

Mountain View Middle School Student/Parent Handbook 2011-2012



Mountain View 6 - 8

2400 Perry Avenue; Bremerton, Washington 98310

7th & 8th Grade

Main Office: (360) 473-0600 Fax: (360) 473-6120

Counseling – 473-0630 Fax: (360) 473-0621

Attendance – 473-0614/473-0615

6th Grade

Main Office: (360) 473-0700 Fax: (360) 473-0720

Administration

Michaeleen Gelhaus, Principal

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MOUNTAIN VIEW MIDDLE SCHOOL



VISION STATEMENT

For our 6 – 8 graders we offer a positive and inviting learning environment where all students can be successful in achieving essential learning goals. All members of the system are dedicated to educational excellence.

STUDENTS

The information contained in this handbook has been prepared to help you have a safe and successful experience. Our goal as a staff is to provide you with the best learning environment to help you become a responsible, involved, active student while attending our school. We are glad you are here!!

PARENTS

We want to form a partnership with you in the education of your son/daughter. We invite you to go over the important information in this handbook with your student. If you need to come to school to pick up your son/daughter during the school day, please check in at the attendance office instead of going directly to the classroom. We make this request for the security of our students.

In order to maintain the safest school possible, we request that when you visit the school, to sign-in and pick up a visitor's badge in the main office.

If you would like to visit your student's teachers, we ask that you contact us 24 hours ahead of time so that arrangements with the team can be made.

We encourage parents and guardians to be involved in their student's academic years. Please feel free to contact us at any time. Working together, your student can achieve great success!

Mountain View Middle School DAILY CLASS SCHEDULE 2011 – 2012

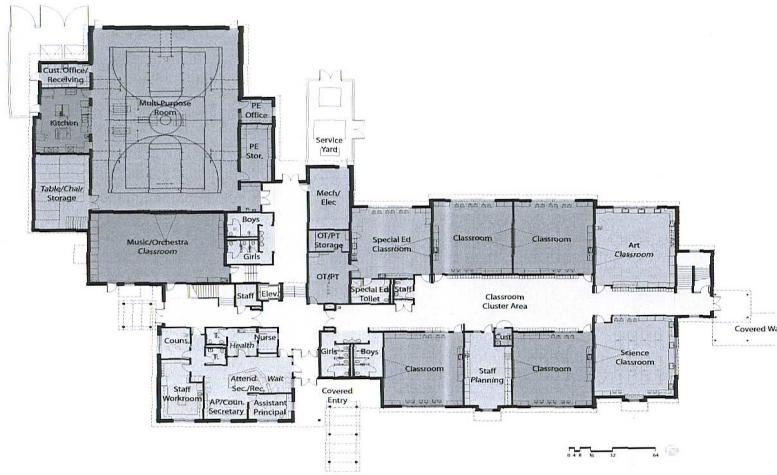
6th – 8th Grade - (Monday, Tuesday, Thursday, Friday)

SCHEDULE	4 th Period Lunch	5 th Period Lunch
1 st	8:05 – 8:54	8:05 – 8:54
2 nd	8:58 – 9:47	8:58 – 9:47
3 rd	9:51 – 10:40	9:51 – 10:40
4 th	Lunch 10:44 – 11:14	10:44 – 11:33
5 th	11:18 – 12:07	Lunch 11:37 – 12:07
6 th	12:11 – 1:00	12:11 – 1:00
7 th	1:04 – 1:53	1:04 – 1:53
8 th	1:57 – 2:45	1:57 – 2:45

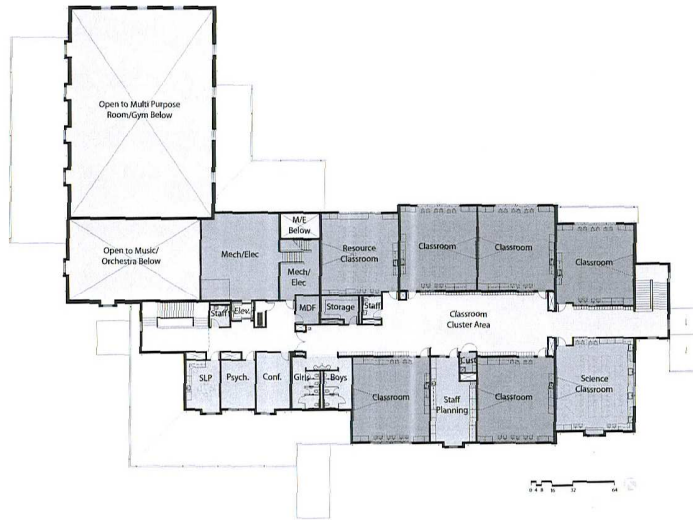
WEDNESDAY CLASS SCHEDULE

SCHEDULE	4 th Period Lunch	5 th Period Lunch
1 st	8:05 – 8:29	8:05 – 8:29
2 nd	8:33 – 8:57	8:33 – 8:57
3 rd	9:01 – 9:25	9:01 – 9:25
Navigation 101	9:29 – 10:08	9:29 – 10:08
4 th	Lunch 10:12 – 10:42	10:12 – 10:42
5 th	10:46 – 11:16	Lunch 10:46 – 11:16
6 th	11:20 – 11:44	11:20 – 11:44
7 th	11:48 – 12:12	11:48 – 12:12
8 th	12:16 – 12:40	12:16 – 12:40

