

# Mt. Baker Middle School

Student Handbook 2020-2021



## HOME OF THE BULLDOGS

Mt. Baker Middle School  
620 37<sup>th</sup> Street Southeast  
Auburn, Washington 98002

***Greg Brown, Principal***  
***Steve Lewis, Assistant Principal***  
***Penni Robertson, Dean***

Main Office: (253) 804-4555  
Attendance: (253) 804-4557

School Hours: 7:40 a.m. – 2:10 p.m. (Normal)  
9:35-3:10 (Distance Learning)

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

---

# WELCOME TO ALL STUDENTS AND PARENTS OF MT. BAKER MIDDLE SCHOOL!

Welcome to Mt. Baker Middle School! We have about 1030 students and over 75 staff members. Our school colors are maroon and gray and our mascot is the Bulldog. As we begin our 27<sup>th</sup> year we ask you to help us maintain a safe, orderly and attractive campus.

It is important that you read and understand the information in this handbook. ***You will be held accountable for following the rules and procedures as outlined.*** Please feel free to call us at 253-804-4555 if you ever have a question about any aspect of our school or program.

We encourage you to come to Mt. Baker at any time. Our doors are always open and we look forward to meeting each of you. Thank you, and let's make it a great year!

## STATEMENT OF PHILOSOPHY

Mt. Baker Middle School is committed to meeting the needs of early adolescents, in recognition that no age group has more unique needs or is more in need of wise counsel and guidance.

We believe the well-being of the students in our care depends upon the creation and maintenance of balance in academic, physical, emotional and social areas. Further, we recognize that young adolescents are learning such balance, and that it is critical that we teach, model and encourage it.

Our school must be alert to acknowledge and deal with the developmental needs of early adolescents in order to bring out fully the highest potential in each individual. Learning experiences will be provided to help all students develop skills and attitudes fundamental to achieving personal satisfaction as responsible, contributing citizens.

We create a school identity based upon appreciation of cultural diversity, success for each student, respect for everyone, pride, dedication, collegiality, and group membership.

## GENERAL INFORMATION

### SCHOOL POLICIES AND PROCEDURES

Mt. Baker is open to students at 7:25 a.m. Students should plan to depart school at 2:10 p.m. unless they are involved in a school-sponsored activity. Mt. Baker office hours are from 7:00 a.m. - 3:00 p.m.

### SCHOOL TELEPHONE NUMBERS

Main Office / Administration	(253) 804-4555
Attendance / Counseling	(253) 804-4557
Cashier	(253) 804-4555

### TELEPHONE USE

The office telephones are business phones and should be used by students for **emergencies only**. In the event you receive a missed call with no message left, we have no way of tracing the call within the building or of knowing who might have called you. Parents are asked to refrain from calling students except in cases of real emergencies. (Forgetting one's homework or gym clothes does not constitute an "emergency.") Personal messages will not be delivered to students unless they are of an emergency nature. **Cell phones are not** to be used on campus between the hours of 7:25 a.m. and 2:10pm other than in the commons during lunch.

## ABSENCES, LATE ARRIVALS & EARLY DISMISSALS

**Attendance Line: 253-804-4557**

*Regular attendance is important to every student's success at Mt. Baker.*

A parent or guardian needs to report the absence to the Attendance Office at 253-804-4557 each day of the absence. A reason for the absence must be given by note, e-mail or a phone call by 8:30 a.m.

1. Excused absences consist of illness, injury, medical or legal appointments, family emergency/death, and pre-arranged religious activities.
2. Unexcused absences include babysitting, homework, transportation issues, oversleeping, missing the bus, etc.

### **ATTENDANCE: Morning Tardies**

A student is considered tardy if he or she comes to school after 7:40 a.m. Students who report to school after the 7:40 a.m. bell are required to check in at the Attendance Office to receive a pass to class.

