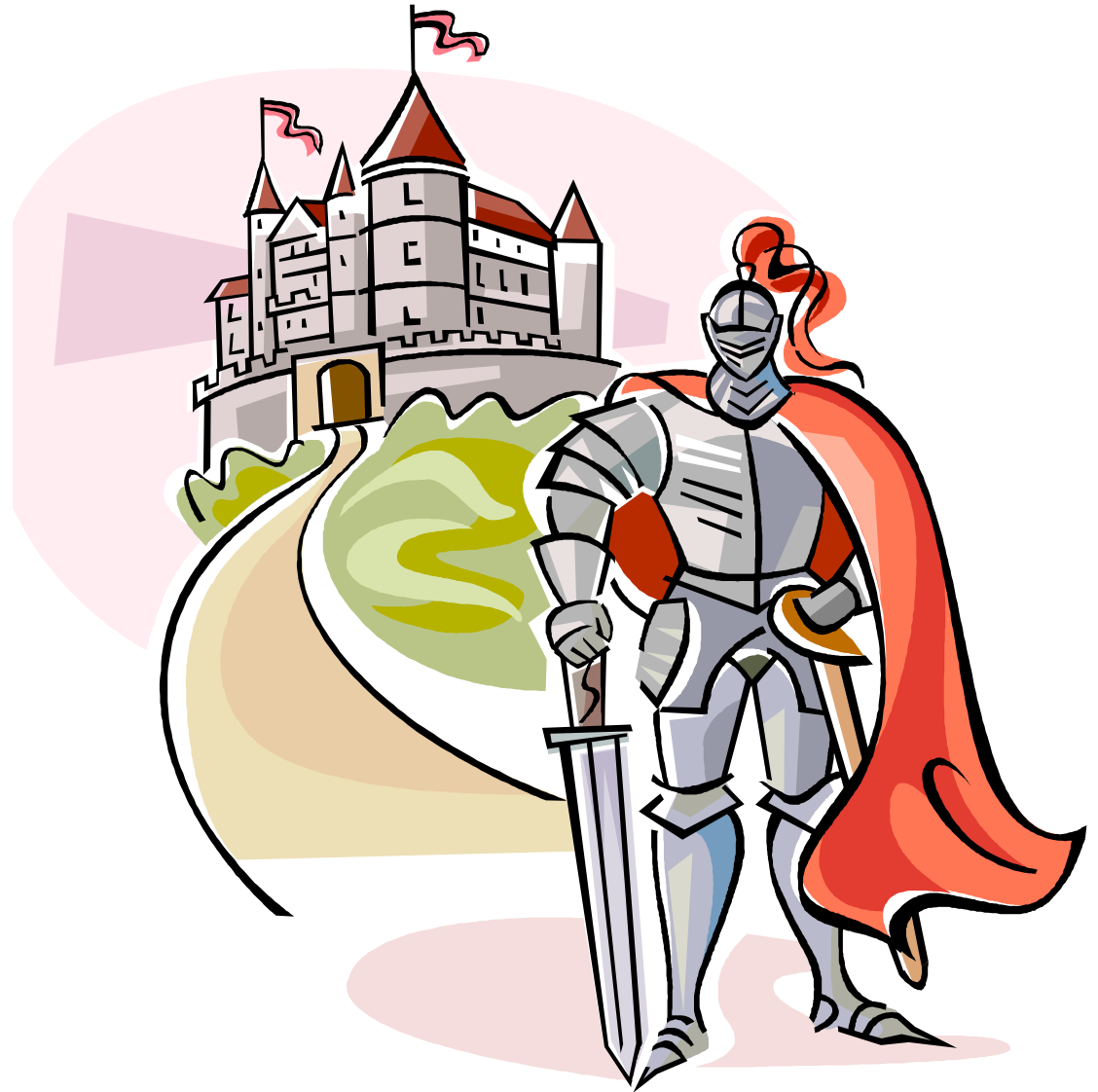


# STUDENT HANDBOOK

## 2016/2017

Port Susan Middle School reserves the right to add policies or modify existing policies if needed. A public announcement will be made before the policy change.



**Port Susan Middle School**  
**Home of the Knights**

# Port Susan Middle School Phone & Fax Numbers

Main Office      Phone (360) 629-1360      Fax (360) 629-1365

<b><u>Location</u></b>	<b><u>Phone</u></b>	<b><u>Fax</u></b>	<b><u>Contacts</u></b>
Attendance	(360) 629-1366	(360) 629-1365	Cindy Wittman
Athletics	(360) 629-1322	(360) 629-1365	Sarah Foreman
Counseling	(360) 629-1360	(360) 629-1365	Keli Niegemann
Health Room	(360) 629-1360	(360) 620-1365	Sam Macdonald
Office Manager	(360) 620-1360	(360) 629-1365	Amanda Fowler
Registrar	(360) 629-1360	(360) 629-1365	Amanda Fowler
Transportation	(360) 629-1229	(360) 629-1248	Bus Garage

## **Administration**

Dan Johnston, Principal..... 629-1360  
 Keri Von Moos, Assistant Principal/Athletic Director..... 629-1360

## **Staff Email**

We encourage open communication between families and school. Email is a great way to communicate without interrupting learning in the classroom. Please feel free to use the district's email system to contact your student's teacher.

