

# STUDENT HANDBOOK

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



## Home of the Spartans

# Stanwood Middle School

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### **Stanwood Middle School**

#### **Mission Statement**

Stanwood 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 Stanwood Middle School. 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 make Stanwood Middle a better place.

Remember your school experience is only as good as you make it.

Enjoy your year.

Welcome to Stanwood Middle School!

#### **Lifelong Guidelines and Lifeskills**

The Stanwood-Camano School District and Stanwood 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 360.629.1350. Otherwise a note from the parent 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 one or 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.

### **Activities**

Stanwood Middle School 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. All events will be announced.

### **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 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**

Stanwood Middle School has planners available. 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 for sixth grade students. For seventh and eighth grade, they will cost \$5 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.**

Skateboard and scooter use is not allowed on school grounds and should be left at home. Students may not carry skateboards into classrooms and we do not have storage.

### **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. 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**

Stanwood 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 2:20 PM. The only acceptable reason for leaving campus 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.

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

To increase communications between school and home, and to decrease our consumption of paper, Stanwood 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). Simply go to the Parent or Student Center link and click on Family or Student Access. Students will be given their information during school. Parent user name and password will work for all children living in your household.

Your user name and password should work flawlessly, in the event you should have a problem, please contact our school. We will reply to your request as soon as possible.

### **Student Access**

We expect all students to check their grades at Stanwood 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 Stanwood-Camano School District website at:

<http://www.stanwood.wednet.edu/index.html>  
and click: **STANWOOD MIDDLE SCHOOL**.

Enter your student login and password on this screen.

### **Fees**

The following are student fees as of Sept. 2014 and may be subject to change.

ASB Card	\$20.00
Athletic Participation	\$50.00 per sport
Yearbook	\$30.00 pre-winter/ \$40.00 after break
Annual/Family cap for Athletic Participation	\$100.00 max

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 Stanwood 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.

### **Harassment and Bullying**

Harassment, intimidation, or bullying will not be tolerated among, students, staff, or volunteers at Stanwood Middle School.

“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.

If a student at Stanwood Middle 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.

### **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.

### **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 or pink 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.

Stanwood Middle School's health room nurse and health room assistant are available to care for sick or injured students. During hours that health room staff are 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. Stanwood Middle School 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**

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**

Stanwood Middle School 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 Stanwood 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, or alcohol
- 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 without a belt
- 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 SMS 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, activities, clubs, 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 school staff are not available to supervise your student after this time unless special arrangements have been made in advance.

Students who are attending Stanwood Middle School 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.

### **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 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 tobacco products by anyone on public school property.

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 and tobacco 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:

[\*\*Stanwood-Camano School District #401 - 4000 Community Relations\*\*](#)

### **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 Administra-



tive 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: Maurene 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 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.

### **General Expectations**

- Stanwood Middle School students are expected to attend class regularly and on time.
- Stanwood Middle School is a closed campus. All students must remain on campus from their arrival until dismissal. Visitors are required to check in at the office upon arrival.
- Stanwood Middle School students are expected to obey reasonable requests from all school staff including bus drivers, secretaries, custodians, cooks, and school assistants.
- Stanwood Middle School 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.

- Stanwood Middle School students are expected to avoid inappropriate physical contact, foul language, and dangerous behavior.
- Stanwood Middle School 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.
- Please no energy drinks.
- Individual consumption of pop only – no sharing.

### **Assembly Standards**

- Walk to the assembly and be seated promptly in your assigned area.
- 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 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 Stanwood 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 Stanwood Middle School 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, and signature page,
- ✓ 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 Program.

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.

## **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 events start at 3:45 P.M. and are finished by about 6:30 PM. Students will receive specific schedules from coaches.

*Stanwood Middle School 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*

Listen to the announcement for more information regarding these activities

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 school year.

## **Welcome to Stanwood Middle School! Have a great year!**

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

Parents have the right to request their students' teachers' professional qualifications. For this specific information, please contact Mrs. Maurene Stanton at [mstanton@stanwood.wednet.edu](mailto:mstanton@stanwood.wednet.edu) or call 360-629-1200.

Directory information means that your student's name and photo can be used in the yearbook. If you do not want your student's name and photo published in the yearbook, please contact the office at Stanwood Middle School at 360-629-1350.