6th Grade Site



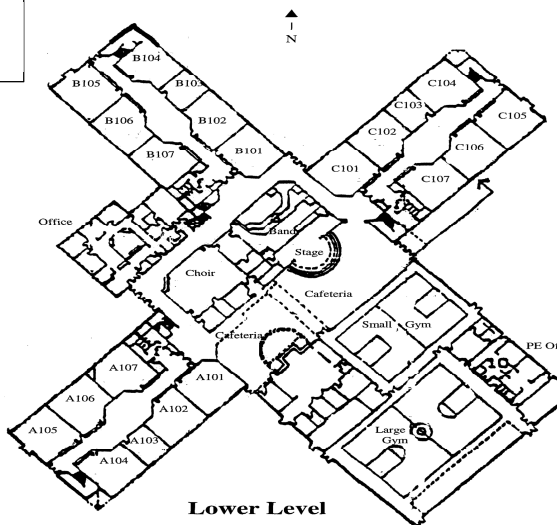
STAND ALONE ADDITION - FIRST FLOOR PLAN



STAND ALONE ADDITION - SECOND FLOOR PLAN

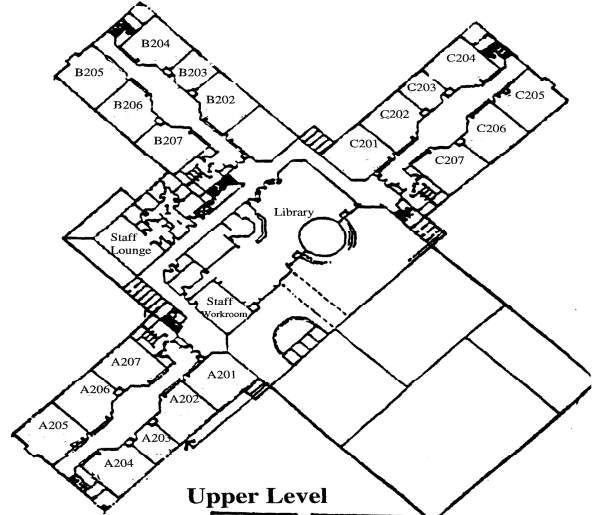
7th/₈th Grade Site

MOUNTAIN VIEW MIDDLE SCHOOL
2400 PERRY AVENUE • BREMERTON, WA 98310 • (360) 478-5130

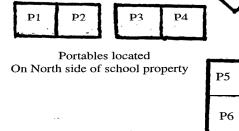


Lower Level

MOUNTAIN VIEW MIDDLE SCHOOL
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Upper Level



ASSOCIATED STUDENT BODY (ASB)

All students who are enrolled at MVMS, and are of active status, are members of the ASB.

ASSEMBLY EXPECTATIONS

MVMS students have the opportunity to enjoy a wide variety of entertaining and informative assemblies. Students are expected to adhere to the following assembly procedures:

- Teachers will escort students to and from the assembly.
- You must sit with the class you arrived with.
- Do not leave the assembly during the performance.
- Follow signal directions (raised right hand)
- Be attentive and respectful to the speaker -- whispering is not appropriate behavior
- Show appreciation with applause.
- Unless directed to do so, shouting, whistling, and feet stomping are inappropriate.

ATTENDANCE POLICIES

The Bremerton School District Board of Directors recognizes classroom attendance as absolutely essential to academic performance and achievement. The educational process requires a continuity of instruction, active classroom participation and meaningful learning experiences that support the need for daily attendance. This forms the basis for the compulsory attendance regulations.

ATTENDANCE DEFINITION

Regular and punctual school attendance is necessary for success in school (Board Policy 3122). District policy states "students are required to report to all classes and activities in a timely manner". A student is considered absent if he/she is not physically present in the class. If a student arrives ten (10) or more minutes late to class or leaves class before the end of the period without permission, they will be considered absent. A note from a parent or staff member will excuse the absence.

Absences due to illness or a health condition, school-approved activities, family emergencies, doctor and dentist appointments, and, as required by law, disciplinary actions, short-term suspensions, and court appearances shall be excused. In addition, a parent/guardian may request in advance to have a student's absence excused providing that the absence does not adversely affect the student's educational process.

ATTENDANCE NOTIFICATION PROCEDURES

When a student returns from an absence, he/she **must** bring a note to the attendance office from their parent/guardian stating the reason for their absence. Phone calls from parents/guardians will also clear a student's absence. When students are absent, parents/guardians should follow these procedures:

1. Parents/guardians should call the school attendance office in the morning if the student is going to be absent. There is an after school voice mail system available for parent convenience. 360-473-0614.
2. On students' return to school, send a written excuse, signed by the parent/guardian with the following information: student's first and last name, date(s) of absences, and reason for the absence. The student must take the written excuse to the attendance office and get an admit slip before reporting to any classes.
3. If an absence is excused, the student shall be permitted to make up all missed assignments outside of class under reasonable conditions and time limits established by the appropriate teacher. In participation-type classes, a student's grade may be affected because of the student's inability to make up the activities conducted during a class period. In such cases, teachers may allow students to make up class assignments by other alternate assignments.
4. We prefer to be notified as to the reason for your child's absence within **24 HOURS** upon the student's return to school. If the absence is not excused, the absence will be considered truancy and a referral may be made to an administrator for disciplinary action(s). The only conditions that are excused are the following: **Sickness, Doctor or Dentist appointment, Funerals and Family Emergencies, Suspensions, Court Subpoenas, and Pre-Arranged Absences.**
5. When a student is absent, and he/she is taken to a doctor, dentist, counseling appointment, or court, please get something from that business that states for us that they saw your child. When your child acquires 10 absences, for which we have not seen any documentation on, and that

student is "at risk" in one or more classes, a letter will be mailed home stating that any further absence will not be excused unless the student has documentation for that absence.

6. Parents wishing to take students out of school for any reason need to go to the attendance office to check them out. Your child will be called for or will be waiting for you if a note has been provided to attendance beforehand.
7. Students with exemplary attendance will be acknowledged throughout the school year.

CHECKING A STUDENT OUT OF SCHOOL

Parents wishing to take students out of school for appointments need to report to the attendance office. Your child will be called for or will be waiting for you if a note has been provided to attendance beforehand. For the safety of our students, you may also be asked to provide identification.

PREARRANGED ABSENCE

A parent/guardian may request a prearranged absence form from the attendance office. This should be done at least a week prior to the absence. The student must get all his/her teachers to sign the form. An administrator must then approve the form. Without an "approved" prearranged form, the absences will not be excused. Pre-arranged absence make-up work must be arranged with individual instructors.

TRUANCY

Truancy occurs when the school, parent/guardian is not aware of the student's absence or does not condone the reason for the student's absence. Unauthorized absences from school, class(es) or LEAVING CAMPUS WITHOUT PERMISSION once a student has arrived, will be considered truancy.

- ▶ As a means of instilling values of responsibility and personal accountability, a student whose absence is not excused shall experience the natural consequences of his/her truancy.
- ▶ Any assignments, activities or tests missed which have occurred during the period of time when the student is truant, may have an adverse effect on the student's over-all grade.
- ▶ Students are NOT allowed to participate or attend any school sponsored activity if a student has a truancy or an unexcused absence as determined by the administration.

ADMINISTRATIVE PROCEDURES FOR TRUANCY/UNEXCUSED ABSENCES

Like all public schools in the State of Washington, MVMS must adhere to the Becca Bill (E2SSB 5439). As a result, we are mandated by law to make parent contact upon a student's unexcused absence or first truancy (unexcused absence during a school day). School shall notify a student's parent/guardian upon the student's first truancy/unexcused absence. A student may be suspended or expelled for habitual truancy. Prior to suspension or expulsion, the parent shall be notified in writing that the student has failed to attend school. A conference shall occur to determine what corrective measures should be taken to help the student in maintaining regular school attendance.