Please see our current staff list on the  
 Port Susan website: <http://psmweb.stanwood.wednet.edu>

How To Email A Staff Member: • Staff member's first initial of first name; entire last name; @stanwood.wednet.edu Example: Jane Doe; email address: jdoe@stanwood.wednet.edu

# Port Susan Middle School

## Home of the Knights

7506 267<sup>th</sup> Street NW, Stanwood, WA 98292  
Tel. (360) 629-1360 Fax (360) 629-1365  
Website: [psmweb.stanwood.wednet.edu](http://psmweb.stanwood.wednet.edu)

### **Port Susan Mission Statement**

Port Susan Middle School's purpose is to prepare students for their future by developing independent, responsible learners who strive for excellence in a safe, caring, school community.

### **Beliefs**

1. We believe that middle school students are in a unique developmental stage of social, emotional, and physical transition.
2. We believe in challenging middle school students to reach their highest potential.
3. We believe in providing opportunities in the arts, academics, technology, service and athletics that will enrich and encourage lifelong learning.
4. We believe middle school students need positive and personal adult and peer interaction at school and within the community.

### **Welcome**

The start of a new school year is always an exciting time, and we hope you are looking forward to a great year at Port Susan. For those of you new to our school we extend a hearty welcome and encourage you to introduce yourself to the office staff as soon as possible. We are here to help in any way we can to make your year a positive one. You are an important member of our school community.

Take some time this year to look at the different things in which you can be involved. Whether you are an athlete, a scientist, a writer, a musician, or a reader - you should be able to find something interesting to do here at school. Your participation

helps to make PSMS a better place. Remember your school experience is only as good as you make it

Enjoy your year,

Welcome to Port Susan Middle School!

### **Lifelong Guidelines and Lifeskills**

The Stanwood-Camano School District and Port Susan Middle School embrace and teach the principles for living called Lifelong Guidelines. These guidelines are:

**Trustworthiness:** To act in a manner that makes one worthy of trust and confidence.

**Truthfulness:** To act with personal responsibility and mental accountability.

**Active Listening:** To listen attentively and with intention to understand.

**No Put-Downs:** To never use words, actions, and/or body language that degrade, humiliate or dishonor others.

**Personal Best:** To do one's best given the circumstances and available resources.

The Lifeskills define the Lifelong Guideline of Personal Best and include attributes such as caring, common sense, cooperation, courage, curiosity, effort, flexibility, friendship, initiative, integrity, organization, patience, perseverance, pride, problem solving, resourcefulness, responsibility, and sense of humor. According to the developer of Lifelong Guidelines and Lifeskills, Susan Kovalik, the purpose of the Lifeskills is to "guide students, individually and in groups, to an understanding of the personal and social behaviors that enable them to do their personal best."

## **GENERAL INFORMATION**

### **Absences**

If you are absent due to illness or family emergency, your parent should call the school on the day you are absent at 360.629.1366 or send an email [cwittman@stanwood.wednet.edu](mailto:cwittman@stanwood.wednet.edu). Otherwise a note from the parent/guardian must be presented at the school office when you return to school in order for your absence to be excused. *All absences must be excused within 72 hours.* Please note that school attendance is mandatory and schools are required to take action when students miss school without a legitimate excuse.

If you are going to be absent for more than two days you may get your assignments by calling the office. Teachers need at least one day's notice to get your assignments. Assignments may be picked up in the school office at the end of the day. A maximum of five days of assignments are given at one time. You can check Skyward Family Access daily to monitor and retrieve assignments.

**Tardies (10 minutes or less late to school)**

If you are tardy your parent/guardian should send a note with you with the reason for the tardy, email [cwittman@stanwood.wednet.edu](mailto:cwittman@stanwood.wednet.edu) or call the attendance office (360) 629-1366 on the day of the tardy. All students who arrive after the beginning of the school day must check in with the office to have their arrival time recorded.

### **Activities**

Port Susan has a variety of clubs and activities available for students in addition to our athletic program. To be eligible to participate as a member of a club, a student must be passing all classes, purchase an ASB card and sign the Activities Code. For further information about clubs or special activities, listen to the daily bulletin. For more information, check our website at <http://psmweb.stanwood.wednet.edu>. All events will be announced. Please note that a student must be on Level one or two to participate in school activities such as dances, assemblies, or clubs. (See Level Discipline.)

### **Appointments**

Regular attendance in class is an important part of being a successful student. Therefore it is recommended that whenever possible, you should schedule appointments outside the school day. If it is necessary to schedule an appointment during school time, your parent/guardian should write a note indicating the time and date of the appointment. This note is taken to the office before the first bell. You will receive a release slip. Students must check out from the office when they leave and check back into the office on their return.

### **Planners**

Port Susan Middle School requires that all students have a planner. In the busy lives of our students it is easy to forget exactly when that big test in math is happening or whether the autobiography in English is due on Tuesday or Wednesday. Keeping a planner will help each student be more responsible for his or her work each day. The planner will also serve as a communication tool between the classroom

teachers and home. Pick up your planner at the school store during the first week of school. They will cost **\$6 for a full year planner** and we believe you will find it worth the investment.