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: Tod Klundt, 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

# STAFF/STUDENT DISCIPLINE HANDBOOK

STANWOOD MIDDLE SCHOOL

*Follow all interventions located at the top of the incident referrals before sending the student and/or form to the office, except as noted below (when the first step is to refer to an administrator).*

*The offenses that list PARENT CONTACT means you must have verbal contact with the parent (talking with the parent on the phone or in person). Email administrator (student last name A-K: Almanza & student last name L-Z: Klundt) with description of behavior, consequence given, and parent contact.*

**1. Academic Dishonesty**

*Possessing or altering grade record, forgery of grade forms, entry into computer records or other acts of cheating deemed by the principal to constitute serious misconduct, e.g.: large scale cheating.*

Consequences

First Offense: Notify an administrator immediately; write a statement as to what you saw/heard

**2. Arson**

*Intentionally setting a fire.*

Consequences

First Offense: Notify an administrator immediately; write a statement as to what you saw/heard

**3. Assault/Battery**

*Threats or violence performed on another person while on school grounds.*

Consequences

First Offense: Notify an administrator immediately; write a statement as to what you saw/heard

**4. Assemblies**

Expectations

*Assemblies are a regularly scheduled part of the day to promote pride and school spirit, as well as to provide alternative educational and enrichment experiences. Discipline may be administered for disrespectful behavior during the assembly.*

Consequences:

First Offense: Warning

Second Offense: Refer student to an administrator

**5. Behavior**

*Students are expected to behave in a way while on campus that protects the safety and well-being of others and does not disrupt the educational process*

Consequences:

First Offense: Warning

Second Offense: Lunch table clean-up

Third Offense: Up to two 30 minute lunch detentions, parent contact

Fourth Offense: Refer student to an administrator

**6. Blackmail, Extortion, Coercion, Intimidation**

*Obtaining money, property or favor by violence or threat of violence performed against persons or forcing another to perform any act against his/her will by force or by threat of force. This includes demanding money from a person in return for not revealing compromising or injuries information about that person.*

Consequences

First Offense: Notify an administrator immediately; write a statement as to what you saw/heard

**7. Burglary/Theft**

*Entering or remaining unlawfully in a building with intent to commit a crime.*

Consequences

First Offense: Notify an administrator immediately; write a statement as to what you saw/heard

### **8. Cell Phone/Personal electronics**

*Personal electronic devices should not cause school or classroom disruptions. Office phones are for business use only. Students may use the designated student phone in the office to call parents. Students may not use or display cell phones on campus. Cell phones must be turned off and out of sight (in backpack/bag/pocket) during school hours.*

#### Consequences

First Offense: Confiscate phone and turn into office secretary. Office will contact parent.

### **9. Cheating/Plagiarism**

*Possession of answers, taking or passing materials during a test, assisting with a cheating incident.*

*Plagiarism is defined as any of the following:*

*Copying the work of another student and representing it as your own*

*Using source material (directly or paraphrased) without proper citation and documentation.*

#### Consequences

First Offense: Zero on test/assignment; parent contact

Second Offense: Refer student to an administrator

### **10. Closed Campus**

*Students are to remain on campus from the time they arrive, until they leave at the end of the school day or parent/guardian picks them up. Students participating in after school events must remain on campus.*

#### Consequences:

First Offense: Refer student to an administrator

### **11. Disrespect – Interference with School Authorities – Insubordination – Willful Disobedience**

*Refusal to obey reasonable directions/requests or disrespect of any staff member. Lying to staff and/or volunteer-intentionally falsifying, refusing to identify self or purposely withholding information.*

#### Consequences

First Offense: Up to two 30 minute lunch detentions; parent contact

Second Offense: Refer student to an administrator

### **12. Dress and Appearance**

#### Expectations

*Student's appearance should be neat and clean. Dress and appearance that causes a disruption of the educational process or presents health or safety problems or is gang related shall not be permitted; otherwise, dress and appearance are the responsibility of the student/parents. Students need to be aware of the following dress standards:*

- *Clothing or buttons that promote hate or are racist, sexist or in some manner denigrates other students/or advertising alcohol or other controlled substances, including tobacco, are not permitted at school*
- *Extreme sagging pants are not permitted*
- *Spiked jewelry or clothing are not allowed*
- *Shoes must be worn at all times*
- *No trench coats or chains unattached to clothing are allowed*
- *No underwear can be visible at any time*
- *Shorts/Skirts should be no shorter than the fingertips of the arm when it is stretched straight down*
- *No midriff can show at any time*
- *Tops must have a minimum of a "3 finger width" strap and necklines should be no lower than "4 fingers" below the clavicle "notch"*
- *No hats are to be worn during school hours*