### **ATTENDANCE: Early Dismissal**

Students must submit parent requests for early dismissals to the office before school on the day needed. Excused early dismissals will be issued for pre-arranged medical appointments. Please do not phone in early dismissal requests unless it is an emergency or there is no other alternative. Phoning in requests for early dismissal causes classroom disruptions and interruption of the instructional time. Upon returning to school, students must check back in to the Attendance Office. **Identification from parent is required. Please bring ID with you when you pick up your student for early dismissal.**

**STUDENTS WHO FAIL TO PROPERLY CLEAR DISMISSAL WITH THE ATTENDANCE OFFICE BEFORE LEAVING THE CAMPUS WILL BE CONSIDERED TRUANT.**

**Any unexcused late arrivals (tardies) to school will result in disciplinary action which may include: Lunch Detention, After-School Detention, Thursday-School Detention, In-School or Out-of-School Suspension.**

## **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:

- 1) Appropriate school behavior is expected at all after school activities and events and while on campus at all times (before, during, or after school).
- 2) Students must go directly to the location where the activity is taking place.
- 3) Once the students enter the activity they must remain inside. **If you leave, you may not re-enter.**

### **ACTIVITIES      "I'm IN"**

All students at Mt. Baker are encouraged to become actively involved beyond the school day if at all possible. This allows students to develop a greater sense of membership in the Mt. Baker community. In order to foster active student involvement, the following activities and clubs are planned for the current school year: Drama Club, Builder's Club, Yearbook, Jazz Band, Robotics, and Choir Club. Students interested in forming a school club or organization should discuss the idea with the ASB advisor and fill out appropriate ASB paperwork. Students should also listen to the daily announcements to receive information about active groups and groups that are being formed. Each of these groups will have guidelines, rules, or constitutions specific to their activity. Some of these groups may have been chosen from a tryout, or elected by the student body. Students may apply for, or join several teams and clubs.

**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. We encourage students to get involved in one or more of these activities.

### **ATHLETICS**

Student athletic participation is a privilege, not a right.

The mission of the athletic program at Mt. Baker shall reflect the following stances:

- Positive sportsmanship will be developed, modeled, and expected of administrators, coaches, parents, spectators, and student athletes.
- Participation in the athletic program at Mt. Baker is predicated upon success in the school-both behavioral and academic.
- The primary goal of the athletic program at Mt. Baker is to ensure athletic opportunities for all students who wish to participate.
- The Mt. Baker staff has identified five major athletic goals:
  1. Keeping students active and involved
  2. Providing students with opportunities to make new friends
  3. Developing athletic skills and talents
  4. Fostering positive levels of sportsmanship
  5. Instilling a healthy attitude toward competition
- 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 above 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 being put on Thursday school or suspension will miss a minimum of one game. Any student with three discipline referrals within

a sports season will no longer be able to participate during that season. (3 strikes – you're out)

- 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
- All students must complete the following prior to the sport:
  - ❖ 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.
  - ❖ Have no fines or overdue library books.

## **CLOSED CAMPUS**

To ensure the safety of all students, Mt. Baker is a “Closed Campus.” This means that students are not 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 parents drop you off at school, you must remain at school. If you leave without permission for any reason you will be considered truant.

## **COMMERCIALISM**

Students are not permitted to sell items at school unless approved by an administrator. All posters and advertisements for potential display at Mt. Baker must be approved through the office.

## **COMMUNICATIONS**

Communicating with parents is extremely important to the Mt. Baker staff. The following programs have been put in place to help keep communication lines open:

**FAMILY ACCESS:** Parents can log on to the Family access website and view grades, missing assignments and can email their student's teachers. <http://family.auburn.wa-k12.net>

**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.

**PARENT CONFERENCES:** Parents can call to talk with teachers or to schedule conferences with their child's team of teachers.

**GRADES:** All parents with internet access can view their student's grades on line using Family Access.

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

## **DANCES / STUDENT ACTIVITIES**

1. **NO OUTSIDE GUESTS** will be allowed at any Mt. Baker activities or dances.
2. Students attending activities and dances are to remain in the designated area. If you must leave the activity or dance early, a signed note from a parent is required. Anyone leaving the building before the end of the activity or dance will not be re-admitted.
3. Please inform your parents that you are to be picked up at 4:00 p.m. for a ride home. Students will be allowed to return to their lockers following the activity.
4. Students demonstrating unacceptable behavior at an extra-curricular event may lose the privilege to attend future activities.
5. Students must be in the activity no later than 15 minutes after it begins unless previously arranged with an administrator. Attendance after this deadline is prohibited and no refund will be available.