### **Bikes and Skateboards**

Bikes should be locked to the racks to prevent theft. **ALL STUDENTS ARE TO REMAIN AWAY FROM THE BIKE RACKS DURING SCHOOL HOURS.**

Skateboards are not allowed unless they are stored in an appropriate carrying case, which covers the skateboard and wheels completely. Skateboard use is not allowed on school grounds.

### **Book Borrowing**

Textbooks, in most cases are furnished to all students without cost. However, each student is responsible for the books checked out to him or her. Each student should have his/her name **IN INK** in the front of each textbook. If you lend a book to another student and they lose the book or if the book is damaged while in their possession the student to whom the book is checked out is still responsible for paying for it.

### **Closed Campus**

Port Susan Middle School has a closed campus. This means that when a student arrives at school, he or she is expected to remain on campus until 2:10/2:20 PM. The only acceptable reason for leaving campus early is if a parent comes to check the student out through the office. Whenever a student leaves campus they must be signed out in the main office by a parent or guardian.

### **Energy Drinks & Soda Pop**

Please no energy drinks at school. Soda pop brought to school will be for individual consumption only and will only be allowed during lunches and only in the cafeteria.

### **Electronic Devices**

Although we live in a world of electronic devices such as cell phones, iPods, and video games, these types of devices can be distracting in school. Additionally, students who bring electronic devices to school are often the targets of theft. For these reasons we ask that ALL electronic devices should be left at home. If it is absolutely necessary to bring

any electronic device, it must be turned off and left in your backpack or be left in the office during school hours as soon as you arrive on school grounds. Parents or Guardians who need to reach their student during school hours should contact the school office at 360-629-1360. Please do not call or text message your student during school hours. If electronic devices are being used or not properly stored away during school hours they will be confiscated, discipline may be assigned, and parents will need to come to school and pick up the device.

The only exception to this is classroom research. If a teacher allows student's to use their electronic devices in the classroom for research it is the students responsibility to power off the device before leaving that classroom.

Any electronic device that could possibly endanger the safety of others is not allowed. Likewise the 1999 Legislature enacted an amendment to RCW 9A.46.060 to criminalize the use of laser pointers under certain circumstances The amendment makes it a class C felony to knowingly and maliciously discharge a laser light beam under circumstances in a manner likely to cause an interruption or impairment of the performance of a law enforcement officer, pilot, firefighter, transit operator, or school bus driver while operating a vehicle or attempting to discharge his or her duties. It is also an act of malicious mischief constituting a misdemeanor to knowingly and maliciously discharges a laser under circumstances creating substantial risk of the impairment of those persons listed above. Likewise, it is a misdemeanor to discharge a laser at any person operating a motor vehicle causing an actual impairment of the operation of the vehicle. Thirdly, it is a misdemeanor to discharge a laser at any person in order to intimidate or threaten that person with harm. Unlawful discharge of a laser in the first or second degree is a civil infraction if committed by a juvenile who has not committed either offense previously and carries a monetary penalty not to exceed \$100.00.

### **Family Access and Student Access**

To increase communications between school and home, and to decrease our consumption of paper, Port Susan Middle School provides parents and

students with the ability to view student information anytime day or night. This includes student schedules, assignments, grades, attendance, address, phone numbers, and emergency contacts. You can even e-mail your student's teachers!

Family and Student Access is available through our website, [www.stanwood.wednet.edu](http://www.stanwood.wednet.edu). Go to the Families and Students Center link and click on Skyward Family Access. Students will be given their login information during school. Parent/Guardian can get their login information from the Port Susan Office. Parent/Guardian user name and password will work for all children living in your household.

Your user name and password should work flawlessly, in the event that you should have a problem accessing the system, please email [familyaccess@stanwood.wednet.edu](mailto:familyaccess@stanwood.wednet.edu). We will reply to your request as soon as possible.

### **Student Access**

We expect all students to check their grades at Port Susan Middle School. One tool that you can use to check your grades is Student Access. Student Access is a program that you can use through the Internet. You can view Student Access here at school, in the library, at home, or at the public library. These instructions will help you login to Student Access!

Go to the Port Susan Middle School website at: <http://psmweb.stanwood.wednet.edu>

Click: **Family and Student Access**, next enter your student login and password on this screen.

### **Fees**

The following are student fees as of Sept. 2016 and may be subject to change.

ASB Card	\$ 20.00
Yearbook	\$ 20.00
Athletic Participation	\$ 50.00 per sport
Cap for Athletic Fees	\$100.00 per year

Other fees for field trips or classroom materials such as technology or home living supplies will be addressed within the classroom. Checks should be made out to Port Susan Middle School and should be for the exact amount. Please have students drop off payment in the office before school

and during lunch only. Our office staff is not authorized to take checks for more than the amount of purchase. A point of sale system is in place for Port Susan students for lunch purchases. Information regarding the use of this system will be provided for parents and students.