If such action is not successful, a school administrator must petition the juvenile court to compel school attendance or to assume jurisdiction of the alleged violation by the parent.

- ▶ Parents must be contacted after one unexcused absence; A conference with a parent (by phone or in person) must be scheduled after two truantries; Assist parents in helping eliminate the causes of the truantries; After five truantries in a 30-day period or ten truantries in a school year, we shall petition with the prosecutor's office.

TRUANCY CONSEQUENCES

If a student is late to school in the morning, that student must check in at the attendance office before proceeding to class. It is imperative that the administration accounts for the whereabouts of all students during the school day for safety and liability reasons. School day truantries will result in the following consequences:

- ▶ **First Offense (each month)** - Assigned Detention (After school) - Parent is notified
- ▶ **Second Offense** - Further Detention/In-School Suspension - (ISS)/Program adjustment
- Parent Conference
- ▶ **Further Offenses** - Determination of Suspension (Short Term or Long Term Suspension)
- Parent Conference

TARDY CONSEQUENCES

At Mountain View Middle School, we believe that one of the most important, effective habits a young adult can develop is punctuality. Being on time is a quality that most employers rank very high when evaluating employees. Tardiness not only results in missed instructional time for the student but it often disrupts the learning process. MVMS will encourage punctuality and provide both incentives and consequences to reinforce this behavior. Tardies are **cumulative** and are tracked by individual teachers for each class by semester. Tardies 1-4 will be handled by the classroom teacher. Parents and the appropriate administrator will be contacted as well. Upon the fifth violation, students will be referred to the office and assigned the following consequences.

- | | |
|----------------------|--|
| ▶ Fifth Tardy | Assigned Detention (After School) |
| ▶ Sixth Tardy | Assigned Detention (2 After School) |
| ▶ Seventh Tardy | ISS, Parent Conference |
| ▶ Eighth Tardy | Possible Out-Of-School (OSS) or Program Adjustment |
| ▶ Further Violations | Out-Of-School (OSS) until Parent Conference |

In addition, random hallway “tardy sweeps” will occur by teachers, administrators, and security personnel. Any student not in their classroom after the bell has rung will be gathered and taken to the commons to be assigned an after-school detention. These “tardy sweeps” will not be announced.

BEHAVIOR MANAGEMENT SYSTEM

STUDENT CONDUCT

It is necessary for the school to provide a safe and healthy environment so that each student may learn the basic rules at his/her optimum rate, free from outside pressures. Therefore, guidelines have been established to ensure a desirable environment for education.

Any student who performs **any** act, which interferes with learning, orderly operation of a school, or a school-related activity, will be subject to an intervention, suspension, or expulsion. The severity of consequence depends upon the **repetitiveness or seriousness** of the incident. Students have the responsibility to respond appropriately to **any** staff member who enforces the rules. **In the event a student's behavior has not been corrected through the discipline system at MVMS, a change of schedule including a reduced schedule may be the last course of action.** Please see the following for "OFFENSES AND SUGGESTED PENALTIES".

OFFENSES AND SUGGESTED PENALTIES

In some cases, a conference with student and parent is required. All suggested penalties are to be served on student calendar school days (weekends/holidays excluded). Repetitive infractions will result in a penalty at least equal to previous offense.

RANGE OF PENALTIES			
A	Detention (lunch) (after-school)	J	Mandatory 5-day suspension, concurrently served, as an Emergency Expulsion
B	Police action	K	Suspension - 1-3 days (Can result in ISS or OSS)
C	Recommended expulsion	L	Suspension - 3-5 days (Can result in ISS or OSS)
D	Restitution	M	Suspension - 7 days (Can result in ISS or OSS)
E	Drug, marijuana, alcohol scan test with parent consent	N	Suspension - 10 days (Can result in ISS or OSS)
F	Notification of Prosecutor's office	O	Suspension - 15 days (Can result in ISS or OSS)
G	Work detail after school (1-5 days; specific task assigned)	P	Suspension - 45 - 90 days
H	Confiscation (return to parent)	Q	Refer to specific building policies
I	Suspension from bus for a period of up to 180 days	R	May require building re-entry conference

OFFENSE CATEGORIES	1 st Offense	2 nd Offense	3 rd Offense
	(Any or all listed)		
1.1 Arson	B,J,P	B,C,P,	B,C,F,P
1.2 Assault/Battery on school personnel (or transferred Assault/Battery)	B,J,P,R	B,C,J,P, R	B,C,J,P, F
1.3 Assault/Battery on students and/or others	B,C,P	B,C,P	B,C,P
1.4 Construction or production of paraphernalia or other prohibited items	B,M	B,O	B,C,O
1.5 Dangerous weapons (excluding firearms), use/possession of	B,C,P,R	B,C,P,R	B,C,P,F
1.6 Possession of Drugs or alcohol	B,J,P,R	B,C,P,R	B,C,P,F
1.7 ***Drugs or alcohol, sale or delivery of	B,J,P,R	B,C,P,R	B,C,F
1.8 ***Drugs or alcohol, under the influence of	B,E,N,R	B,E,N,R	B,C,E,P
1.9 Extortion	C,J,	B,O	B,P
1.10 False alarm	B,D,O,	B,D,P	B,C,D,P
1.11 Firearms, use/ possession of	Expulsion		
1.12 Fireworks, use/possession of	M	N	P
1.13 Malicious mischief/Destruction of school property. This includes graffiti.	A,B,D,G, M	A,B,D,O, R	B,D,P
1.14 Theft - more than \$25	B,D,O,R	B,D,P	B,C,D,F, P
1.15 Theft - less than \$25	D,G,L,	B,D,G,M	B,O
1.16 Threatening or intimidation of school personnel and/or others	P,R	B,C,P,R	B,C,F,P
1.17 Gang activity/affiliation	A,K	B,L,Q	B,N
2.1 Alteration or unauthorized access to records, including electronic records	A,G,B,M	G,B,O	B,C,P
2.2 Academic cheating	A,G,K,Q	L,R	N
2.3 Chronic tardiness to school or class	Q		
2.4 Defiance	A,G,K	A,G,L,M,	N,O
2.5 Disruptive behavior	A,G,K	G,L,M	N,O
2.5.1 Unsafe behavior	A,B,K	B,L,R	B,N
2.5.2 Gross disrespect	A,G,K	A,G,L,M	N,O