## **GIFTS TO STUDENTS**

Delivery of balloons, flowers, or singing telegrams is **NOT** allowed.

## **GRADES**

### **ACADEMIC REPORTS**

Report cards will be sent home with students after each grading period. Report cards can be downloaded and progress can be checked by parents anytime using Family Access. If you have concerns about your child's progress, please contact the school.

### **FAMILY AND STUDENT ACCESS**

This is an on-line grade-hosting service for parents and students to view student progress via the internet.

The website for Family Access is: <http://family.auburn.wa-k12.net>

Please email: [jharris@auburn.wednet.edu](mailto:jharris@auburn.wednet.edu) or [ccross@auburn.wednet.edu](mailto:ccross@auburn.wednet.edu) to obtain login and password.

## **FAMILY TRIPS**

We realize family times are important and some events come up which cannot be planned when school is not in session, but 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.
2. The request will explain the nature/purpose of the trip.
3. Teachers may require make-up work be completed before or after the trip.
5. If the absence occurs at the end of a semester, all course requirements must be completed prior to leaving.

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

When a student will be absent from school for a ***minimum of three days***, homework can be requested. Please contact Mt. Baker at 253-804-4557 as soon as possible since 24-hour notice is needed. 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 will entitle you to take part in clubs and activities as well as provide discounts to high school sporting events. Join the ASB by purchasing your validation sticker from the cashier.

### **LOCKERS**

Each student is assigned a locker at the beginning of the school year. Students are responsible for the condition of their lockers. Do not share your locker and/or combination with others. Students must use only the locker that is assigned to them, and no personal locks may be attached. **DO NOT GIVE OTHER STUDENTS YOUR COMBINATION! The school is not responsible for items taken from lockers.**

- Lockers are school property and may be opened by school authorities at any time.
- Lockers should not be marked on with ink or felt pens or decorated inside or outside with anything that cannot easily be removed. Fines will be assessed for damage done to any locker.
- Additional external locks are not allowed.
- Each student will be issued a PE lock and locker at the beginning of the year. Students will be charged for lost locks.

### **LOST AND FOUND**

Please note that the school is **NOT** responsible for your lost or stolen articles. We advise you not to bring items of value to school. Also, write your name with a permanent marking pen inside your clothing, coats, and such. This enables us to return lost items to you. Lost and Found is located by the main gym and in each locker room. Lost and found items are donated to charity approximately 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 even cough drops. When possible, parents and physicians are encouraged to design a schedule for medication administration outside of school hours. To take 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.**

### **VISITORS**

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

### **WITHDRAWAL FROM SCHOOL**

Students withdrawing from school are asked to notify the Attendance Office. Students who are withdrawing during vacation periods are asked to call the school to notify us 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, equipment, etc.
2. Pay all fines
3. Clean out lockers
4. Complete check-out form

Student records will be mailed 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.

**STUDENTS WILL BE HELD ACCOUNTABLE TO THE FOLLOWING RULES/CONSEQUENCES.** An initial verbal warning is used where appropriate before moving to discipline step one for most expectations (with the exception of those listed under Exceptional Misconduct).

## **STUDENT BEHAVIOR EXPECTATIONS**

### **ACADEMIC NON-PERFORMANCE**

Students who attend Mt. Baker 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 may include one or more of the following:

1. Failure to consistently engage in class activities
2. Failure to extend sufficient effort to progress in a subject/class
3. Failure to turn in daily assignments
4. Failure to bring needed materials

Academic non-performance will be addressed through the following progression:

1. student conference with teacher(s)
2. parent conference/phone call with teacher(s)
3. student behavior or performance plans
4. referrals to study hub, ZAP, or after school detention
5. program changes

### **ASSEMBLIES**

All students attend all assemblies unless officially excused.

### **PROCEDURES**

1. When dismissed, students are to proceed with their teacher directly to the gym and sit with their class.
2. Teachers will sit with their students.
3. Students are to stand and repeat the Pledge of Allegiance with the master of ceremonies or stand and be quiet if they do not wish to participate.
4. Students are to give their attention to the speaker or participants once the assembly begins.
5. Introductions of individuals or groups should be met with applause.
6. Until dismissed by the master of ceremonies, a teacher, the principal or the assistant principal, all students are to remain seated.
7. Students who do not follow rules will be removed and receive consequences.