### **Harassment and Bullying**

Stanwood-Camano Schools maintain a safe and secure learning environment for all students. In accordance with the Washington State [RCW 28A.300.285 HIB](#), harassment, intimidation or bullying of students by other student, by teacher, by staff member, by parent or by volunteers is prohibited according to District [Policy 3207](#) and [Procedure 3207](#).

“Harassment, intimidation, or bullying” means any intentionally written message or image, including those that are electronically transmitted, a verbal, or physical act, including but not limited to one shown to be motivated by any characteristic in RCW 9A.36.080(3), (race, color, religion, ancestry, national origin, gender, sexual orientation or mental or physical disability), or other distinguishing characteristics, when an act:

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

Each year, Port Susan will form a discipline committee of students, staff, and parents who will review current discipline policies, including those about harassment, intimidation, or bullying. To participate on this committee, please contact the principal 360-629-1360.

If a student at Port Susan is reported to be involved in harassing, intimidating, or bullying behavior an investigation of the situation will be conducted. If any student is found to have participated in such behavior, that student will engage in an educational conference with an administrator to learn about the definition and effects of harassment, will be expected to abide

by an Anti-Harassment Contract, and possibly receive an infraction or serve time in In-School-Suspension. Any further incidence of bullying will result in consequences ranging from In-School-Suspension to Long-Term Out-of-School Suspension, depending on severity. Repeat offenses will result in progressive discipline and will be documented on the student's school record. Repeat offenders may be expelled from school.

Victims are encouraged to report bullying, intimidation, and harassment to: 1) teachers, 2) administrators, 3) counselors, and 4) parents. Administrators and/or the counselor will work with the victim until the reported bullying has stopped. Parents and guardians are also encouraged to report bullying to a school administrator/counselor. You may also contact the Stanwood-Camano School District's Harassment, Intimidation & Bullying Officer, Dr. Lloy Schaaf, 360-629-1237 or email at [lschaaf@stanwood.wednet.edu](mailto:lschaaf@stanwood.wednet.edu). HIB forms are available in the PSMS office and online at <http://psmweb.stanwood.wednet.edu>

### **Homework**

Homework will be assigned in most classes. The amount of homework will vary with your grade level and class schedule. The purpose of homework is to give students the opportunity to reinforce concepts and to practice the skills they are using in class. Sometimes when assignments are not finished during class it will need to be done at home. You are expected to know the homework procedures of each of your teachers. Completing your homework on time is part of being a successful student. If parents have questions about homework, please call the classroom teacher.

**Homework center** is a quiet, supervised area for students to do homework during lunch and after school from 2:10 to 3:10 PM. Contact the office at 360-629-1360 to reserve a space. Please make arrangements if staying after school to have your student picked up by 3:10 PM.

### **Illness**

Students should stay home:

- Temperature of 100 degrees or greater within the past 24 hours
- Vomiting or diarrhea within the past 24 hours
- Runny nose with drainage that is cloudy, yellow, pus-like or green
- Thick mucous or pus-like drainage from the eye
- Body rash, especially with fever or itching
- Sore throat, especially with fever or swollen glands in the neck
- Cough, especially with fever, loss of appetite or weight loss.

Port Susan's health room nurse and health room assistant are available to care for sick or injured students. During hours that health room staff is not available, office staff will help you if you get sick or are hurt in class. Before coming to the office, tell your teacher and get a pass.

The health room is not very large, so we may ask that you make one of the following choices if you are ill:

- You may lie down for 15 minutes. If you feel better you may return to class.
- You may phone for someone to take you home.

Any student who is at school with a fever of 100 degrees or above will be sent home. Port Susan staff can take care of small problems that can be fixed by a bandage or an ice pack. A parent will be called for anything more serious.

Students are not allowed to have medications at school unless their doctor has completed an authorization form and parent has delivered both medication and authorization form to the nurse. The only medication students are allowed to carry with them are inhalers or epi-pens and the same process of doctor authorization needs to be followed. The school does not give aspirin or Tylenol at any time. A trained adult must give all medication and it will only be dispensed as directed by a doctor. Rules for dispensing prescription medicine are available from the school nurse.

### **Late Assignments**

Although teacher procedures vary somewhat related to late assignments, it is expected that assignments will be turned in on the due date. A planner will help students track when assignments are due for his or her various classes. Generally, if a student is absent he/she will have one day for each day missed to turn in assignments. For example: if a student misses three days he or she will have three days after returning to school to complete assignments. Check with individual teachers for classroom expectations.

### **Litter**

We have a beautiful campus and school. Please use garbage cans for litter and help keep our school and campus clean. Please dispose of gum properly in the garbage can. Recycle whenever possible. There are containers for paper throughout the school. Those who choose to litter or otherwise detract from our school appearance will be assigned campus cleanup tasks.

### **Office Manners**

Courtesy is the key when entering the office. The office is a place of business and our office staff has many responsibilities including helping parents, students and school staff. Please be patient when you are requesting help from the people in the office. They are interested in helping you promptly. Because several conversations may be going on at one time it is especially important to use a voice level appropriate to the situation.

