

Hoquiam Middle School Student Handbook 2018-2019



WELCOME TO YOUR SCHOOL!

Our Mission Statement

Learning is a lifelong process. Hoquiam Middle School is dedicated to creating a safe environment that supports, motivates, and provides everyone the opportunity to learn.

Four Guidelines for Success

Be Prepared!

I will be prepared, having the proper materials with me in a class so I will be able to study and complete assignments. It means entering the classroom on time with the learning tools, assignments and an **“I Can Succeed”** attitude.

Be on Time!

I will develop a habit of being on time from the opening minute of the school day until the end of my last class. This habit also applies to getting assignments completed and turned in on time.

Be Respectful!

Each day, I will see many adults and students. Respect for each of these people is important. Respect includes caring for others and their property, avoiding putdowns and rumors, being polite and following directions. When I respect others, I will be respected in return.

Be and Do Your Best!

I will put forth my best effort to be the best student and person I can be. Study, listen, complete, turn in assignments and get involved in school activities. My effort will determine the success and fun I can have at Hoquiam Middle School!

WE ARE HOQUIAM!!

Message from the Principal

We hope you've enjoyed a wonderful, relaxing summer! The weeks since school was dismissed for summer break have flown by, and have been filled with preparations for the coming school year. As we start the new school year, I'd first like to heartily welcome our new students and families, as well as welcome back those who are returning to Hoquiam Middle School. This is my 2nd year as the principal and I am extremely proud to have the opportunity to partner and learn with you about what it means to be a Classy Cub! If you'd like to meet with me, just stop by or call to set a date and time.

At this time, I would like to ask that you take a few minutes to review with your child the 2018-19 Student Handbook. This handbook provides you with detailed information about our school's policies, procedures and behavior expectations. Please pay focused attention to the common expectations for a variety of our school settings that are detailed towards the end of the student handbook. After you have reviewed the Handbook please sign and return the back page to your child's homeroom teacher.

Two important reminders 1) no visitors, including parents/guardians, may go beyond the main office area without first signing in at the main office desk which is located just to the left when entering the middle school, and; 2) the school day starts at 8:05 AM with breakfast service starting at 7:35 AM students should not arrive to school prior to 7:35 AM.

Finally, I would also invite you to continue participating in your child's education alongside us. The middle school student is truly in the middle, and your child will grow by leaps and bounds during their stay with us; academically, emotionally, physically, and socially. Your support in their lives is even more critical during this stage of their development.

Jason Ihde
Principal

Student Rights and Responsibilities

This handbook is made available to students per Board Policy 3200. The handbook serves as a written notice to students and parents of appropriate and inappropriate behaviors, as well as potential consequences for inappropriate behavior. Though the handbook cannot detail each conceivable behavior, it does provide a framework for addressing concerns. The handbook is reviewed at least annually. Students and/or parents with input should address their thoughts to the principal.

Office

The office is open from 7:50 AM - 3:30 PM daily. Parents may access the office beginning at 7:30 AM. Students may come to the office at 7:50 AM.

Parent Involvement

We welcome those that would like to assist in the education of the students at Hoquiam Middle School. Any individual that volunteers in the classroom or on a field trip will need to have a background check prior to the event. Please ask in the office for a form to fill out. Please keep in mind the process could take up to two weeks. You must provide a copy of your social security card and driver's license. **The use of tobacco, controlled substances and/or alcohol is strictly prohibited during school-sanctioned activities.**

Visitors

Any visitor to the school or grounds must report to the office at the beginning of their visit. People wishing to visit a classroom must make arrangements through the teacher and an administrator in advance. Per district policy, teachers must have 24-hour notice of a classroom visit. Visitors are asked to check out when they leave. **Student visitors are NOT permitted.**

Your Items!

Personal Property

Valuable items include: cameras, kindles, tablets, all electronics, sunglasses, large sums of money, etc. **are not necessary to have at school. Please refrain from bringing these items to school as you assume all responsibility for such items, as the school does not accept responsibility for lost, stolen or damaged items.**

Electronics/ Cell Phones

Policy 3245 states all electronics must be **off and out of sight**. You may use cell phones before 8:00 AM or after 2:35 PM. **Otherwise, cell phones are to be turned off and out of sight (in locker that are provided).** If you need to get ahold of a parent, please go to the office and use the office phone. Ear phones/ear buds are not to be brought or used at school.