2.6	Dangerous objects/ nuisance items/lasers, lighters, matches, spray cologne/ perfume	A,B,K	B,L,R	B,N
2.7	Fighting	K	M,R	B,N,R
2.7.1	Inciting a fight	K	M,R	B,N,R
2.7.2	Refusing to disperse after directed by an adult - same as fighting	K	K,R	B,N,R
2.8	Forgery	A,G,L	M,R	C,P
2.9	Harassment	A,G,M	N,R	C,P
2.9.1	Harassment, sexual	M,R	B,O	B,C,P
2.10	Failure to follow safety rules	A,D,G,K,	A,D,L,R	A,G,M,R
2.11	Intentional misuse of school equipment, supplies, or facilities	D,G,K	D,L,R	D,M
2.12	Leaving school grounds without permission	A,G,K	G,L,R	M
2.13	Misrepresentation or lying	A,G,K	A,L,R	M
2.14	**Obstruction	See "codes" for definition.		
2.15	Profanity/Obscene Gestures/Inappropriate Materials	A,G,K	A,L,R	L,M,R
2.16	Repeated misconduct	A,G,L,	G,L,M	N,O,P
2.17	Truancy	A,G	G,L,R	F,O
2.18	Communication devices not stored in backpack, turned off, in locker such as cellular phones, etc.	A,G	H,L,Q	H,M
2.19	Unauthorized area (including other pods)	A,G	A,K,R	L
2.20	Unintentional destruction	A,D,G	A,D,G	D,G
2.21	Use or possession of tobacco products	B,K	B,L	B,L
2.22	Food/Drink in unauthorized area/pods	A,G	A,G,K	G,L
* PARENT/GUARDIAN WILL BE NOTIFIED. LAW ENFORCEMENT MAY BE CALLED AND CHARGES FILED.				
** Lab areas defined as teaching stations, such as science, physical education, art, vocational classes, and computer classes.				
***Obstruction defined as willful withholding of information. Penalty is the same as listed for the original allegation.				
Discipline Categories – by Lynn Caddell				
Level 1	Level 2	Level 3	Level 4	
Distracted	Disruptive	Defiant	Dangerous	
General inattentive behavior	Behavior that draws other students off task or causes other students to become distracted	Boldly refusing instruction and authority	Being able or likely to do harm	

BICYCLES/SKATEBOARDS/SCOOTERS/SKATES/SHOES WITH WHEELS

- ▶ All modes of transportation are not allowed to be ridden on school grounds at any time.
- ▶ Bicycles parked and locked in the rack provided, skateboards/scooters/ skates are to be stored in lockers.
- ▶ All modes of transportation are the student's responsibility.
- ▶ Items may be confiscated for parent pick-up, if rules are not followed.

CAFETERIA/COMMONS EXPECTATIONS

1. All food/snacks/drinks are to be consumed in the commons area of the school only.
2. Stay seated at the cafeteria tables or go outside.
3. Keep your hands, feet, and objects to yourself.
4. Use a conversation voice.
5. Clean up after yourself and stack your trays at the washing window.
6. Free/Reduced applications must be completed each school year and turned in to the cafeteria.
7. Stay seated until dismissed, do not move about commons without permission.
8. You must have permission/a pass to leave the commons area (including bathroom).

CAMPUS RULES

CLOSED CAMPUS POLICY

Mountain View Middle School operates under a closed campus policy. Students are not to be outside of the building except for supervised activities or other authorized purposes. Once a student arrives on the school grounds, he or she is expected to remain until school is dismissed for the day or has permission from the attendance office to leave. Students riding school buses are automatically on the school grounds when they step from the bus. Bus students who leave the grounds after school is dismissed for the day are not to return to the grounds and are assumed to have another ride home. Students not involved in after school activities must be off campus immediately following the end of the school day.

CAMPUS BOUNDARIES

- ▶ The boundaries of the Mountain View Middle School campus are:

North	Fence separating MVMS from Stone Way
East	The East Fence
South	Holman Street
West	Perry Avenue

VISITORS POLICY

- ▶ School-age visitors are not permitted to attend classes with MVMS students.
- ▶ All visitors/parents are asked to check in at the main office and receive a visitor's badge or go directly to attendance if applicable.
- ▶ If a parent wishes to observe a classroom, you must contact the teacher 24 hours in advance to make arrangements.
- ▶ School rules are in effect for Mountain View Middle School students on all Bremerton School District property and also on out of district, and school-sponsored events.

CITIZENSHIP/LEADERSHIP

- ▶ Be safe, respectful, and responsible
- ▶ Pick up after yourself to keep our school clean
- ▶ Ask for help at appropriate times
- ▶ Use "please" and "thank you" often
- ▶ Practice honesty and courtesy
- ▶ Use encouraging words to other students

DISRUPTIVE/NUISANCE ITEMS

Items that cause a disruption by its use or possession (e.g. tech decks, laser pointers, Ipods, MP3 players, tape and CD players, walkmans, cameras, gameboys, any trading cards, baby bottles, rubber bands, stuffed animals/toys, pacifiers, perfumes, colognes, hairspray, energy/coffee drinks, no outside drinks, permanent markers) are not permitted in school. Cell phones should be turned off and stored in lockers during the instructional day. Students shall not possess objects that present health or safety problems, intimidate others, or cause a disruption of the school environment. If an item is not listed above but is viewed as a disruption to the educational process, it will be confiscated. Parents may be required to come to the school to retrieve these items. Repeated disruption with this type of item may result in disciplinary action.

DRESS CODE

Students are required to wear clothing that is neat, clean, modest, and not disruptive to the educational process (Board Policy 3224). Continued refusal to comply with a reasonable request may result in discipline for defiance. This means:

1. No hats / hoods / hankies / visors / bandanas or sunglasses are to be worn in the school. Hats are only allowed to be worn outside of the school. NO trench coats are allowed.
2. Clothing which advertises profanity, alcoholic beverages, tobacco, drugs, gangs, violence, nudity, and/or gender or racial comments are not allowed.
3. No chains, spikes, or accessories that resemble or could be used as weapons, are permitted.
4. Sagging, baggy or oversized pants are not acceptable. Pants must be worn at the waist and belted. No underclothing may be visible.
5. No flannel or pajama bottoms.
6. Shorts and skirts are permitted only if the length extends past the bottom of the student's fingertips while standing.
7. Bare midriffs, tank tops, tops with "spaghetti straps", low-cut shirts, boys large sport tank shirts with large open armholes, and revealing clothing are not acceptable at MVMS. All shirts are to be kept buttoned.
8. Students are required to store their hats/gloves/coats/backpacks/ bags/purses/cell phones/skateboards in their lockers (or backpacks for 6th graders) during the instructional day.