### **Progress Reports and Report Cards**

Progress reports are sent at least once midway through the quarter if student is earning a “D” or lower grade. Report cards are mailed home each quarter and semester. Please register for Family Access to view your student’s progress online. To conserve paper, we are encouraging students to access their class progress online.

### **Recognition**

Port Susan has an active recognition program that is well supported by our PTO and staff.

Students are recognized for academic achievement, participation in athletics and activities, and positive behavior among other things. We are hopeful that parents will join us throughout the year as we recognize the many positive attributes of our students.

### **School Clothes & Dress Code**

Students are required to wear clothing appropriate for the school environment. When the clothing a student wears affects the general learning environment of the school, it becomes a school concern. School clothing should be neat and clean. Dress and grooming must meet minimum health standards, which include cleanliness and wearing shoes at all times. Wearing hats and or hoods at Port Susan Middle School is prohibited.

Some clothing is considered inappropriate and the school reserves the right to request a change of apparel. Repeated violations of this dress code will result in disciplinary consequences.

### **Dress Code defined in “4 – 3 – 2 – 1”**

- Necklines should be no lower than 4 fingers below the clavicle notch and show no cleavage
- Tops must have a minimum of a 3 finger strap and show no undergarments
- Skirts and shorts should be no shorter than the finger tips of the 2 arms stretched straight down
- “Tummies” and underwear should not show when 1 arm is stretched straight up

### **Restrictions include but are not limited to:**

- Clothing representing gang affiliation; example, bandanas
- Clothing that is vulgar, profane, racist, sexist
- Clothing that promotes drugs, tobacco, alcohol, or marijuana
- Clothing that promotes sexual behavior, violence, or general disrespect



- Swimsuits, midriffs, backless, strapless, or low-cut clothing
- Undergarments may not be visible when standing, sitting, or reaching
- No baggie pants
- Clothing or accessories that may have potential to be used as a weapon (wallet chains, safety pins, or spiked jewelry)
- Make-up or accessories that conceal identity, threaten, intimidate, or distract others
- Excessive use of perfume or cologne

If a student wears inappropriate clothing to school, they will be sent immediately to ISS. At that time parents will be contacted and the student will be issued a PSMS t-shirt or a parent may bring a change of clothes. The student will continue do their work in ISS until the situation is corrected.

### **Shuttle Buses**

Shuttle buses are not provided for students, except for students participating on a combined SMS/PSMS athletic team that practices at SMS. Students staying after school for athletics, clubs, activities, after school homework center, or after school detention will need to arrange for their own transportation. Parents, please take care to pick up students upon the completion of an activity, as our school staff are not available to supervise your student after this time unless special arrangements have been made in advance.

Students who are attending Port Susan from outside our attendance area are required to provide their own transportation to and from school.

### **Tardiness**

Students are expected to arrive to class on time with all materials necessary to be productive in the classroom. Tardiness interrupts the learning in the classroom. If a student is tardy, teachers will respond using an infraction slip.

### **Telephone**

When parents call the office to speak with their student, our office staff will send a note to the

classroom and have the student come to the office to return the call. Please be advised, calls will not be transferred to the classroom while class is in session. This is very disruptive to the learning environment for all students.

If an emergency arises during the school day, students may request permission to use a school phone. Please remember that deciding you want to go to a friend's house or shopping after school is not an emergency. These arrangements should be made in advance.

**Use of cell phones is not allowed unless permission is given by school administration.**

### **Tobacco, Alcohol, and Drug Free Schools**

Under the Drug Free Schools and Communities Act, all Stanwood-Camano Schools must be totally free of unlawful drugs and alcohol. **No one is allowed to possess, use or distribute such drugs or alcohol while at school or while taking part in school activities.** In addition, State Law and Board Policy prohibit the use of marijuana or tobacco products, this includes, but is not limited to, cigarettes, chewing tobacco, electronic cigarette (e-cig, or e-cigarette), personal vaporizer (PV) or electronic nicotine delivery system in school or on school grounds or in view of the school is prohibited.

Disciplinary actions will be taken for drug, alcohol and tobacco violations. The law allows for discipline that may include prosecution for illegal acts, as well as suspension or expulsion for students.

The District fully supports the Drug-Free Schools and Communities Act. It is expected that all students and employees will follow the regulations and policies prohibiting possession, use or distribution of drugs, alcohol, tobacco and marijuana on school property or as a part of any school activity.

Services are available within this area for students who are involved with drugs or abusing alcohol. Resources can be found by contacting school staff, your family doctor, or helpline telephone numbers: Drug and Alcohol Helpline 1-800-562-1240.

## Regulation of Dangerous Weapons on School Premises 4210

It is a violation of the district policy and state law for any person to carry a firearm or dangerous weapon on school premises, school-provided transportation or areas of other facilities being used exclusively for school activities. Students who violate this policy are subject to district discipline policies, including the due process provisions regarding notification of parents. Students who violate the firearms provisions are subject to a minimum one calendar year expulsion. To read the entire policy please click the following:

<http://www.stanwood.wednet.edu/about-scsd-401-mainmenu-19/policies-and-procedures-mainmenu-169/4000/201-import-4210.html?path=4000>

### **WHAT IS DISCRIMINATION?**

Discrimination is the unfair or unequal treatment of a person or a group because they are part of a defined group, known as a protected class. Discrimination can occur when a person is treated differently, or denied access to programs, services or activities because they are part of a protected class. Discrimination can also occur when a school or school district fails to accommodate a student or employee's disability. Harassment (based on protected class) and sexual harassment can be forms of discrimination when it creates a hostile environment.