- Staff may confiscate cell phones if it is seen or should a student be using it during the hours of 8:00 AM and 2:35 PM. Upon the first offense, students can receive the cell phone from the office at the end of the day.
 - Second offense, a parent/guardian may retrieve the phone at the end of the day.
 - A third offense, student will be required to give it to an administrator each morning until the end of the day. Staff does not take any responsibility for lost or damaged phones.
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Backpacks

Backpacks are not allowed in the classroom unless specified by the principal for medical or other such reasons. You are required to keep your backpack in your locker. This is a safety measure.

Lockers

You will be provided with a locker to keep your books, backpack and outside clothing in. You will also be provided with a small lockable basket for gym clothes. The gym lockers have a removable combination lock. Only school locks are permitted unless a parent requests a personal lock and a key is provided. Failure to return locks will result in a \$10 fine.

- **Keep lockers locked**
 - **Keep your combination to yourself**
 - **Keep it clean and tidy**
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Locker Searches

No right nor expectation of privacy exists for any student as to the use of any locker issued or assigned to a student by the school and the locker shall be subject to search for illegal drugs, weapons, and contraband as provided in RCW 28A.600.210 through 28A.600.240. RCW 28A.60.0.220

Searches of Students and Personal Property

School officials have authority to maintain order and discipline in the schools and to protect students from exposure to illegal drugs, weapons, and contraband. The superintendent, the principal, and other staff designated by the superintendent shall have the authority to conduct reasonable searches on school property as provided by board policy. Prior to conducting a search, school officials shall ask that the student consent to be searched by removing all items from pockets or other personal effects. If the student refuses to consent to the search, school officials may proceed to search the student, the student's personal belongings, and the student's locker, as follows: A. Any search of a student conducted by a school district employee must be reasonably related to the discovery of contraband or other evidence of a student's violation of the law or school rules.

Legal References:

RCW 13.64.060	Power and Capacity of emancipated minor
RCW 28A.320.040	Bylaws for board and school government
RCW 28A.600.020	Government of schools, pupils and employees
RCW 28A.600.210 - 28A.600.240	School locker searches
WAC 180-40-215	Student rights

Bicycles, Skateboards and Scooters

Park your bike at the bike rack in front of the school and lock it up. If you wish to bring a skateboard or scooter to school, lock it up on the rack in the front of the school as well. They may NOT be ridden during the school day. HMS does not accept responsibility for damaged, lost or stolen bicycles, skateboards or scooters. Wear your helmet!

Academics

Homework Policy

The purpose of homework is to apply and practice what you are learning. **Homework includes 30 minutes of independent reading per night.**

Homework Success Tips:

- ✓ Establish a regular Study time
- ✓ Find a quiet place to study
- ✓ Check your planner for assignments due
- ✓ Check off assignments in your planner when you are done
- ✓ Keep your AVID Binder Organized and Neat

School Grading Policy

1. **Course and grading consistency** - Teachers measure student attainment of standards and assign grades based on consistent grading procedures that have been established within content areas.

Weighting is approved – 10% Homework, 20% Classwork, 20% Quizzes/Projects, & 50% Tests

2. **Academic honesty** – Academic honesty is an expectation held by all staff. Any cheating or plagiarism will be considered a behavioral issue. You will not get credit for that assignment. You will get an opportunity to make up the assignment/assessment. *The student's guardian will be notified and the discipline process will be followed.*
3. **No extra credit or bonus points** – Teachers will not use extra credit or bonus points in determining your grades. You will be allowed to redo or retake assignments/assessments to meet standard.
4. **Attendance** – Attendance will not be factored into your grade. *You will be given the opportunity to make up missed assignments/assessments. You are responsible for asking your teacher for make-up work. Performance-based courses such as PE may have participation requirements.*

5. **No group scores will be used in determining individual student grades** Teachers determine grades based on individual student achievement of standards.
As a result, grades will not reflect group scores. *Cooperative/group projects: Learn together – assess individually.*
6. **Late, Retake or Make up Work: Students may have the # days missed to turn in work following an excused absence.**
Students are responsible to turn work in on time. In the event that a student does not turn their work on time the following policy will be in effect. Students may turn work in 1 day late for a 10% grade reduction. After 1 day late maximum credit is 60% and may only be submitted prior to the next Unit/Chapter test. Quizzes may be retaken for ½ of missing credit. Tests demonstrate student’s knowledge and understanding. Tests cannot be retaken.