If any clothing or accessories that are viewed as inappropriate by the staff, the student will be asked to change. The parent may be contacted to bring in additional clothing/accessories for the student, however, our attendance office may have a clean supply of clothing available for students to borrow if parents cannot bring appropriate clothing to school for their student. Any student in continual defiance of the dress code will be subject to the disciplinary actions addressed in the MVMS Behavior Management System.

FIRE DRILLS

Fire drills are required by law. For the safety of all, the following rules are expected to be followed and taken seriously.

When the alarm bell rings:

1. Know the proper escape route for the rooms you occupy.
2. Await signal from your teacher before leaving the room.
3. Proceed in single file along your route.
4. Do not talk or run while leaving the building.
5. Proceed to a point at least 50 feet from the building.
6. Stay with your teacher during the entire drill.
7. Await the all clear signal before returning to building.
8. When re-entering the building, please walk and always follow the direction of the teacher.

EARTHQUAKE PROCEDURES

In situations of an emergency involving an earthquake, authorities in most cases agree that we should not leave the building when the quake is in progress. That would lead to panic, confusion, and danger that is usually greater than staying within the protection of structure.

Several things to remember in case of an earthquake are:

1. Position yourself near an inside wall away from the danger of windows or other falling objects. DROP - COVER AND HOLD.
2. Remain quiet so that you may receive instructions either from your teacher or through the intercom system.
3. If and when the building is evacuated, the groups should remain quiet and orderly in order to receive further instructions.
4. If out-of-doors, move quickly away from building to areas completely clear of falling walls and overhead wires.

Note: Evacuation routes will depend on the building's structural safety.

ELECTRONIC NETWORK ACCESS

Your child has the opportunity to receive electronic network access, and he/she is provided a secure account. When your child is given access and a password to use the computer, it is extremely important that the rules are followed. Inappropriate use will result in the loss of the privilege to use this educational tool, and could result in other disciplinary action. Parent; remember that you are legally responsible for your child's actions. The Bremerton School District has the right to review, edit, and remove any materials installed, used, stored, or distributed on or throughout the network or district system; and your child waives any right to privacy that you or your child may have into such materials.

SUMMARY OF STUDENT ACCEPTABLE USE POLICY FOR ELECTRONIC INFORMATION SYSTEMS

The detailed Acceptable Use Policy (AUP) is posted on the district's web site and in each building. Every student who accesses the Internet is assigned an account and is responsible for all parts of the AUP. If parents choose to not allow their student access to the Internet on District equipment, they must complete the required forms (available in the school office).

All use of the system must be in support of education and research. The District reserves the right to review system use; all users waive any right to privacy which they might otherwise have. The District reserves the right to remove any user account to prevent further unauthorized activity. Any violation of the AUP may result in disciplinary action up to and including expulsion of student.

GANG ACTIVITY OR AFFILIATION

Board Policy 3224

Gangs are groups that identify themselves in some manner generally with signs, symbols, dress and engage in criminal activity. Gangs that initiate, advocate or promote activities which threaten the safety or well-being of persons or property in the school environment are harmful to the educational process. The use of hand signals, graffiti, territory or the presence of any apparel, jewelry, accessory, or manner of grooming which, by virtue of its color, arrangement, trademark symbol, or any other attribute which indicates or implies membership, with or affiliation with such a group, can present clear and present danger. Such behavior has been determined to be a form of intimidation to the student body and is disruptive to the educational process.

Any student wearing, carrying, or displaying gang paraphernalia, or exhibiting behavior or gestures which symbolize gang membership, or causing and/or participating in activities which intimidate or affect attendance or school routine of another student shall be subject to disciplinary action. Affiliation with a gang, gang activities or membership which affects the school environment is considered misconduct and will result in disciplinary action as addressed in the Mountain View Middle School Behavior Management System.

GRADING POLICY

The Bremerton School District is moving towards a Standards Based Grading System to more accurately report student achievement. The 6th grade has already been using an achievement report similar to the elementary schools. Each subject is broken into strands (areas of learning) and assessed using a 4,3,2,1 system. A Parent Guide is available upon request to further explain the grading system. The 7th and 8th grade students will move to this reporting system starting in 2011-2012 school year.

HOMEWORK POLICY

Our students will develop, acquire, and use strategies to promote lifelong learning. Mountain View Middle School believes homework is an important and valuable as preparation, practice, and as an extension of classroom instruction. Certain subjects are characterized by frequent homework assignments, while others require less. All assignments are to be relevant to the objectives of the course. All assignments will be graded/checked and feedback provided to students. Their grade will be determined by a summative assessment.

Homework is beneficial to students in many ways. It helps you to:

1. Practice and refine skills for mastery
2. Finish class assignments
3. Prepare for the next class meeting
4. Extend assignments going beyond simple recall by using concepts and skills in new situations
5. Broaden your knowledge base
6. Foster lifelong work and study habits
7. Integrate many skills in long range projects, i.e., book reports, research papers
8. Tap into your creativity
9. Involve your parents in the learning process

Suggestions for ensuring successful completion of your homework;

TIME Students may have anywhere from an hour to six hours of homework a week.



PLACE We encourage parents to provide an appropriate study time, place, and atmosphere at home.



INSURANCE

Student accidents are not covered by Bremerton School District insurance. Forms are available for you to purchase student insurance if a student is not covered under the family insurance policy.

LIBRARY EXPECTATIONS

The library is open for student use before and after school, and at lunch.

1. Each student must have a library pass at lunch or during class time.
2. Each student may check out 2 (two) books for 3 (three) weeks.
3. While in the library, library behavior is expected.

LOCKER RULES

1. Do not give out your locker combination to anyone else. Make sure no one is looking over your shoulder when you open your lock.
2. The only items to be stored in lockers include: outer clothing, books, bags/backpacks, lunches, or instruments.
Money/purses/valuables/ should not be brought to school or stored in your locker. However, if those items are brought to school, they should be stored at the student's risk of theft. The staff at MVMS cannot be held responsible for stolen or lost items.
3. You may not use another locker other than the one you are assigned.
4. Along with the privilege of using a locker goes the responsibility of being prepared for class and being on time. Locker problems will not be accepted as an excuse for being late.
5. If your lock is not working properly contact one of the teachers immediately.
6. It is suggested you go to your locker only before school, at lunch, and after school if possible.

7. Backpacks are to stay in your locker during the school day. Do not bring your backpack to the lunch room, music rooms, or gym class, as **we are not responsible for lost or stolen items.**
8. If any of the above rules are broken, locker privileges may be revoked.

MAKE-UP WORK

Students who have excused absences or suspension of less than 3 days have an equal number of days to turn in make-up work upon their return to school.