#### **What is a Protected Class?**

A protected class is a group of people who share common characteristics and are protected from discrimination and harassment by federal and state laws.

Protected classes defined by Washington State Law include:

- Sex
- Race/Color
- Creed/Religion
- National origin
- Disability or the use of a trained dog guide or service animal
- Sexual orientation

- Gender expression or identity
- Honorably discharged veteran or military status

#### **What should I do if I believe my child is being discriminated against?**

You should report your concerns to your child's teacher or principal immediately! This will allow the school to respond to the situation as soon as possible.

If you cannot meet with the teacher or principal, you can always contact your school district's main office. Each school district will have someone who is responsible for responding to complaints about discrimination. Sometimes this person is called the Title IX Coordinator or for issues related to disability, the Section 504 Coordinator.

#### **What if I can't resolve the problem with the school?**

If you cannot resolve your concern, you may wish to file a complaint with the school district. Anyone can file a complaint with the school district. You can file a formal complaint by writing a letter to your Superintendent that describes what happened and why you think it is discrimination. It is helpful to include what you want the district to do. Your letter must be signed.

The employee designated by the district to receive complaints will investigate your allegations and provide the superintendent with a written report of the complaint, and the results of the investigation. You and the district may also agree to resolve your complaint in lieu of an investigation.

The superintendent will send you a written letter within 30 calendar days which will either deny your allegations or describe the reasonable actions the district will take. The letter will include how to file an appeal with your school board if you do not agree with the Superintendent's decision.

Corrective measures must occur no later than 30 calendar days of the superintendent's letter.

#### **What if I don't agree with the superintendent's decision or no one responds to my letter?**

Your next step is to appeal to the school board. You can file an appeal by writing a letter to your school board. The letter must include the part of the superintendent's written decision that you would like to appeal and what you want the district to do. Your letter must be filed with the Secretary of your School Board by the 10th calendar day after you received the superintendent's response letter.

The school board will schedule a hearing within 20 calendar days after they receive your appeal letter. You may also all agree on a different date.

### **What will happen at the hearing?**

You will explain why you disagree with the superintendent's decision. You may bring witnesses or other information that is related to your appeal.

The board will send you a copy of their decision within 10 calendar days after the hearing. The decision will include how to appeal to the Office of Superintendent of Public Instruction if you disagree.

### **What if I don't agree with the School Board's decision?**

You may appeal the school Board's decision to the Office of Superintendent of Public Instruction (OSPI).

You can file an appeal by writing a letter to the Superintendent of Public Instruction. The letter must include the part of the school board's decision that you would like to appeal and what you want the district to do.

Your signed letter must be received by OSPI by the 20th calendar day of receiving the school board's decision. It can be hand-delivered or mailed to:

OSPI

Administrative Resource Services

P.O. Box 47200

Olympia, WA 98504-7200

Phone (360) 725-6133

OSPI will schedule a hearing with an Administrative Law Judge through the Office of Administrative Hearings (OAH). During this process you will be

provided information about the hearing.

At the hearing you will explain why you disagree with the school board's decision. You may bring witnesses or other information that is related to your appeal. After the hearing, you will receive a copy of the judge's decision.

### **Sexual Harassment**

Students and staff are protected against sexual harassment by anyone in any school program or activity, including on the school campus, on the school bus, or off-campus, such as a school-sponsored field trip.

### **Sexual harassment is unwelcome behavior or communication that is sexual in nature when:**

- A student or employee is led to believe that he or she must submit to unwelcome sexual conduct or communications in order to gain something in return, such as a grade, a promotion, a place on a sports team, or any educational or employment decision, or
- The conduct substantially interferes with a student's educational performance, or creates an intimidating or hostile educational or employment environment.

### **Examples of Sexual Harassment:**

- Pressuring a person for sexual favors
- Unwelcome touching of a sexual nature
- Writing graffiti of a sexual nature
- Distributing sexually explicit texts, e-mails, or pictures
- Making sexual jokes, rumors, or suggestive remarks
- Physical violence, including rape and sexual assault

### **How do I report sexual harassment?**

You can report sexual harassment to any school staff member or to the district's Title IX Officer: Maureen Stanton, 360-629-1213.

For a copy of your district's Sexual Harassment policy and procedure, contact your school or district office.

### **Visitors**

Students are not allowed to bring friends or relatives to dances or school during the school day.

Parents are welcome to visit their children's classrooms. We ask that you contact the teacher in advance and arrange a mutually agreeable time for the visit. All adult visitors are asked to check in at the office prior to entering classrooms. Please remember that conferring with the teacher is probably not possible during your visit because the teacher will be busy teaching and monitoring students.

