature.)

**LIBRARY**

The library is open most school days from 7:30am-2:30pm for book checkout and computer use. The library website is available with several databases for easy access to information at school or at home. User IDs and Passwords for home access may be obtained from the school.

**LOCKERS**

Students will be assigned a locker at the beginning of the school year.

Please follow these guidelines:

 1. Keep the locker clean and locked.

 2. Keep the combination secret.

 3. Lockers belong to the school district, and may be periodically searched.

 4. Money and valuable items should not be left in your locker.

 5. The school is not responsible for lost or stolen items.

 6. Backpacks must be stored in locker.

 7. **Use only the locker assigned to you. Do not share lockers.**

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**LOST AND FOUND**

The lost and found is located in the cafeteria. Students should turn in textbooks, wallets, watches, and other valuable items to the main office so the rightful owner can retrieve them. Failure to do so will be considered as theft. Lost and found is taken to Goodwill the last day of each quarter.

**MEDICATION AT SCHOOL**

Medication, prescriptive or over-the-counter, that will be taken at school, ***must*** be checked in at the nurse’s office. This includes medications authorized by the student's physician to be carried by the student, such as asthma inhalers. Written permission and instructions from the physician, and parent/guardian are required by Washington state law. Standardized forms for physician orders and parent permission are available. This note of permission will become a part of the student’s health record. Medication must be properly labeled with the student’s name, name of medication, dosage, and time to be administered by designated, trained school personnel.

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**NURSE'S OFFICE/ HEALTH ROOM**

If you become too ill to stay in class, ask your teacher for a pass to the health room. The nurse or health tech will evaluate your condition, and assist you and your parent/guardian in deciding what should be done. Students must not leave the building because of illness without permission. All accidents must be reported promptly to the teacher in charge, and to the nurse or health tech. Parents/guardians will be notified if an injury occurs.

**PERSONAL INFORMATION**

In order to assure that parents/guardians can be notified in case of an emergency, we ask that you inform Olympic of any address, telephone, or employment changes during the course of the

school year. Students may only be signed out of school by those listed as contacts.

**PHYSICAL EDUCATION**

Olympic Middle School does not require a PE uniform. P.E. clothing should include a T-shirt, shorts and athletic shoes that are within the dress code guidelines. Every student is required to suit up forPE unless excused by a doctor’s note. It is expected that students will provide their own P.E. clothes every day.

**MESSAGES**

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Messages for staff members OR students can be left by calling the main office at 931-4966 or 931-4703. **Please do not contact your student on their cell phone as it disrupts the learning environment.**

**SCHOOL SUPPLIES**

Olympic uses a school-wide organizational skills program. In order to make this program a success, students are required to have the following items:

* Three-ring binder, 2 – 2 ½ inches
* Notebook paper
* Notebook index dividers
* Sharpened pencils (at least two at all times)
* Red correcting pen/pencil
* Pencil pouch for notebook
* Colored pencils
* Pens
* Two spiral notebooks
* Box of tissues for homeroom class

Suggested, but not required: notebook atlas, protractor, glue sticks, 1 ream of copy paper

**Backpacks are to be stored in lockers and not brought into classrooms. Sharpie pens are not allowed and will be confiscated.**

**7th and 8th grade math supply list:**

* Pencils-4 dozen
* Composition note books
* Ream of printer paper
* Box of tissues
* 2 white board erasers
* 6 white board dry erase black pens

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**ASB**

7th grade students can run to be an ASB officer for their 8th grade year. There is a vote at the end of the school year to elect each officer. There is also one elected classroom representative from each 1st period class.

### TEXTBOOKS

Students should keep their textbooks in good condition at all times and use care in handling them. Students are responsible for the cost of lost or damaged books.

**VALUABLES AT SCHOOL**

**THE SCHOOL IS NOT RESPONSIBLE FOR LOST OR STOLEN ITEMS, INCLUDING CELL PHONES.**

**VISITORS**

Parents/guardians must check in with the main office AND be on the students contact list before visiting a classroom. Students are not allowed to bring visitors to school.

**WALKING SAFETY**

Pedestrians are to respect the rights of motorists and should not obstruct traffic. Always walk on the left shoulder of the road facing the oncoming traffic. For your own safety, use approved crosswalks and paths. Students are discouraged from riding home with anyone except their parents/guardians, or on the regular school bus.

**WITHDRAWAL FROM SCHOOL**

Notify the registrar and attendance office to withdraw from Olympic. Before withdrawing, students must:

 1. Submit a completed Olympic Middle School Request to Withdraw form.

 2. Return all books, equipment, etc.

 3. Pay all fines.

4. Clean out lockers.

5. Complete a checkout form.

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**ATTENDANCE-MISS SCHOOL! MISS OUT!**

Washington state law mandates that students attend school. Attendance records become part of a student’s file.