It is the **student's** responsibility to obtain all make-up work from his/her teachers immediately upon returning to school. Failure to obtain make-up work is no excuse for not completing missed work. The student is also responsible for making arrangements to complete any missed tests or quizzes.

Students are authorized to make up work if they have excused absences or are suspended from school.

After an absence or suspension of 3 or more days, homework should be requested by a parent/guardian through the main office. Teachers are provided 24 hours to complete the request. Homework requests that are generated and honored will be due upon the student's return to school.

MATERIALS/SUPPLIES

All Grades: Notebook Paper (please replenish often); Pencils and Pencil Sharpener with plastic section to hold shavings (please replenish often); Colored Pencils; Plastic Pencil/Pen Pouch; 4 Composition Books (2 for Science, 2 for Math); (2) 3-Ring Binder with at least 2-inch rings and dividers.

In addition:

6th Grade: 4-pack of EXPO Dry Erase Markers; Ruler; Glue Sticks; Scissors

7th Grade: Highlighters (package of 4 for LAR); Erasers; Scientific Calculator; Metric Ruler/Protractor

8th Grade: Blue/Black pens, 2 Bic Grip Roller Micro Pens; Erasers; Scientific Calculator; Metric Ruler/Protractor

MEDICINES AT SCHOOL

TO: PHYSICIAN/DENTIST AND PARENT/GUARDIAN
FROM: SCHOOL HEALTH CONSULTANT

It is the policy of the school district not to give medicines to students at school. If a student needs a medicine three or four times a day, this can usually be given before school, after school, at bedtime and during the night.

Occasionally it is essential that a student receive medicine over a long period of time and during school hours. The following procedures must be followed for all medications including non-prescription medications.

DO NOT SEND MEDICINES TO SCHOOL WITH THE STUDENT.

1. The parent obtains a REQUEST FOR GIVING MEDICINE AT SCHOOL form from the doctor or school and completes the information requested.
2. The parent has their physician complete the information requested of him/her.
3. A copy of all medicine forms received by the school will be directed to the School Health Consultant who will contact the student's physician, if that is deemed necessary.
4. The parent will bring to the school the form and the medicine in the original container that is well labeled. The parent will bring only the required number doses to the school (maximum pills at one time is a 30-day coverage).

5. Medicines remaining at the end of the school year will be discarded unless picked up within five days. Medicines will not be sent home with the student.
6. Any request for administration during a subsequent school year shall require the request to be re-authorized.

If your child must be given any type of medication at school, the following conditions must be met:

1. All medication **INCLUDING OVER-THE-COUNTER MEDICATIONS SUCH AS ASPIRIN, TYLENOL, ADVIL, COUGH SYRUP OR COUGH DROPS, ETC.** must be authorized by a physician. Before school staff can allow your child to take any type of medication at school, a Medication Authorization Form signed by the parent /guardian and physician must be on file in the school office. These forms are available from the attendance secretary.
2. The medication must be in the original bottle with the student's name the name of the medication, the directions for administering the medication. All medication, **WHETHER PRESCRIPTION OR OVER-THE-COUNTER**, will be kept in A LOCKED CABINET in the attendance office. Students may not carry any medications (prescription or over-the-counter) on their person or keep any medications in their backpacks or lockers except in certain circumstances where life may be threatened and a physician has specified that the medication must be with the student at all times (Example : asthma inhalers). Our school staff is not permitted to administer ear drops, eye drops, or medications by injections.

Students found with either prescription or over the counter medication at school will be disciplined including detention, ISS, or may lead to suspension from school.

ANY STUDENT distributing any medication at school, **PRESCRIPTION OR OVER-THE-COUNTER**, shall be immediately suspended or expelled.

OVERT AFFECTION

Inappropriate behavior such as grabbing, fondling, long hugs or kissing on school grounds is not acceptable behavior. Staff members will privately counsel with students if this should occur. If there is a repeat of this behavior, student(s) will be referred to the office for appropriate disciplinary action.

PARENT POLICY

Bremerton School District has developed the goal "HOPE FOR EVERY STUDENT." This mission is a reflection of the work done by our District parents, community and staff.

There is agreement that all offices and schools in the district may make decisions regarding our goal as long as the following items are taken into careful consideration.

- Decisions must be in agreement with district policy.
- Decisions involve all parties who will be affected. (Program parents included).
- Decisions are fiscally well grounded.

In keeping with jointly developed Bremerton School District policy, Title I and LAP follow the guidelines established by both Washington State and by the local educational agency. Bremerton meets the parent expectations of Public Law 103-382 and of the program assurances as follows:

INSURE HIGH STANDARDS/ENRICHMENT AND ACCELERATION

- Parents will be encouraged to become involved in the development and implementation of high standards for all students.
- The district will communicate as appropriate with parents as to progress in meeting high standards for all students.
- Staff and parents attend informational meetings as expectations and procedures change.
- Compensatory programs will focus on future successes rather than past failures for each student.

ALIGNMENT OF CURRICULUM AND TESTS

- The district will maintain a regular curriculum adoption schedule which is designed to meet alignment requirements and to include parents when appropriate.

- Staff, parents and our community will be informed of work by the Office of Public Instruction on Educational Reform and its effect on local practices.
- Parents/guardians will be invited to take part in staff development whenever appropriate.

COORDINATION SERVICES

- Parents will be members of the School Shared Decision Making Team which maintains a coordination of programs and budgets.

MEANINGFUL PARTICIPATION BY PARENTS

- Annually, the parent policy will be presented to parents during the first PTA meeting of the year.
- Parents will be involved in developing and revising the current parent policy and determining how parents can be involved with the school.
- Parents are encouraged to speak to teachers and administrators about the curricula taught at Mountain View Middle School.
- Parent nights at the school level will be held on a scheduled basis.
- Parents will be welcomed to the site during the day.
- Home School cooperation/coordination will be developed.
- Parents will be encouraged to attend scheduled conferences and to meet with staff when there is a concern.
- Materials may be provided to the home on an as-needed basis.
- Communication with parents will be in their native language whenever possible.
- District policies will be developed which will address parent participation.

IMPROVED ACCOUNTABILITY

- Parents will be provided with information regarding standardized testing which measures their child's growth against state and local essential learning.
- Parents will be encouraged to become partners with the school to set an atmosphere which allows students to respond to tests accurately.
- Schools will develop measurable achievement standards in addition to those set by the State of District which will be included in their annual plan.
- Parent involvement will be measured annually in a manner deemed appropriate by each site.