**Valuables**

We cannot emphasize strongly enough the need to keep personal valuables at home. Theft or damage to personal items is all too common in a middle school setting. The school is not able to promise the security of personal items. Students are frequently upset to learn the new cell phone they got for a birthday gift was taken from their bag during lunch or physical education. Toys (stuffed animals, etc.) are not appropriate at school either. Please take this advice and leave items of this sort at home where they are more likely to stay safe.

**Level Discipline**

Port Susan uses the Level Behavior Management System as the first tier of a progressive discipline program. It promotes consistent expectations for all students and is enforced by all staff. Students with good behavior who have not received any infraction notices (for breaking school/class rules) for a fourteen-day period are placed on Level 1. Special Level 1 activities are planned throughout the school year. Level 1 activities might include:

- early dismissal
- assemblies
- treats
- prizes
- free time
- privileges

**Infractions**

Infraction slips will be issued for breaking class or school rules. These slips will result in the assignment of consequences and either 1, 3, or 5 infractions, depending on the severity. These infraction points determine your Level.

**Levels**

Four Levels are used at Port Susan Middle School. Your Level is determined by how well you manage your own behavior and by the number of infraction points you receive during a given period of time.

Level 1	0	infraction points
Level 2	1 - 10	infraction points
Level 3	11 - 20	infraction points
Level 4	21 or more	infraction points

Many middle schools like ours using this system proudly report that at any given time during the school year, more than 90% of their students are on Level 1 or 2. Our experience at Port Susan has been the same-students here know how to behave appropriately. A reflection form will be used allowing the student an opportunity to reflect on their behavior, resulting in a change to their behavior. More serious offenses may call for the reflection form step to be eliminated.

**Consequences for Infractions**

(What happens when you break the rules)

<u>Infraction</u>	<u>Consequence</u>
1st infraction	15 min. lunch detention
2nd infraction	30 min. lunch detention
3rd infraction	1 hr. after school detention
4th infraction	2 hr. after school detention
5th infraction	Administrator assigned consequences

Students who fail to serve consequences will automatically be moved to the next level of consequence and will receive 5 demerits. The missed consequence will still need to be completed. Repeatedly missing detention can result in suspension from school. After school detention may include school service.

Any student receiving a Direct Official Referral may receive up to 21 demerit points and as a result will be unable to participate in any school-sponsored activities/athletics.

**General Expectations**

- Port Susan students are expected to attend class regularly and on time.
- Port Susan is a closed campus. All students must remain in the building from their arrival until dismissal. Visitors are required to check in at the office upon arrival.

- Port Susan students are expected to obey reasonable requests from all school staff including bus drivers, secretaries, custodians, cooks, and school assistants.
- Port Susan students are expected to dress in a manner that does not disrupt the educational process. The display of obscene, sexual, drug, or alcohol related messages and gang related apparel are prohibited.
- Port Susan students are expected to avoid inappropriate physical contact, foul language, and dangerous behavior.
- Port Susan students will enjoy a climate free from harassment or any other form of verbal or physical intimidation.

### **Classroom Standards**

Each teacher will present his or her classroom rules and expectations at the beginning of the school year. Keep these rules in your notebook in the area for that classroom. This will help you remember the expectations for each of your classes.

### **Cafeteria Standards**

The expectation is that restaurant behavior will prevail: eat and visit politely, respond well to supervisors, keep feet on the floor, walk at all times.

- Sit down while you eat.
- Leave a clean space by picking up your litter and wiping the table when you are finished.
- Eat your food in the cafeteria.
- Proceed through the serving area in an orderly manner.
- Panhandling (asking for food or money from others) is not allowed.
- When excused by the supervisor from the cafeteria, proceed directly to the areas that are supervised and open for student use.
- No energy drinks.
- Individual consumption of pop only – no sharing.
- Inside voices are required.

### **Assembly Standards**

- Walk to the assembly and be seated promptly in your assigned area.

- When person steps up to the microphone and says, “If you can hear my voice”. Audience will respond by clapping twice. This will be the school wide attention signal.
- Be courteous to all speakers and performers.
- Participate only in an appropriate manner, depending on the activity at the time.
- Stay seated and wait to leave the assembly only when your area is dismissed.

Please note: This list of standards is a general overview of expectations for student behavior. It is not an inclusive list of student rights and responsibilities nor does it attempt to identify consequences for the various misbehavior(s) that can occur in a middle school setting. Administrators reserve the ability to assign consequences for misbehavior including suspension or expulsion when justified.

Our goal is to promote understanding regarding expectations in order to build a school environment where students are safe to learn and interact positively with others.

### **Athletics**

At Port Susan Middle School we encourage students to participate in our extracurricular activities. Participation and doing one's best is stressed above winning. Great effort is made to assure that all students who want to participate have a chance to do so.

We have a variety of after school sports from which students can choose. Our hope is that something will be of interest to you and that you will join a Port Susan team during this school year.