**ABSENCES**

Absences are excused for illnesses, medical/dental needs, personal, bereavement, or if the student has prior approval by the school. Students must make up all of the work missed as determined by the teacher. The school will not excuse absences due to a missed bus, oversleeping, or household problems.

**ARRIVAL AT SCHOOL**

All students are required to be on campus by 7:40 a.m. The individual hallways are open at 7:35 a.m. for students to access their locker and teachers. ***Students must not arrive before 7:20 a.m.*** The cafeteria is open at 7:20 and available for students while they wait for the 7:35 a.m. bell. Once students arrive on campus they may not leave Olympic Middle School before 2:15 p.m. without written parent authorization.

### LATE ARRIVAL

All students arriving after 7:45 a.m. are considered tardy. Students arriving after 7:50 a.m. must report to attendance office before going to class. To excuse tardies due to personal illnesses, family emergencies, and medical/dental appointments, please present a written excuse signed by parent/guardian or call to the attendance office. The school will

not excuse tardies due to oversleeping, missing the bus, or household problems.

**TARDIES**

Students need to be in their classroom BEFORE the second bell rings. Students more than 10 minutes late will be considered absent for that period. 3 tardies from the same class period will result in a lunch detention and call home from the teacher. If the student is continually tardy a behavior plan will be created.

**BECCA LEGISLATION**

BECCA legislation mandates that schools file to the court after seven unexcused absences in one month, or ten in one year.

**DISMISSAL FROM SCHOOL**

School is out at 2:15 pm. ***All students must leave campus by 2:30 p.m. unless they are participating in a school-sponsored event.***

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**EARLY DISMISSALS**

Please try to schedule appointments before or after school. If a student needs an early dismissal, all three of the following must be completed:

1. Submit a written request to the attendance office before school and receive an appointment slip.
2. Show the appointment slip to the teacher before leaving class.
3. Sign out in the attendance office before leaving. The parent/guardian must present picture identification to pick up the student.

Phone calls requesting an early dismissal of a student to walk home will not be accepted without an administrator’s approval. Students leaving school because of an illness must notify the office, and have a parent/guardian with picture identification sign them out in the attendance office.

**EXCUSING ABSENCES**

Students must have a parent/guardian excuse their absence.

**Absences are to be excused within 48 hours.**

One of the following will excuse an absence:

1. A parent/guardian may call the school to excuse the absence at 253-931-4703. An answering machine will record calls between 3:15 p.m. and 7:00 a.m.
2. An excuse written by the parent/guardian must be submitted before the absence or on the day the student returns.
3. Complete a Planned Absence form 24 hours prior to an absence due to non-school related activities, such as **Take Your** **Child to Work Day**.

**UNEXCUSED ABSENCES**

Olympic defines unexcused absences from class as missing any or all of a class without teacher or office permission, or failing to arrive at an assigned destination. Unexcused absences are subject to sanctions by the school, and by the Washington State Compulsory Attendance Law. The school will intervene if an absence is unexcused and petition the courts to intervene after the seventh unexcused absence in a month, or ten unexcused absences within one school year. Unexcused absences will result in disciplinary action.

**MAKE-UP WORK**

Students are responsible for arranging all make-up work following an excused absence. Parents/guardians may request homework for extended absences of **three or more days** by calling the attendance office at 931-4703. Homework requested before noon should be ready for pick-up the following day after 2:20 p.m.

**PARTICIPATION IN EXTRACURRICULAR ACTIVITIES**

Students must attend school four or more periods in order to participate or attend any extracurricular activity unless pre-arranged by an administrator.

**PERFECT ATTENDANCE**

Olympic will honor all students with perfect attendance during the June awards assembly. Perfect attendance is attending all school days and no more than 5 tardies. Exemplary attendance awards will be given to students who miss no more than 2 school days and have less than 5 tardies. These students MUST be in attendance at least part of every day. Field trips are considered regular school days.

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**RULES AND REGULATIONS**

**The following rules and regulations apply during these times:**

 1. On school grounds immediately before, during, or after school hours;

 2. Any time the school is being used by any school group;

 3. Off the school grounds at a school activity, function, or event; and

 4. On the school bus.

**Disciplinary action will result if a rule or regulation is violated.**

**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 AND FALSE FIRE ALARMS**

Any student involved in activities such as arson, false fire alarms, false 911 calls, possession of, and/or igniting fireworks or explosive devices will be subject to disciplinary action which could result in emergency expulsion from school. The law considers arson and false fire alarms felonies, and the school will contact the legal authorities.