#### Consequences

First Offense: Warning

Second Offense: Refer student to an administrator

### **13. Drugs/Alcohol**

#### Expectations

*Possession, use of, sale, sharing, or distribution of drugs, prescription drugs, over the counter drugs and/or counterfeit substances or any other controlled substance, or possession of paraphernalia is strictly prohibited on school grounds and at all school sponsored activities. The police will be notified in all drug and alcohol cases.*

#### Consequences

First Offense: Notify an administrator immediately, write a statement as to what you saw/heard

**14. Endangering Health or Safety**

*Any object or substance (liquids/solids) used in a dangerous manner- shooting staples, throwing snowballs, water devices, laser lights, lighters, stink bombs, spraying an aerosol or other propellant (tagging), smoke bombs, matches, shocking devices, including throwing items on bus*

Consequences

First Offense: Notify an administrator immediately, write a statement as to what you saw/heard

**15. False Alarm/False Emergency Calls**

*Activating a fire alarm for other than intended purpose or making false 911 calls.*

Consequences

First Offense: Notify an administrator immediately, write a statement as to what you saw/heard

**16. Fighting (mutually combative aggressive behavior, verbal or physical, encouraging others to fight)**

*Mutually combative aggressive behavior, verbal or physical including encouraging others to fight. Fighting is considered to be any aggressive behavior either verbal or physical including using boxing gloves to hit another student. This includes 1000' perimeter of Stanwood Middle School.*

Consequences

First Offense: Notify an administrator immediately, write a statement as to what you saw/heard

**17. Food/Drink**

*Students may eat lunch in the cafeteria, the foyer between the library and cafeteria, and in front of the office only. No food or drink is allowed in the hallways. Students are not allowed to chew gum on campus. No energy drinks are allowed on campus.*

Consequences (given to office):

First Offense: Warning

Second Offense: Lunch table clean-up

Third Offense: Up to two 30 minute lunch detentions, parent contact

Fourth Offense: Refer student to an administrator

**18. Forgery**

*Falsification or destruction of any school records. Forged excuses, forged signatures of parents, staff, students, school or community property.*

Consequences

First Offense: Notify an administrator immediately; write a statement as to what you saw/heard

**19. Gambling**

*Playing cards, dice or games of chance for money or other things of value.*

Consequences

First Offense: Refer student to an administrator

**20. Hallway Behavior**

*Students are expected to walk on the right side of hallways in a safe manner. No pushing, tripping, shouting, or creating congestion in the halls by stopping or walking exceptionally slow is allowed. During class time students must have a hall pass from their teacher if they are out of their classroom.*

Consequences (given to office):

First Offense: Warning

Second Offense: Lunch table clean-up

Third Offense: Up to two 30 minute lunch detentions, parent contact

Fourth Offense: Refer student to an administrator

**21. Harassment/Bullying/Sexual Harassment/Malicious Harassment**

*Maliciously and intentionally intimidating another person orally, written or by gesture.*

Consequences

First Offense: Notify an administrator immediately, write a statement as to what you saw/heard using Harassment, Intimidation or Bullying (HIB) Incident Reporting Form (3207 F1)

## **22. Inappropriate language/Gestures**

*Inappropriate hand gestures, swearing, vulgarity, cursing, spitting or suggestive comments meant to intimidate or embarrass, directed toward a staff member, volunteer, or peer.*

### Consequences

First Offense: Up to two 30 minute lunch detentions; parent contact  
Second Offense: Refer student to an administrator

## **23. Indecent Exposure**

*Deliberate exposing of portions of the body generally considered private.*

### Consequences

First Offense: Notify an administrator immediately, write a statement as to what you saw/heard

## **24. Internet/Technology Misuse Violation**

*Physical or electronic tampering with technology devices/school equipment, plagiarism, transmitting, receiving, submitting or publishing any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, offensive or illegal material.*

### Consequences

First Offense: Notify an administrator immediately, write a statement as to what you saw/heard

## **25. Leaving Class Without Permission**

*Student leaves class without permission from instructor.*

### Consequences

First Offense: Up to two 30 minute lunch detentions; parent contact  
Second Offense: Refer student to an administrator