#### **To participate each student must:**

- Have a sports physical which is good for up to two years,
- Be covered by insurance (school or personal),
- Complete an insurance form and emergency form, sign sport specific safety guidelines, disease forms, and concussion form and Sudden Cardiac Arrest form,
- Purchase an A.S.B. card
- Read and sign documentation indicating that you have read and will follow the athletic code,

- Pay the participation fee prior to competing in the first competition. Reduced fees are available for families who qualify for the National Free and Reduced-Price Meal

According to WIAA rules, each sport also has a specific number of turnouts required before an athlete may compete against other schools. Therefore, if you begin turnout late or miss practices you may not be able to participate during the first games of the season until you have met this requirement.

A variety of sport activities are available to PSMS students. All students must be on Level one or two to fully participate in extra-curricular activities. Level three students may participate in practice, but are not allowed to participate in contests with other schools. Level four students may not practice or participate in contests (see Level System).

### **The Sport Seasons:**

#### **First Season**

- Football 7<sup>th</sup>/8<sup>th</sup> grade
- Girls Soccer 7<sup>th</sup>/8<sup>th</sup> grade
- Boys & Girls - Cross Country 7<sup>th</sup>/8<sup>th</sup> grade

#### **Second Season**

- Girls Volleyball 7<sup>th</sup>/8<sup>th</sup> grade
- Boys Basketball 7<sup>th</sup>/8<sup>th</sup> grade

#### **Third Season**

- Wrestling 7<sup>th</sup>/8<sup>th</sup> grade
- Girls Basketball 7<sup>th</sup>/8<sup>th</sup> grade

#### **Fourth Season**

- Boys & Girls - Track 7<sup>th</sup>/8<sup>th</sup> grade

Most athletic events start at 4:00 P.M. and are finished by about 7:00 PM. Students will receive specific schedules from coaches. Listen to the announcement for more information regarding these activities

PSMS is a member of the North County League and the Washington Interscholastic Athletic Association (WIAA). WIAA has ruled that the program is available only to seventh and eighth grade.

Information contained in this handbook and a calendar to record important events, assignments, and activities can help you make decisions that will help you have a successful, positive year. We hope you will use this to good advantage. Good luck during your 2016/17 school year.

**Welcome to Port Susan!**  
**Have a great year!**

The Stanwood-Camano School District is an equal opportunity employer and complies with all federal and state discrimination laws.

The Stanwood-Camano School District does not discriminate in employment, programs, or activities on the basis of age, creed, religion, race, color, national origin, sex, marital status, sexual orientation including gender expression or identity, honorably discharged veteran or military status, or the presence of any sensory, mental or physical disability or use of a trained guide dog or service animal by a person with a disability and provides equal access to the Boy Scouts and other designated youth groups. The following employees(s) have been designated to handle questions and complaints of alleged discrimination: Dan Johnston, Principal and/or Maurene Stanton, Executive Director of Human Resources, and/or Pam Gentz, Director of Student Services, 26920 Pioneer Hwy, Stanwood, WA 98292, 360-629-1200.

REV 8/26/16

# **Port Susan Middle School**

## **Acknowledgement of Handbook Access**

**IMPORTANT – Please sign and return to your Advisor by September 14, 2016.**

The Stanwood-Camano School District is providing the Student/Family Handbooks and Code of Conduct in electronic form to be more efficient and provide more convenient access for parents and students. The handbooks are available at the school district Web site: [www.stanwood.wednet.edu](http://www.stanwood.wednet.edu) under Families & Students and through all school Web sites. A printed copy of the student handbook and code of conduct will be provided to all parents who request them. These copies are also available at all school offices.

We urge you to read this student handbook and code of conduct and to discuss it among your family. If you have any questions about the behaviors and consequences, we encourage you to ask the student's teacher or principal. The student and parent must acknowledge that they have electronic access to the Student Code of Conduct and that they understand the consequences to students who violate district disciplinary policy by signing and returning this form.

### Student Code of Conduct

I understand and consent to the responsibilities outlined in the District's Student Code of Conduct. I also understand and agree that my child will be held accountable for the behavior and consequences outlined in the Student Code of Conduct at school, at school-sponsored and school-related activities, including school-sponsored travel, and for any school-related misconduct, regardless of time or location. I understand that this signature verifies that my child and I have reviewed the District's notice regarding drug-free schools, and understand that my child will be subject to school discipline and possibly to criminal prosecution if they are found to have violated the District's Student Code of Conduct. I also understand the compulsory attendance laws and rules. I have read the compulsory attendance notice in this student handbook and understand that failure to comply with the law may result in legal action being taken. I also understand and consent to the Stanwood-Camano School District Acceptable Use Policy for Technology as listed in the handbook.

-----*Cut along line and return to your Advisor*-----

### **PORT SUSAN MIDDLE SCHOOL**

#### **Acknowledgement of Handbook Access for 2016/2017**

My student and I have access to the Student Handbook and Code of Conduct or we have received a copy of the Student Handbook that includes the Technology Acceptable Use Policy, the Student Code of Conduct, and the information on the compulsory attendance laws. I understand that the handbook contains information that my student and I may need during the school year and that all students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in this handbook.

Print Name of Student: \_\_\_\_\_ Grade Level \_\_\_\_\_

Student Signature \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Contact Number \_\_\_\_\_ Email Address \_\_\_\_\_

**\*\*\*Please complete this form and return to the student's Advisor by September 14<sup>th</sup>, 2016\***