### **EXPECTATIONS**

1. Students are to walk with their teachers to assemblies and are to wait for their teacher's signal prior to entering the stands.
2. Students are to use the bathrooms prior to attending assemblies.
3. It is acceptable for students to talk with each other prior to the start of the assembly, however as soon as it begins, all students are to become quiet and give the speaker their polite attention.
4. 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 floor of the gym.
5. Students are to show their appreciation during assemblies by cheering and clapping. Booming, hooting, whistling and yelling are not acceptable assembly behaviors.
6. Items are never to be thrown during assemblies.

### **ATTENDANCE: Truancy Policy**

Truancy is an absence from school or class 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 more than 5 minutes late to a class without an excused tardy will be considered truant.*

**Truancy 1** After-School Detention (2:00-3:00)

**Truancy 2** Thursday-School Detention (2:00-4:00)

**Truancy 3** Parent conference and school attendance contract/In-House Suspension

**Truancy 4** Parent conference/suspension and/or possible change in school program

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

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

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

## **BUSES**

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

- 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/guidelines may result in a bus referral. Bus referrals will be handled in the following manner:

<b>1<sup>st</sup> referral</b>	Conference with an administrator/assigned bus seat
<b>2<sup>nd</sup> referral</b>	Three-day suspension from bus
<b>3<sup>rd</sup> referral</b>	Parent conference and possible bus suspension for remainder of year
<b>4<sup>th</sup> referral</b>	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 / ELECTRONIC DEVICES**

Students with cell phones (or other electronic devices) need to **turn them off** and **put them away during the school day**. While cell phones are a great way for students to communicate with their parents and peers, they have also become disruptive to the educational process with all of the capabilities of text messaging, games, and the ability to call anyone, anywhere, and at any time, and the temptation of theft. Any device seen or heard will be confiscated and turned into the main office. All confiscated items must be picked up by a parent or guardian identified in the student's information records. When confiscating an electronic device, students are expected to comply with any staff member's request. A student's refusal to comply will result in further disciplinary action. Electronic signaling devices include, but are not limited to: cellular or digital phones, including those with the capability to capture/transmit digital images and/or photographs; pagers; beepers; cameras and personal digital assistants, e.g., palm pilots, sidekicks, blackberry's, IPODS or any electronic entertainment devices. **This rule also include ear buds and other headphones/speakers.** Cell phones are **not** to be used on campus between the hours of 7:25 a.m. and 2:10 p.m. (They will be confiscated and consequences assigned.)

**\*\*SEIZURE OF DEVICE AND REMOVAL TO MAIN OFFICE FOR PARENT PICK UP\*\***

<b>1<sup>st</sup> offense</b>	After-School Detention (2:00-3:00)
<b>2<sup>nd</sup> offense</b>	Thursday-School Detention (2:00-4:00)
<b>3<sup>rd</sup> offense</b>	Suspension and confiscation of device for remainder of school year

**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.**

## **CHEATING / PLAGIARISM**

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

Cheating does not represent the PRIDE of Mt. Baker Middle School. Students who are cheating or participate in plagiarized work will be disciplined in the following manner:

<b>1<sup>st</sup> offense</b>	Students will receive a score of F on the assignment or test and receive an After-School Detention
<b>2<sup>nd</sup> offense</b>	Administrator referral, Thursday-School Detention, and a zero on the assignment or test
<b>3<sup>rd</sup> offense</b>	Administrator referral, In-School Suspension, meeting with parent and a zero on assignment or test

## **COMMONS / LUNCH & 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. The consequences for violations of the above guidelines for lunch/breakfast behavior may result in lunch detention or other disciplinary actions.

- **NO** backpacks are allowed in the Commons during lunch.
- One student per bathroom pass.
- Students will behave in an orderly, reasonable manner. They shall not run, shout, throw anything, crowd into lines, or 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 of their garbage in the garbage cans. Students are also responsible for picking up any garbage that is on the floor in their area.
- Students must wipe off their tables with wet table towels located in the Commons prior to being dismissed.
- Students must raise their hand to be dismissed at breakfast.
- **Gum chewing is not permitted on campus at ANY TIME.**

## **INTRAMURAL RULES**

- Once students have entered the Commons they are not allowed to leave without first being excused by the staff member on duty.
- Students are to use the bathrooms prior to entering the Commons for lunch.
- Students must receive permission from the duty staff member prior to going to intramurals.
- Once students have left 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.