Report Cards

Report cards will be issued following the end of each semester. Subjects are marked with letter grades and are worth points to determine your GPA.

A = 4 – 100-90%

D = 1 - 69-60%

S = Satisfactory

B = 3 - 89-80%

F = 0 – 59% and Below

U = Unsatisfactory

C = 2 - 79-70%

P = Pass

Principals Honor Roll: 4.0

Grand Honor Roll = 3.6 – 3.9

Honor Roll: 3.0-3.5

To qualify for Honor Roll, you must have a minimum of five graded core classes.

Progress Reports/Skyward

You will receive progress reports 2 times throughout the semester (6 wks). You are expected to share these with your parents. You, as well as your parents/guardians, will also have access to your grades and attendance through **Skyward**.

- **Please get information and passwords for Skyward from the main office. This will help you keep tabs on grades, lunch accounts, attendance and discipline. This is a fantastic tool to make sure you or your child in on the right track!**

Conferences

Parent conferences will be held twice throughout the year. Fall conferences take place in an arena style with all teachers located in the cafeteria. Spring conferences will be student-led with teachers available in their classrooms. Notices of conferences and times will be sent out.

Textbooks/Library Books

If you are assigned a textbook or check out a library book, you are responsible for it. Loss or destruction of any book will result in a fine for the replacement of the textbook/library books.

AVID Binder

The AVID binder is required by all HMS students there is more information on the school supplies list. Students are required to have their binder with supplies in every class. Students will be graded on the neatness and organization of their binders. Students will be provided a complete AVID Binder at no cost. Lost or damaged binders can be replaced for \$10 and will be assessed as fine for students

The Student Planner

The student planner is provided to each student at the start of the school year at no cost. The planner is a required tool for every student in every class. Students will be asked to record assignments/due dates etc. in order to be prepared and productive in completing school work on time. The planner will also be a students hall pass. Students must have their own planner in order to be out of class. Students who lose their planners will be provided a replacement for \$5 and will be assessed as a fine.

Fines & Fees

Fines must be paid in full to receive report cards and to participate in the Moving Up Ceremony your 8th grade year. They also follow you to the high school. Students wishing to participate in sports must have returned all sports equipment or paid the fines/fees before playing another sport.

Attendance

Attendance and Absences

Call 538-8221 to notify the school of absences

By law and Board Policies 3121 and 3122, students must attend school. Parents or guardians are obligated to ensure that their child is enrolled and attending school. Research shows a high correlation between school attendance and academic achievement.

Valid excuses for absences

- **Illness**
- **Medical appointment**
- **Death in the immediate family**
- **Mandated court appearances**
- **Emergency outside the control of you or your family**

Examples of Unexcused absences, but are not limited to

- **Baby-sitting**
- **Car trouble**
- **Over-sleeping**
- **Salon appointments**
- **Missing the bus**

To excuse an absence, a phone call or note is required for EACH absence. Please include name, date(s) of absence, reason and signature of parent/guardian. Failure to do this will result in an unexcused absence. *Parents/guardians have 48 hours to excuse an absence or it will be marked as unexcused. Unexcused absences may be referred to the community truancy board and/or the juvenile court system.*

- Students must get to school ON TIME. If late, check in at the office. If it is an excused absence, the tardy will be excused. If not, it will be an unexcused tardy.

A pattern of absences, either excused or unexcused, will result in the school requesting medical/third party documentation prior to excusing the absence. If you must leave school during the day, please check in through the office before leaving. Failure to check out through the office will result in truancy.

If you are absent for an extended period of time (3 or more days), the office will assist in getting assignments together. Please allow 24 hours for teachers to arrange materials.

Truancy

A student is considered truant (unexcused absence) when they miss all or part of a class period without teacher or office permission, or fails to report to where they have been directed. In addition, leaving campus during the day without permission will be considered truancy. Five trancies a month or 10 during the school year require that an attendance petition be filed with the juvenile court and referral to the Community Truancy Board. Students who are truant up to 3 periods in a day will be assigned a ½ day ISS, students who are truant 4 - 7 periods in a day will be assigned 1 day ISS. Administrative discretion shall guide exceptional truancy cases.