## **26. Off-limit Areas**

*Behind or between music, tech-ed., and art building are off limits. Wooded areas of the school grounds and parking lots (except when used for arriving at or leaving school) are off limits.*

First Offense: Refer student to an administrator

## **27. Pornography**

*Possession, sharing or distribution of pornographic materials, including pictures taken on cell phones and text messages.*

### Consequences

First Offense: Notify an administrator immediately, write a statement as to what you saw/heard

## **28. Public Display of Affection**

*Students should not touch one another inappropriately or display affection while on school grounds.*

### Consequences

First Offense: Up to two 30 minute lunch detentions; parent contact  
Second Offense: Refer student to an administrator

## **29. Skateboards/Skates**

*Wheeled vehicles (such as skateboards, skates, and heelies) are not allowed on school grounds or on any school bus at any time, including after school and evening events. At no time are these items to be used on school grounds.*

### Consequences:

First Offense: Confiscation for one day; refer student to an administrator

## **30. Tardies**

*Students are to be in their seats, ready to work, when the bell rings.*

### Consequences:

First Offense: Warning  
Second Offense: Lunch table clean-up  
Third Offense: Up to two 30 minute lunch detentions, parent contact  
Fourth Offense: Refer student to an administrator



**31. Theft – Burglary – Possession of Stolen Property**

*Stealing, attempting to steal or possession of stolen property.*

Consequences

First Offense: Notify an administrator immediately, write a statement as to what you saw/heard

**32. Tobacco/Lighter/Matches**

*Smoking or possession of cigarettes, electronic cigarettes, chewing tobacco, or a lighter/matches in school, on school grounds or in view of the school.*

Consequences

First Offense: Notify an administrator immediately, write a statement as to what you saw/heard

**33. Trespass**

*Entering or remaining unlawfully in school buildings or grounds*

Consequences

First Offense: Notify an administrator immediately, write a statement as to what you saw/heard

**34. Truancy**

*An absence not excused by a parent or a school official. Examples – a parent/guardian approval of the off-campus absence was not turned in, no staff approval for on-campus absence or leaving school without permission from staff, absence from any class without a verifying note or call to the attendance office within 72 hours after returning to school, and student is not in class but the reason given is not considered excusable based on the list above*

Consequences

First Offense: Refer student to an administrator

**35. Vandalism**

*Willful or malicious destruction of public or private property*

Consequences

First Offense: Notify an administrator immediately, write a statement as to what you saw/heard

**36. Weapons/Replica of Weapons**

Expectations

*Students shall behave in a way that protects the safety and well-being of others. Students are forbidden knowingly and voluntarily to possess, handle, transmit, or use any instrument in school or on school grounds that is ordinarily or generally considered a weapon. **Any object which could be used to injure another person and which has no school-related purpose for being in school or on school grounds will be considered a weapon for the purposes of this code. The following are examples of instruments ordinarily or generally considered a weapon for the purposes of this code:** Guns, knives of all types, nunchaku sticks, darts, throwing stars, fireworks, explosives, and chemicals e.g. mace, pepper spray, etc.*

Consequences

First Offense: Notify an administrator immediately, write a statement as to what you saw/heard.

## TECHNOLOGY AND ELECTRONIC RESOURCES

The Stanwood-Camano School District Board of Directors recognizes that an effective public education system develops students who are globally aware, civically engaged, and capable of managing their lives and careers. The board also believes that students need to be proficient and safe users of information, media, and technology to succeed in a digital world.

Therefore, the district will use technology resources as a powerful and compelling means for students to learn core subjects and applied skills in relevant and rigorous ways. It is the district's goal to provide students with rich and ample opportunities to use technology for important purposes in schools just as individuals in workplaces and other real-life settings use these tools. The district's technology will enable educators and students to communicate, learn, share, collaborate and create; to think and solve problems; to manage their work; and to take ownership of their lives.

The Board of Directors recognizes that the district is connected to a statewide communications system (the K-20 Network), which provides Internet access and interactive video conferencing. This network allows opportunities for students, staff and the educational community to communicate, learn, access and publish information. The Board believes that the resources available through this network and the skills that students will develop in using it are of significant value in the learning process and student success in the future. These opportunities also pose many challenges including, but not limited to, access for all students, age-level appropriateness of material, conservation of resources, security / privacy / confidentiality, and cost of maintaining the system. The district will endeavor to ensure that these concerns are appropriately addressed, but cannot ensure that problems will not arise.