## **COMPUTER/CHROMEBOOK RELATED OFFENSES**

Students are expected to follow the conditions outlined on the district Internet User form that is required of all computer users.

- |                               |   |
|-------------------------------|---|
| <b>1<sup>ST</sup> offense</b> | Reminder of the rules, contract for future put in place, parents notified                               |
| <b>2<sup>ND</sup> offense</b> | Limitation of computer use, as determined by an administrator and After-School Detention                |
| <b>3<sup>RD</sup> offense</b> | Possible loss of computer privileges for the remainder of the school year and Thursday-School Detention |

## **CUMULATIVE VIOLATIONS**

Students who constantly violate various policies, rules and regulations will be subject to In-School, short and/or long-term suspension regardless of the seriousness of the violation.

## **DISRESPECT**

Students who exhibit disrespectful behavior toward a staff member, guest teacher, or another student will be subject to the following:

- |                               |                           |
|-------------------------------|---------------------------|
| <b>1<sup>st</sup> offense</b> | After-School Detention    |
| <b>2<sup>nd</sup> offense</b> | Thursday-School Detention |
| <b>3<sup>rd</sup> offense</b> | Short-term Suspension     |

Please be kind, courteous and extremely cooperative and respectful at **ALL** times.

## **DISRUPTIONS / HORSEPLAY**

### **CLASSROOM, LUNCHROOM AND/OR HALLWAY**

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

- |                               |                                   |
|-------------------------------|-----------------------------------|
| <b>1<sup>st</sup> offense</b> | Processing and/or Lunch Detention |
| <b>2<sup>nd</sup> offense</b> | After-School Detention            |
| <b>3<sup>rd</sup> offense</b> | Thursday-School Detention         |
| <b>4<sup>th</sup> offense</b> | Short-term Suspension             |



## DRESS CODE

Appropriate dress and grooming is expected at all times in an effort to provide a safe, healthy, orderly and positive environment for all students. 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 that shoes be worn at all times. **\*\*School Administration reserves the right to determine what constitutes acceptable dress standards.\*\***

Students must remove headwear while in the buildings. Headwear includes hats, hoods, bandanas, and sunglasses. (Cultural dress codes will be respected)

Clothing must cover stomach and chest. Tank tops may be worn if the shoulder straps are at least three fingers width and no undergarments may be exposed. Pants that are so low that they are likely to expose student's undergarments will not be tolerated.

Shorts, skirts and dresses must cover buttocks fully and no undergarments may be exposed.

Footwear appropriate to the activity must be worn at all times.

- Undergarments must be covered.
- Holes, tears, mesh or other see through materials in garments may not expose inappropriate area or undergarments.
- Low-cut tops/sweaters, etc. are not allowed.
- Clothing that promotes drugs, alcohol, tobacco, weapons, violence, is sexually suggestive, displays inappropriate pictures or writing, or is worn in a manner identified as gang related is prohibited.
- studded/spiked jewelry (including spiked ear gauges) are not allowed.
- Wearing of sunglasses is not permitted in the school building.
- Blankets 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, cover up, or go home if necessary. Further disciplinary action may follow for repeated offenses.**

<b>1<sup>st</sup> offense</b>	Review of policy/parent notification and clothing change. Students who refuse to change into appropriate clothes will be considered insubordinate and will result in further action.
<b>2<sup>nd</sup> offense</b>	Clothing change as outlined above and lunch detention.
<b>3<sup>rd</sup> offense</b>	Clothing change as outlined above and After School Detention
<b>4<sup>th</sup> offense</b>	Clothing change as outlined above and Thursday School Detention

## DRUGS / ALCOHOL

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

## END OF SCHOOL DAY

When school is dismissed, **students are expected to leave the school grounds promptly**, unless they are detained by a teacher or are participating in a school activity under the direct supervision of a teacher or coach.