**ASSAULT/FIGHTING, OR CAUSING PHYSICAL INJURY**

A student shall not intentionally cause, or attempt to cause, physical injury or intentionally behave in such a way that could injure another person. Suspension will apply to any student involved in fighting or promoting fighting. The school may request a conference with the parents/guardians. Fighting/assault constitutes a crime, and the legal authorities may be notified. Discipline for assault or fighting is cumulative. *NOTE: Athletes attending or participating in a fight will receive athletic discipline.*

**BUS CONDUCT**

All school rules apply while riding the school bus. School bus drivers have the authority to discipline students for misconduct related to school district policy. Misconduct may result in suspension of bus riding privileges. **Direct any questions related to bus misconduct to the director of transportation at (253) 931-4938.** The school may also apply discipline.



**CHEATING**

Students who plagiarize papers or projects, alter grades, or otherwise cheat will be subject to disciplinary action.

**ELECTRONIC DEVICES**

Cell phones and headphones are permitted on campus during non-instructional times (ex: lunch, passing time, before school). All electronic devices and headphones are to be put away during class time. Use of devices will result in the device being confiscated and only released to student’s parent or guardian. Olympic Middle School shall not be responsible for loss, theft or damage of devices brought onto school property, even when confiscated.

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**LOITERING**

The school may discipline any student loitering in the hallways, gym, or on campus before, during school, or after school hours. Loitering also includes remaining in the restroom longer than necessary. **STUDENTS MUST LEAVE SCHOOL GROUNDS BY 2:30 P.M. UNLESS SUPERVISED BY A STAFF MEMBER.**

**OFFENSIVE 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.

Olympic will not tolerate disrespectful, abusive, or profane language. Written or spoken offenses will result in disciplinary action.

### SCHOOL-SPONSORED EVENTS

Students attending any school-sponsored event must follow the Auburn School District rules and regulations. Leaving a school-sponsored event in progress will be considered loitering, and students will be asked to leave campus. Suspended students may not attend after-school or evening events.

### SKATES, SKATEBOARDS, AND ROLLER BLADES

Skates, skateboards, scooters, or roller blades ridden to school must be kept in the students’ locker during school hours and during school activities. If used in a way that is considered a safety hazard, the item will be confiscated. Items should be carried while on campus.

### THEFT

Students involved in theft or in possession of stolen property will be subject to disciplinary action. The student will replace or pay for the stolen items. Students and parents shall be liable to the school district for the failure to return school property loaned upon demand of an employee of the district authorized to make such demand. Legal authorities may be contacted.

### THREATS

Students who intentionally threaten another student or staff member, especially with a threat to use any type of weapon or force, will be subject to disciplinary action and law enforcement may be contacted.

**TRESPASSING**

The school will report any unauthorized person on campus to the police as a trespasser. The school also considers students on suspension and/or expulsion who come on campus as trespassers

### VANDALISM

The school defines vandalism as the willful destruction or defacement of school district property, and/or staff property. Any student or students found vandalizing will pay for the damage, or loss, and receive disciplinary action.

**DISCIPLINARY ACTION/CONSEQUENCES**

Below are the discipline guidelines for those actions considered violations of school and district policy. By use of these guidelines, we continue to strive to make Olympic a positive, safe environment for our students, staff, parents, and community.

**Arson** (Intentionally setting a fire)

* Long-term suspension with possible recommendation for expulsion.
* Law enforcement and parents contacted.

**Bullying** is defined as any intentional written, verbal, or physical act that physically harms or demeans another or damages their property, or substantially interferes with another’s ability to learn or is so pervasive that it creates an unsafe learning environment for a student or group of students.

Olympic Middle School strives to insure that all of our students are free from bullying, intimidation, and harassment. All charges of bullying, intimidation, and harassment are taken very seriously. We will make every effort to handle and respond to

each and every charge and complaint filed by our students in a fair and thorough and just manner. Every effort will be made to protect the due process rights of all

victims and all alleged offenders.

* 1st incident – Parents, student, and administrator reviews Bully, Intimidation, and Harassment Law and Olympic’s bullying policy.
* 2nd incident – Parents contacted, Friday School, mediation, student contract.
* 3rd incident – Suspension or expulsion.

# Disruptions Any behavior that hinders, stops, or creates a distraction to the learning environment will not be tolerated.