By connecting to this network, the Board intends only to provide a means for educational activities and does not intend to create a first amendment forum for free expression purposes. The district dedicates the property comprising the network, and grants access to it by users, only for the educational activities authorized under this policy and procedures and under the specific limitations contained therein.

To help ensure student safety and citizenship in online activities, all students will be educated about appropriate behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyber-bullying awareness and response.

The superintendent or designee will create strong technology educational systems that support innovative teaching and learning, to provide appropriate staff development opportunities and to develop procedures to support this policy.

The Board directs the Superintendent to provide training and procedures that encourage the widest possible access to the K-20 network by students, staff and the educational community, while establishing reasonable controls for the lawful, efficient and appropriate use and management of the system.

### Cross References:

Board Policy 2020	Curriculum Development and Adoption of Instructional Materials
Board Policy 2025	Copyright Compliance
Board Policy 3207	Prohibition of Harassment, Intimidation and Bullying
Board Policy 3241	Classroom Management, Corrective Actions or Punishment
Board Policy 4040	Public Access to District Records
Board Policy 4400	Election Activities
Board Policy 5281	Disciplinary Action and Discharge

### Legal Reference:

18 USC §§ 2510-2522	Electronic Communication Privacy Act
Public Law 110-385	Protecting Children in the 21 <sup>st</sup> Century Act

### Management Resources:

<i>Policy News</i> , February 2012	
<i>Policy News</i> , June 2008	Electronic Resources
<i>Policy News</i> , June 2001	Congress Requires Internet Blocking at School
<i>Policy News</i> , August 1998	Permission required to review e-mail

**Adoption Date:** 08.05.03  
**Stanwood-Camano School District**  
**Revised:** 09.18.12

## **ELECTRONIC INFORMATION SYSTEM (K-20 Network)**

### **Technology**

The use of technology by students in the educational process has become an everyday occurrence. Developing efficient skills is vital to the success of students now and in the future. It is a goal of the Stanwood-Camano School District not only to provide students access to technology, but also to further their development of technological skills. Technology is an integral part of the curriculum, physical environment and delivery of instruction.

### **Equitable Access**

1. Students throughout the school district will have equitable access to technologies while being provided educational opportunities to use those technologies.
2. Students with special needs, including those with identified disabilities, benefit greatly from the use of technology. In many cases, technology can remove barriers to learning.

### **Appropriate Use**

1. It is the expectation of the school district that students effectively and appropriately use available technology.
2. Appropriate safeguards are established to ensure the security of school district and student data.
3. All users of the system shall comply with current copyright laws.

### **General Use of Stanwood-Camano School District Technology**

1. Diligent effort by all users must be made to conserve system resources; e.g., system storage, network bandwidth, software licenses, etc.
2. Prior to having access to the system, every effort shall be made to provide appropriate training.
3. A signed acknowledgment by parent(s)/guardian(s) that they have received and agreed to the conditions for student use of technology as specified in these procedures and student or staff handbooks should be collected.

### **Personal Security**

1. Personal information such as complete names, addresses, telephone numbers and identifiable photos should remain confidential when communicating on the system. Students should never reveal such information without permission from their teacher and parent(s)/guardian(s). No user may disclose, use or disseminate personally identifiable information regarding others without authorization.
2. Students should never make appointments to meet people in person whom they have contacted on the system without school and parent permission.
3. Students should report to school staff if they come across information or messages on the web or when using electronic mail, chat rooms and other forms of direct electronic communications (e.g., instant message services) that may be dangerous or inappropriate.

### **Student Access and Use of Technology**

1. Student access and use of technology is granted on a continuing basis unless a parent/guardian chooses to withhold permission. Parent(s)/guardian(s) may notify the school of their intent to withdraw permission for use of technology by notifying the school in writing.
2. Internet access shall be granted on a continuing basis unless a parent/guardian chooses to withhold permission. Parent(s)/guardian(s) may notify the school of their intent to withdraw permission for Internet access by notifying the school in writing or completing the appropriate form provided by the school.
3. All use of technology must be in support of education and classroom learning and consistent with the mission of the Stanwood-Camano School District.