<b>1<sup>st</sup> offense</b>	After-School Detention
<b>2<sup>nd</sup> offense</b>	Thursday-School Detention

## 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:

<b>1<sup>st</sup> offense</b>	3-day Suspension
<b>2<sup>nd</sup> offense</b>	5-day Suspension and mandatory parent conference
<b>3<sup>rd</sup> offense</b>	Long-term Suspension

## FORGERY / LYING

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

<b>1<sup>st</sup> offense</b>	After-School Detention
<b>2<sup>nd</sup> offense</b>	Thursday School Detention
<b>3<sup>rd</sup> offense</b>	Short-term Suspension

### **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 discipline if the corrections are not undertaken. Failure to make the appropriate corrections will be considered exceptional misconduct. Please see **EXCEPTIONAL MISCONDUCT** definition.

### **GUM, FOOD AND DRINKS**

In order to provide a sanitary setting and a clean, professional-looking environment for students, gum, food and drinks will not be allowed in the classroom or hallways. During the lunch period, food and drinks must be kept in the Commons. The following consequences will apply when this policy is violated:

- 1<sup>st</sup> offense** Lunch Detention
- 2<sup>nd</sup> offense** Lunch Detention
- 3<sup>rd</sup> offense** After-School Detention
- 4<sup>th</sup> offense** Thursday-School Detention

### **HALL PASSES**

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. Passes will be issued for appropriate reasons only. Students out of class without a pass are considered truant and may be subject to discipline. In the hallway, 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 disciplinary action.

### **HARASSMENT, INTIMIDATION, BULLYING, OR THREATS**

Depending on the severity of the incident, some instances may result in immediate suspension or expulsion. Please see **HARASSMENT** definition at the end of this section.

### **INSUBORDINATION / DEFIANCE**

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

- 1<sup>st</sup> offense** Thursday-School
- 2<sup>nd</sup> offense** In-School Suspension
- 3<sup>rd</sup> offense** Short-term Suspension

### **PROFANITY**

Includes inappropriate language, pictures or gestures. Profanity directed towards a staff member will result in suspension.

- 1<sup>st</sup> offense** After-School Detention
- 2<sup>nd</sup> offense** Thursday-School Detention
- 3<sup>rd</sup> offense** Short-term Suspension

### **PUBLIC DISPLAYS OF AFFECTION (PDA)**

School is a place for learning. Physical contact that is 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 the rule will result in a call home and disciplinary actions.

- 1<sup>st</sup> offense** Hand holding/Hugging: Warning and Lunch Detention  
Kissing or fondling: After-School Detention
- 2<sup>nd</sup> offense** Hand holding/Hugging: After-School Detention  
Kissing or fondling: Thursday-School Detention
- 3<sup>rd</sup> offense** Hand holding/Hugging : Thursday-School Detention  
Kissing or fondling: Suspension

## **“SCHOOL-WIDE SIGNAL”**

Mt. Baker’s School-wide Signal is **“Give me your attention please.”** When the signal is given, all the students are to respond in the following four ways:

- Eyes looking at the person who gave the signal
- Ears listening
- Feet flat on the floor
- Stop talking

## **TARDY POLICY**

Students are expected to be on time for all of their classes. Any student who is five or fewer minutes late to class will be considered tardy. Students more than five minutes late to class will be considered truant.

<b>1<sup>st</sup> Tardy</b>	Lunch Detention
<b>2<sup>nd</sup> Tardy</b>	Lunch Detention
<b>3<sup>rd</sup> Tardy</b>	Parent notification, and After-School Detention
<b>4<sup>th</sup> Tardy</b>	Parent notification, office referral and After-School Detention
<b>5<sup>th</sup> Tardy</b>	Parent notification, office referral and Thursday-School Detention

## **THEFT**

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

<b>1<sup>st</sup> offense</b>	Short-term Suspension and full restitution prior to reinstatement. Police may be notified.
<b>2<sup>nd</sup> offense</b>	Long-term Suspension and full restitution prior to reinstatement. Police may be notified.

## **THREATS TOWARD A STAFF MEMBER**

Suspension or Emergency Expulsion.