Tardiness

You need to be **seated in class before the bell rings** or you will be marked tardy. Tardy students will be subject to disciplinary consequences, including lunch detention and/or In-School Suspension (ISS).

School Wide Expectations

Appropriate Behavior

Pursuant to Board Policies 3240, 3241 and Procedure 3241P, students shall comply with reasonable rules of the district. Refusal to comply with written rules and regulations could lead to disciplinary action such as In-School Suspension (ISS), suspension or expulsion. Common expectations will be provided at the conclusion of the handbook.

Progressive Discipline Steps

In general, discipline referrals will follow the progressive discipline procedures, however, **Administrative discretion shall guide the discipline process.** *Reparations (amends or repair) for school misconduct including community service activities (i.e. campus clean up) on campus may be negotiated with parents/students.*

Students are expected to keep their hands, feet and bodies to themselves at all times.

Student Behavioral Interventions

Positive Discipline Plan

Rationale: We have set up the “Steps” discipline plan in order to ensure a safe and orderly academic environment. It is based on a consistent set of expectations among our students, parents and staff. Part of growing up involves making mistakes, and in our efforts to help children learn from their mistakes, we will follow the plan as outlined in the “STEP” system below.

Positive Recognition: Positive student behavior recognition activities will be developed by staff for use throughout the year and may include: positive comments, awards, special privilege coupons, post cards, and calls to parents.

Step 1 & Step 2: Teacher/Classroom Based

Teachers and students at each grade level will select their own classroom behavior expectations, rewards, and consequences. These will correlate closely to our school wide expectations. These will also contribute toward a positive classroom environment, and will respect and maintain the dignity of each individual.

Discipline: The classroom teacher will address any problem with student behavior at Steps 1 & 2. The teacher will deal with behavior problems as they occur in their own areas, but will notify administration of behavior incidents, which are serious, or of a continuing nature.

Teachers and classified staff may choose one of several techniques in order to deal with inappropriate behavior. These techniques may include a short conversation with the student, establishing some type of “contract” agreement with the student, or utilizing partner teachers.

Should these efforts fail to improve the student’s behavior, the teacher will contact the student’s parents in order to inform them of the student’s behavior and steps taken to change the behavior. The teacher will document a Step 2 parent contact and outcome of the conversation in case a Step 3 is reached.

Step 3: Counselor Based

If a student fails to meet school/classroom expectations a 3rd time a referral to the counselor will be made. The teacher will include date and details of contact with parents for Step 2.

The counselor will meet with the student and teacher and discuss a “plan of action” for the student to return to the classroom. The counselor may also elect to set up a staff/student/parent conference to discuss the situation and set up a “plan of action,” which will outline how future situations will be handled. A follow-up plan will be established between the parties involved.

Step 4: Administrative Based

The student will be referred to an administrator should efforts at Steps 1-3 prove to be ineffective in improving student behavior. A consequence will be determined based upon the administrator’s judgment for the seriousness of the act, circumstances surrounding the act, and/or the previous record of the student. When possible, the parents of the student will be contacted by telephone and informed of any interventions at this level.

Disciplinary consequences may include, Warning, Conference with student and/or family, loss of school/athletic privileges, Lunch Detention, Afterschool Detention, In School Suspension (ISS) or Short Term Out of School Suspension (STS) (1-10 days), and Long Term Out of School Suspension (11+ Days).

At the beginning of each semester, each student will begin with a clean slate. thus starting over on the discipline steps. **Referrals for fighting, harassment, bullying, threats, and tobacco/drugs/alcohol are cumulative throughout the year.**

STS/LTS – Short/Long Term Suspension

Students assigned this level of discipline will have an opportunity to collect missing school work (if more than 3 days) within 24hrs from the office and complete the schoolwork while away from school. Students serving this level of discipline are not allowed to participate in any school or extracurricular school activities or be permitted to attend such activities at any school district event while serving discipline. This discipline will end and participation may occur again once the student has

returned to school. For example, a student suspended through Friday may not attend/participate in activities over the weekend as they have not returned to school.

ISS - In School Suspension

Students assigned should be prepared to work, make up missing assignments or read throughout the day. Students may also be assigned light janitorial work. Students serving ISS will not be able to participate in any school or school district activities on the days they are under suspension. This includes, but is not limited to practices, games, and high school events. ISS is deemed served at the conclusion of the last day it is ordered and students may resume out of school activities.