* Minor Disruption – blurting, talking to neighbor, getting out of one’s seat without permission.
* Major Disruption – dangerous horseplay, bullying, yelling at staff, insubordination, swearing, persistent tardies

**Drugs/Alcohol** (Possession, use, sale, or under the influence of illegal drugs and/or possession of drug-related paraphernalia on school property or at school-sponsored events is strictly prohibited. Possession and/or distribution of medication are prohibited.) *NOTE:* Prescription medication or over the counter medication must be given to the nurse for distribution and must be accompanied by a doctor’s authorization.

**Fireworks/Explosives** (Any incendiary device or look alike device that can be perceived or actually possesses the ability to detonate.)

* 1st incident – Parents contacted and conference held, law enforcement contacted, suspension/expulsion.

**Gang Activity/Association** (RCW 28A.600.455 defines a gang as a group of 3 or more people with a distinct leader, claiming territory, identifying themselves as a group through a name, engaging in one or more forms of anti-social behavior.)

Olympic will not tolerate behavior, dress, signing, or symbolism intended to represent gang affiliation on school grounds or at school-sponsored events.

1. Symbols change periodically and have included such items as certain hats, bandannas, chain ornaments, clothing colors, and styles, etc.
2. Decisions will be based upon knowledge of current practices and trends.
3. When an issue of concern is present, the school will notify the students involved, and advise them not to display such symbolism again.

Violation of this policy will result in discipline, suspension, or expulsion. *NOTE: Athletes violating any part of this policy regarding gang behavior, dress, signing, or symbolism will receive athletic discipline.*

**Harassment** Olympic will not tolerate any verbal, sexual, physical, or racial harassment. Disciplinary action will be taken.

**What is Sexual Harassment?**

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

**Complaint Procedures**

Individuals who believe they or others have been subjected to sexual harassment should bring this to the immediate attention of a principal, director, associate superintendent, or the Human Resources office.

Upon filing a formal complaint, the district will investigate the allegations, make findings, and take disciplinary and/or remedial measures, if appropriate. If individuals are unsatisfied with the district’s action, they have up to ten days after receiving notice of the findings, to request a review by the superintendent, who will make a final determination within 30 days of receiving your written request for review. If you remain aggrieved by the superintendent’s response, the complaint may be pursued as one of sexual discrimination under policy 3210.

**Violation of Policy**

Harassment by board members, administrators, employees, parents, students, vendors, and others doing business with the school district is prohibited. Employees or students whose behavior is found to be in violation of this policy will be subject to discipline up to and including discharge, suspension, expulsion or other appropriate action. Other individuals whose behavior is found to be in violation of this policy will be subject to appropriate sanctions as determined and imposed by the superintendent, designee, or board.

For advice and assistance in resolving sexual harassment issues and/or information regarding the above procedures, contact the Director of Human Resources, Employee Relations, and Legal Affairs at (253) 939-4317.

**Insults/Abuse** (Incidents of insults or abuse between students to include name-calling, taunting, and intimidation.)

* 1st incident – Student conference, classroom discipline.
* 2nd incident – Parents contacted, discipline up to and including suspension.

(Insults and abuse directed toward staff members fall under RCW 28A.635.100 – Students are required to show respect at all times.)

**Tobacco Products** (Possession or use of tobacco products or lighters/matches on school property or at school sponsored events.)

* 1st incident – Parents contacted, conference with student; **law enforcement may be notified** for issuance of a citation.
* 2nd incident – Parents contacted, short-term suspension, conference with parents and student, **law enforcement may be notified** for issuance of a citation.
* 3rd incident – Parents contacted, progressive short-term suspension, conference with **parents and student; law enforcement may be notified** for issuance of a citation.
* **4th incident – Parents contacted, long-term suspension and law enforcement may be notified** for issuance of a citation.

# Weapons (RCW 9.41.280 makes it a crime for any person to carry a weapon onto school district property. These weapons can be defined as, but are not limited to firearms, look-alike weapons, any pocket knife, switchblade, double-sided knife blade, throwing stars, etc.)

* Parents contacted, long-term suspension or expulsion, law enforcement notified

You are part of the Olympic Cougar "learning community". Our community is made up of over seven hundred students and over sixty staff members. In order for everyone to get along in a community, the community has a set of rules and expectations that the members follow. By reading this handbook, you will know how our Olympic community works and what behavior we expect from each student. This is the Olympic way. This is *Living and Learning Like a Champion*.

**Please take time to share this handbook with your parents so they also understand the expectations and procedures at Olympic Middle School.**

**I have read and discussed the material in this handbook with my daughter/son.**

**Parent Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Parent Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Grade: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Please sign and return to the school as soon as possible.**