## **VANDALISM**

Vandalism is defined as "Any pupil who shall cut, deface, or otherwise damage the school building, furniture, fence or outbuilding thereof, or any books belonging to the district shall be liable for damages." (State Board of Education). Disrespect for or destruction of school, staff or student property will result in immediate disciplinary action. **Payment for damages incurred will be required.** Notification of police may occur.

**Depending on the severity of the incident, some instances may result in immediate suspension or expulsion.**

## **WEAPONS, DANGEROUS INSTRUMENTS, AMMUNITION, FIREWORKS, LASERS & 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.

## EXCEPTIONAL MISCONDUCT

Based on the degree of the offense, some offenses in the categories outlined below may constitute exceptional misconduct. Exceptional misconduct will be punishable by suspension and/or expulsion on a first offense. A search is required when there are reasonable grounds to suspect a student is in possession of drugs, alcohol, weapons or stolen property while on school grounds, transportation, or at school events.

**A. Alcohol:** Possession or consumption of, being under the influence of, or selling of alcoholic beverages while at school or school related activities. Police will be notified.

**B. Destruction/Vandalism:** Destruction/Vandalism of school property or staff or student personal property on campus or at a school related activity. A plan for full restitution is required prior to reinstatement in school. In the case of suspension, police will be notified.

**C. Disrupting the Educational Process:** Any activity and/or action on campus or at a school-related activity that interferes with the operation of the school's learning environment and/or activity.

**D. Fighting:** Fighting or the instigation, promotion and/or encouragement of fights on or near campus or at school-related activities. Police will be notified.

**E. Gang Membership/Gang-like Behavior:** When a student's affiliation and/or behavior results in intimidation, or harassment of individuals, or is disruptive to the educational process and/or school-related activities.

**F. Hazing/Harassment:** Any demeaning form of on-campus or off-campus hazing or harassment which is related to school issues and is used to initiate, intimidate, or humiliate.

**G. Narcotics:** While at school within the "drug free zone" or at school-related activities, a student may not possess, consume, sell, or be under the influence of narcotics and/or controlled substances. This includes possession, sale or distribution of drug paraphernalia including look-alike narcotics and/or controlled substances. Police will be notified.

**H. Profanity:** The flagrant use of profanity or inappropriate gestures on campus or at school-related activities.

**I. Tobacco:** Students are not permitted to smoke or to have tobacco of any form in their possession at any time in the school building, on the school grounds, or within the area surrounding the school grounds (this includes electronic cigarettes). This applies to all school-related activities as well as the regular school day. Police will be notified. RCW 28A.210.310 Prohibition on use of tobacco products on school property. (1) To protect children in the public schools of this state from exposure to the addictive substance of nicotine, each school district board of directors shall have a written policy mandating a prohibition on the use of all tobacco products on public school property. (2) The policy on subsection (1) of this section shall include, but not be limited to, a requirement that students and school personnel will be notified of the prohibition, the posting of signs prohibiting the use of tobacco products, sanctions for and school personnel who violate policy, and a requirement that school districts personnel enforce the prohibition. Enforcement policies adopted in provisions RCW 70.160.070.

**J. Theft:** Theft of school or personal property on campus or at school-related activities. A plan for full restitution is required prior to reinstatement in school. Police will be notified.

**K. Weapons, Dangerous Instruments and Fireworks:** Possession and/or use of or transmission of any object that can be reasonably considered a firearm or a dangerous weapon or possession and/or use of explosive/chemical devices on or near campus or at school related activities. Police will be notified.

**L. Violation of any local, state or federal law by an individual that may impose a danger to the educational community.**

## **HARASSMENT DEFINITION**

Mount Baker 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, sex, handicap or national origin. Harassment is prohibited in the workplace and school and may result in suspension.

**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 sexual or other 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 his/her appearance, the display of sexually suggestive objects or pictures, any offensive or abusive physical contact or otherwise making another individual 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, demeaning comments or graphic representation (e.g. swastikas, confederate flags), or otherwise making another individual feel threatened or uncomfortable.

**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 fill out an incident referral form and forward it to an administrator.

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

Cyber Bullying is against the law! The district 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 intentional written message 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.

**BE INVOLVED,**

**BE PROUD,**

**BE KIND,**

**BE A BULLDOG!**