4. Use of technology must conform to state law, federal law and Stanwood-Camano School District's policy.
5. Use of the system for commercial solicitation is prohibited.
6. Technology shall not be used to disrupt the operation of the system by others.
7. Use of technology to access, store or distribute inappropriate, obscene or pornographic materials is prohibited.
8. Use of electronic recording devices, including still, video, and audio, is prohibited in Stanwood-Camano School District facilities except as authorized by Stanwood-Camano School District staff for educational purposes. In no case shall any such devices be used in restrooms and locker rooms.
9. Student access and use of technology on school district equipment is authorized, provided the student follows the "System Acceptable Use Guidelines" as follows:

#### **System Use**

1. All use of the system must be in support of education and the Stanwood-Camano School District's operations and consistent with the mission of the Stanwood-Camano School District. The school district reserves the right to prioritize use and access to the system.
2. Any use of the system must be in conformity to state and federal law, system use policies and the Stanwood-Camano School District's policy.
3. Use of the system for commercial solicitation is prohibited, except as allowed by law.
4. The system constitutes public facilities and may not be used to support or oppose political candidates or ballot measures.
5. Subscriptions to mailing lists, bulletin boards, chat groups, commercial online services and other information services must be directly related to classroom curriculum or the job responsibilities of the employee.
6. Diligent effort must be made to conserve system resources.
7. Technology shall not be used to disrupt the operation and use of the system by others; system components including hardware or software shall not be destroyed, modified, removed or abused in any way.
8. Malicious use of the system to develop programs or institute practices that harass other users or gain unauthorized access to any service or information on the system and/or damage the components of a service or information on the system is prohibited.
9. Users are responsible for the appropriateness of the material they transmit or publish on the system. Hate mail, harassment, discriminatory remarks or other antisocial behaviors are expressly prohibited.
10. Uses of the system to access, store or distribute obscene or pornographic material is prohibited.
11. Connecting or attaching any computer or networking equipment or components to the system via network ports and/or communications closets, by anyone other than a network technician or other individuals expressly authorized by the director of the Information Systems and Technology Department, is strictly prohibited. Unauthorized computer or networking equipment or components will be removed without notice.

#### **Security**

1. System log-ins or accounts are to be used only by the authorized owner of the account for authorized purposes.
2. Users may not share their system, computer or software passwords with others or leave an open file or session unattended or unsupervised. Account owners are ultimately responsible for all activity under their account.
3. Users shall not seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, misrepresent other users on the system or attempt to gain unauthorized access to any data or entity on specific computers or the network.
4. Communications may not be encrypted so as to avoid school district security review.
5. Users will avoid using easily-guessed passwords and will be required to change passwords regularly as necessary to maintain security.

### **Filtering and Monitoring**

1. Filtering services are in use on all computers with access to the Internet. The system is designed to block or filter access to Internet content the district deems inappropriate, including pornography and any depictions that are obscene or are harmful to minors.

### **District Responsibilities**

The Stanwood-Camano School District shall:

1. Review, monitor, and log, as appropriate, all activity on the system for responsible use consistent with the terms of the policy and procedures.
2. Make determinations on whether specific uses of the system are consistent with these acceptable use guidelines.
3. Remove a user's access to the system, with or without notice, at any time the school district suspects that the user is engaged in unauthorized activity or violating this policy. In addition, further disciplinary or corrective action(s) may be imposed for violations of the policy up to, and including, termination of employment for staff, or appropriate disciplinary sanctions for students.
4. Cooperate fully with law enforcement investigation(s) concerning, or relating to, any suspected or alleged inappropriate activities on the system or any other electronic media.
5. From time to time make a determination on whether specific uses of the system are consistent with the regulations stated above. Under prescribed circumstances, non-student or non-staff use may be permitted, provided such individuals demonstrate that their use furthers the purpose and goals of the school district.

### **Discipline and Consequences for Unauthorized Use of Technology**

#### **For Students**

Violation of the Stanwood-Camano School District's expectations for use of technology may be cause for disciplinary action up to, and including, expulsion.

#### **For Staff**

Violation of the Stanwood-Camano School District's expectations for use of technology may be cause for disciplinary action up to, and including, termination and reporting to the Office of Superintendent of Instruction's Office of Professional Practice.

**Adopted: 08.05.03**  
**Stanwood-Camano School District**  
**Revised: 03.03.06**  
**Revised: 01.05.09**

## Acknowledgment of Handbook Access

(\*\*IMPORTANT – Please sign and return)

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 school-----

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 for 2016-17, 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: \_\_\_\_\_

Name of School: \_\_\_\_\_

\*\*\*Please complete this form and return to the student's ELA teacher by September 23, 2016.