POSSESSION OF WEAPONS

Board Policy 3300P-D

The Board of Directors of the Bremerton School District declares its intent not to tolerate possession of weapons by students on District Property or at District-sponsored events. Student possession of a weapon on District property or at District-sponsored events creates a danger to students and staff and is disruptive to the operation of schools. Weapons, or anything that looks like a weapon, are not allowed at school, on any district property, or at any event sponsored by any school or by the school district. If a student brings a weapon to school, the police will be called and the student will be immediately expelled. Depending on circumstances, the student could be expelled from all Washington state public schools for up to 180 days.

A student who possess a weapon or who carries, exhibits, displays, or draws any weapon *or any object which can be mistaken as a 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 the safety of others shall be subject to discipline up to and including expulsion from the District for 180 days. "Possession" includes, but is not limited to, having a weapon on District property or at a District-sponsored event located: (a) in a space assigned to a student such as a locker or desk; (b) on the student's person or property such as on the student body, in his/her clothing, purse, backpack, gym bag or vehicle; or (c) under the student's control or accessible or available, such as hidden by the student.

A weapon includes, but is not limited to: (a) a firearm, which is a weapon or device from which a projectile may be fired by an explosive; or (b) an air gun or air soft gun, which includes any air pistol or air rifle designed to propel a BB, pellet, or other projectile by discharge, by a spring or compressed air, carbon dioxide or other gas, or any items which appear to be realistic firearms or air guns; or (c) a sling, which is a piece of metal, or a stone fastened to a short strap, chain or thong, used as a weapon; or (d) a sling shot

or wrist rocket, which is a forked piece of wood or metal forks having an elastic band fastened to the prongs for shooting small stones and pebbles; or (e) a sand club, chains or metal knuckles; or (f) a device commonly known as "throwing stars", multi pointed metal objects designed to embed upon impact from any aspect; or (g) any knife which is a cutting or stabbing instrument with a sharp blade set in a handle; or (h) a dirk, which is a type of dagger; (j) any device commonly known as "nun-chu-ka" sticks consisting of two or more lengths of wood, metal plastic or similar substance connected with wire, rope, or other means; or (k) laser pointers; or (l) any explosive device.

Metal chains, spiked jewelry, or any other accessories that have the potential to be used as a weapon are prohibited.

Excepting in extenuating or exceptional circumstances the following discipline shall apply for all offenses:

1. The principal/designee shall place the student on emergency expulsion, in accordance with the Washington Administrative Code, Chapter 180-40.
2. The principal/designee shall notify the parents/guardians and request an immediate conference.
3. Unless otherwise provided by law, in cases involving the possession of a firearm or an airgun the principal/designee shall, without exception, expel the student. In cases involving weapons, the principal/designee shall place the student on long-term suspension, unless expulsion is warranted under the circumstances. The principal/designee shall notify the parent/guardian of the appeal process.
4. In every case involving a weapon or look-alike weapon on District property or at District-sponsored events, the principal/designee shall notify appropriate law enforcement personnel.

EXCEPTION

This regulation shall not apply to any student engaged in military activities sponsored by the Federal or state government, an authorized rifle club activity, or a class or program which uses equipment and tools for instructional and training purposes; provided, however, all exceptions must be under the supervision of a District staff member and the student does not misuse the object/weapon.

SEXUAL HARASSMENT POLICY

The Board of Directors recognizes its responsibility to provide a working and learning environment that is free from all types of discrimination, including sexual harassment. Sexual harassment is defined as deliberate verbal, visual or physical advances made within the work or school setting and unwelcome by the person for whom they are intended. The District prohibits harassment of students, employees and others involved in school or District activities.

Sexual harassment occurs when:

- submitting to the harasser's sexual demands is a stated or implied condition of obtaining an education or work opportunity or other benefit;
- submission to or rejection of sexual demands is a factor in an academic, work or other school-related decision affecting an individual or;
- unwelcome sexual or gender-directed conduct or communication interferes with an individual's performance or creates an intimidating, hostile or offensive environment.

Sexual harassment can occur; adult to student, student to adult, student-to-student, adult-to-adult, male to female, female to male, male-to-male and female-to-female.

The District will take prompt, equitable and remedial action on reports, complaints and grievances alleging sexual harassment that come to the attention of the District, either formally or informally. Allegations of criminal misconduct will be reported to law enforcement and suspected child abuse will be reported to law enforcement or Child Protective Services. Persons found to have been subjected to sexual harassment will have appropriate District services made reasonably available to them and adverse consequences of the harassment shall be reviewed and remedied, as appropriate.

Engaging in sexual harassment will result in appropriate discipline up to and including termination of staff or contractors and expulsion of students. Anyone else who engages in sexual harassment on school property or at school activities will have their access to school property and activities restricted, as

appropriate. Intimidation of a witness in a sexual harassment complaint is prohibited and will result in appropriate discipline. The District will take appropriate actions to protect involved persons from retaliation.

It is a violation of this policy to knowingly report false allegations of sexual harassment. Persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

STUDENT HARASSMENT POLICY

Harassment, intimidation, bullying or retaliation is prohibited and will not be tolerated by students, volunteers, or employees of the Bremerton School District. "Harassment, intimidation or bullying" means any intentional written, verbal or physical act, including but not limited to one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation or mental or physical disability, or other distinguishing characteristics (whether the affected person actually has the motivating characteristic or not), when the intentional written, verbal or physical act:

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

Harassment, intimidation, bullying or retaliation can take many forms including: slurs, rumors, jokes, innuendos, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats, or other written, oral or physical actions.

False reports about, or retaliation for, harassment, intimidation or bullying complaints, constitute a violation of the District's bullying policy. No school employee, student, or volunteer may engage in reprisal, retaliation or false accusation against a victim, witness, or one with reliable information about an act of harassment, intimidation or bullying. Such behavior may result in disciplinary action.

Harassment in school is unwanted attention from not only other students but also adults, or anyone else that you may deal with in school or at a school-related activity. Harassment may carry the message that if you do not comply with the harasser's demand there may be retaliation. Incidents of harassment may occur only once or they may be repeated. Often the situation gets worse if it is not stopped.

Because this is such a serious matter, harassment in any form is forbidden at Mountain View Middle School. It can cause serious psychological damage to students - negatively impacting grades, attendance, performance and pride in one's work in general. The following behavior is not allowed:

- Staring or leering with overtones
- Spreading gossip/rumors
- Making unwanted comments or telling jokes to or in the presence of the victim
- Pressuring someone to engage in unaccepted or illegal activity
- Engaging in unwanted physical contact of any nature – this includes de-pantsing
- All threats of any nature will be taken very seriously

Victims of harassment should report the problem to an adult (security, assistants, secretary, teacher, counselor, or administrator) in the school as soon as possible. The adult then has the duty to undertake an investigation. The privacy of the student is to be protected as much as possible. Allegations of criminal misconduct will be reported to law enforcement or Child Protective Services.

Retaliation against any person who makes or is a witness in a sexual harassment complaint is prohibited and will result in appropriate disciplinary action.

It is a violation of school policy to knowingly report false allegations of sexual harassment. Persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline. Sexual and racial harassment are considered to be forms of discrimination and are illegal in the workplace under existing state and federal laws.

This policy is intended to provide notice to students, employees, and others of the district's expectations for their behavior or conduct, to warn them that disciplinary sanctions may be imposed, to provide a prompt and effective means for persons to Report behavior or conduct in violation of this policy, and to insure that such reports are handled in a manner that furthers an educational and work environment free from sexual harassment as required by state and federal law.

- ▶ Legal References: 29 CFR 1604.11 / RCW 46.60 / RCW 28A.640 / SECTION 703 - TITLE VII OF THE CIVIL RIGHTS ACT OF 1964 / WAC 392.190.056 Board Policy References: 6590/3241

STUDENT EXPECTATIONS AND RESPONSIBILITIES

- ▶ Follow the teacher's directions
- ▶ Complete lessons when you have been absent
- ▶ Complete, and turn in on time, assigned work/homework
- ▶ Practice mutual respect for learning
- ▶ Bring supplies to class
- ▶ Read and follow the locker contract
- ▶ Leave radios, CD/tape players, electronic games, cameras, cell phones, and other electronic equipment, stuffed animals, perfumes, and other items at home
- ▶ Follow the safety rules: walk, wear appropriate shoes/clothes
- ▶ MVMS is not responsible for lost or stolen items (including text/library books and personal items)
- ▶ Use attentive listening skills
- ▶ Follow Team rules
- ▶ Maintain and cover the textbooks issued to you
- ▶ Eat only in the cafeteria/commons area
- ▶ Keep an organized binder
- ▶ ALWAYS TRY YOUR BEST!

STUDENT SERVICES

Mountain View Middle School has three counselors. One each for 6th grade, 7th grade, and 8th grade. To build solid, trusting relationships with our students, our counselors follow the same students throughout their education here. Your counselor is available to help with any problem that you may have. Because each counselor has many students to see, a special time needs to be arranged for each student to see them. A request may be made to your classroom teacher for time to go make an appointment to see a counselor. Your counselor then will send for you. You may not sign up for an appointment during lunch. If you have an emergency, you may also ask your teacher for a pass to see the counselor.

You may feel free to discuss anything that you like with your counselor. Most of the time what you say is kept between you and your counselor; however, sometimes what you say has to be shared with your parents or the school administration or other authorities. If this happens, your counselor will tell you. If the problem that you shared goes beyond the school setting, your counselor may suggest that you seek help from someone outside of the school. If this happens, your counselor will help you make contact with that person or agency. Counseling is an important part of school. It is here to help make school a better place for young people. Your counselors work to help you find answers to your questions and solutions to your problems.

MOVING/EXITING STUDENTS

Parents/Guardians of exiting students must contact the MVMS Counseling Office, either in person, via a note, or by phone, to ensure the check-out process is complete. A voice mail message will not be considered appropriate to withdraw a student from school. All school property such as text and library books, band/orchestra instruments and shirts, etc. must be returned and in good repair. Per State law, a school district may withhold the grades, diploma and transcripts of the student until all school property is returned and fines are satisfied (RCW 28A.635.060). This may impact the student's ability to receive a diploma upon graduation.

ENROLLING NEW STUDENTS

A birth certificate, proof of address, and shot records must be provided upon enrollment. Washington State Law (RCW 28A.210.080) states that every student must present proof of immunization before or on the child's first day of attendance. At enrollment, MVMS will request school records from the student's previous school. The previous school is required by law (RCW 28A.225.330) to forward records of disciplinary action, history of violent behavior, attendance, immunization records and academic performance. If the student has not paid a fine or fee, the previous school can withhold the student's official transcript. These fines or fees follow the student from school-to-school. MVMS will notify the student's parent/guardian that the previous school's official transcript, grades and/or diploma will not be sent until the obligation is met. Failure to meet these obligations may result in exclusion from extracurricular activities or failure to graduate.

TRANSPORTATION

You can reach transportation at 473-0507 for additional information.

ITEMS NOT ALLOWED IN PASSENGER COMPARTMENT OF SCHOOL BUSES

- Large musical instruments (drums, tubas, large horns, etc.)
- Any breakable container
- Any type of animal (pets, large insects - dead or alive, snakes, rats, etc.)
- Containers of dirt or water
- Sacks of aluminum cans
- Skis, ski poles, vaulting poles, discus, etc.
- Any sharp, extra large or heavy objects (including school projects)
- Tools of any kind
- Skateboards, roller blades, fishing poles
- Large radios
- Inflated balloons
- Weapons or anything that may be construed as a weapon
- Alcohol, drugs, tobacco products, and any related paraphernalia
- Any food or drink

Some of the above items might be transported in the luggage compartment on out of town field trips, but not on a daily basis. The transportation office must be notified in advance. Any large bulky items that need to be transported to school, such as luggage, sleeping bags, air mattresses, etc. must be transported by parents. Small items such as food or potted plants should be secured in paper bags and stapled. The students must be aware that if the bags are opened the contents may be thrown away.

YOUR LEGAL RESPONSIBILITIES

- ▶ NO profanity, insults, intimidations, bullying, harassment, threats, extortion, defiance, refusal to comply, disregard for directions, or verbal abuse
- ▶ NO theft allowed at any level
- ▶ NO vandalism of school or private property
- ▶ NO invasion of privacy
- ▶ NO slander
- ▶ NO hitting, fighting, hurting, assault, or abuse
- ▶ NO tobacco, drugs or alcohol are permitted on school property of any kind. Bremerton Schools are drug free. The use of tobacco, illegal drugs, or alcohol on any schools property is prohibited.
- ▶ NO arson or tampering with fire equipment
- ▶ NO weapons or weapon look-alikes
- ▶ NO electronic equipment

NON-DISCRIMINATION DISCLOSURE

The Bremerton School District complies with all federal and state rules and regulations and does not discriminate on the basis of race, color, national origin, gender or disability. This holds true for all students who are interested in participating in educational programs and/or extracurricular school activities. An inquiry regarding compliance and/or grievance procedures may be directed to the school district's Title IX/RCW 28A.640 Officer and ADA Coordinator, Denise Zaske, at (360) 473-1026 or the Section 504 Coordinator, Linda Jenkins (360) 473-1006. Their address is 134 North Marion Avenue, Bremerton, Washington 98312-3542.