# STANWOOD MIDDLE SCHOOL

Tod Klundt, Principal  
Cherae Almanza, Assistant Principal

Dear Parent/Guardian,

This year, Stanwood Middle School is making a special effort to ensure that all students fully benefit from their education by attending school regularly. Attending school regularly helps children feel better about school—and themselves. Your student can start building this habit in preschool so they learn right away that going to school on time, every day is important. Consistent attendance will help children do well in high school, college, and at work.

## **DID YOU KNOW?**

- Starting in kindergarten, too many absences (excused and unexcused) can cause children to fall behind in school.
- Missing 10 percent (or about 18 days) increases the chance that your student will not read or master math at the same level as their peers.
- Students can still fall behind if they miss just a day or two days every few weeks.
- Being late to school may lead to poor attendance.
- Absences can affect the whole classroom if the teacher has to slow down learning to help children catch up.
- By 6th grade, absenteeism is one of three signs that a student may drop out of high school.
- By being present at school, your child learns valuable social skills and has the opportunity to develop meaningful relationships with other students and school staff.
- Absences can be a sign that a student is losing interest in school, struggling with school work, dealing with a bully or facing some other potentially serious difficulty.
- By 9th grade, regular and high attendance is a better predictor of graduation rates than 8th grade test scores.

## **WHAT WE NEED FROM YOU**

We miss your student when they are gone and we value their contributions to our school. We would like you to help ensure that your student attends regularly and is successful in school. If your student is going to be absent, please contact Wendy Roope at (360) 629-1350.

## **OUR PROMISE TO YOU**

We know that there are a wide variety of reasons that students are absent from school, from health concerns to transportation challenges. There are many people in our building prepared to help you if you or your student face challenges in getting to school regularly or on time. We promise to track attendance daily, to notice when your student is missing from class, communicate with you to understand why they were absent, and to identify barriers and supports available to overcome challenges you may face in helping your student attend school.

## **SCHOOL POLICIES AND STATE LAWS**

It is important that you understand our school policies and procedures, as well as Washington State Law, to ensure your child is successful in school. State law for mandatory attendance, called the Becca Bill, requires children from age 8 to 17 to attend a public school, private school, or a district-approved home school pro-

gram. Children that are 6- or 7-years-old are not required to be enrolled in school. However, if parents enroll their 6- or 7-year-old, the student must attend full-time. Youth who are 16 or older may be excused from attending public school if they meet certain requirements.

<http://apps.leg.wa.gov/rcw/default.aspx?cite=28A.225>

We, the school, are required to take daily attendance and notify you when your student has an unexcused absence.

If your student has two unexcused absences in one month, state law (RCW 28A.225.020) requires we schedule a conference with you and your student to identify the barriers and supports available to ensure regular attendance. The district is obligated to develop a plan that may require an assessment to determine how to best meet the needs of your student and reduce absenteeism.

If your student has seven unexcused absences in any month or ten unexcused absences within the school year, we are required to file a petition with the Juvenile court, alleging a violation of RCW 28A.225.010, the mandatory attendance laws. If your student continues to be truant you may need to go to court.

At Stanwood School District, we have established the following rules on attendance that will help you ensure your student is attending regularly.

#### **WHAT YOU CAN DO**

- Set a regular bed time and morning routine.
- Prepare for school the night before, finishing homework and getting a good night's sleep.
- Find out what day school starts and make sure your child has the required immunizations.
- Don't let your student stay home unless they are truly sick. Keep in mind complaints of a stomach ache or headache can be a sign of anxiety and not a reason to stay home.
- Avoid appointments and extended trips when school is in session.
- Develop back-up plans for getting to school if something comes up. Call on a family member, a neighbor, or another parent.
- Keep track of your student's attendance. Missing more than 9 days could put your student at risk of falling behind.
- Talk to your student about the importance of attendance.
- Talk to your students' teachers if you notice sudden changes in behavior. These could be tied to something going on at school.
- Encourage meaningful afterschool activities, including sports and clubs.

Sincerely,

Tod Klundt

Your signature below indicates that you have read and understand the attendance policies and procedures in Stanwood Middle School.

\_\_\_\_\_ Date \_\_\_\_\_  
**Parent/Guardian Signature**