There is no talking during ISS or inappropriate behavior. Students may be sent home for Out of School Suspension (OSS) if this happens.

Detention Policy

Lunch Detention

If assigned Lunch Detention, students will go immediately to detention during their lunch and sit quietly for 15 min. During this time, students are expected to complete homework or read a book only. After 15 minutes students will be provided a brown bag school lunch or may begin eating a lunch packed from home.

After School Detention – Tuesday and Thursday – 2:35 – 3:35

Students may be assigned administrative after school detention for behavioral misconduct. Students will need to report immediately to ASD with homework or a book to read. After serving detention the student may resume after school activities or leave school. Student/Families will be notified in advance to arrange transportation.

Failure to maintain appropriate behavior will lead to additional detentions being assigned or further disciplinary consequences.

Discipline - Exceptional Misconduct

Fighting: Some descriptors of fighting are throwing a punch and/or an exchange of blows (hitting, slapping, pushing, shoving or kicking) another student. All students engaged in fighting behavior will be subject to the following consequences, regardless of who initiated the incident. IF a student VERBALLY provokes a fight, they will be subject to consequences as well, even if there was no physical contact. If a student is protecting themselves or others, this will be taken into consideration. All variables will be considered.

Students may also be referred to local law enforcement agencies for assault as appropriate.

Alcohol/Drugs: Per Board Policy 3241, schools are to be drug free and weapon free zones. Students being under the influence or in possession of any type of alcoholic beverage, tobacco, vape pens/rigs, paraphernalia or controlled substances on the school premises or at a school functions will be cause for suspension or expulsion.

- 1) First offense will result in 10 days of short-term suspension. The suspension will be reduced on completion of a school-approved intervention. Recommendation must be followed.
- 2) Second offense will result in a long-term suspension minimum of 20 days, 10 days if the student participated in the school-approved intervention on the first offense, or 15 days if the student did not take part in the school-approved intervention on the first offense but wishes to do so on the second.
- 3) Third offense will result in a long term suspension, a minimum of 20 days and being placed on a personal behavior contract to reenter school
- 4) With all offenses, law enforcement officials may be notified.

Weapons: Any student in possession of a dangerous weapon as defined by state law on campus or at a school-sponsored activity will be expelled in accordance with board policy and state law. In addition, students who use objects not classified as dangerous by state standards as a weapon will be subject to disciplinary consequences and police contact. Such an incident will lead to an emergency expulsion, which may be converted to an Out of School Suspension of no less than 10 days.

Appeals Process

Any student or parent who is aggrieved by the imposition of a discipline procedure shall have the right to an informal conference with the principal for the purpose of resolving the grievance. At such conference, the student and parent shall be subject to questioning by the principal and shall be entitled to question staff involved in the matter being grieved.

The parent and student, after exhausting this remedy shall have the right, upon two school business days' prior notice, to present a written and/or oral grievance to the superintendent. If the grievance is not resolved at this step, additional recourse exists for the student and parent, according to board policy.

Respecting Staff

Per RCW 28A.635.010, any person who **insults or verbally abuses** a staff member anywhere on the school premises while carrying out his or her official duties, shall be guilty of a misdemeanor, which could result in a fine and consequences. Per RCW 28A.635.100, intimidating any administrator, teacher, classified employee or student, either by yourself or with a group of friends is a gross misdemeanor and shall be fined not more than \$500 or serve time in juvenile detention. Per RCW 28A.635.090, any violent act with administrator, teacher, classified employee, person under contact with the school district or innocent student will be grounds for immediate suspension or expulsion.

Examples are any vulgar words, swearing, overt defiance, lying, name-calling, suggestive gestures, physical abuse, or anything a teacher feels is threatening or any other behavior that would prevent the teacher from teaching or students from learning.

Public Displays of Affection

Being overly affectionate in school creates an environment that is not conducive to concentration and learning, therefore students should refrain from inappropriate, intimate behaviors on campus or at school related events & activities. Students are expected to show good taste and conduct themselves respectfully at all times.

Passing Time

You have 3 minutes to get from class to class or lunch to class. Please use this time appropriately, get a drink of water, go to the restroom if necessary and be ready and in your class when the bell rings. Follow the hallway expectations during passing times.

Before School Expectations

Students who arrive before 8:00 am are allowed to be in supervised areas of the building only (Cafeteria, Black Top & Entry Ways).

1. Cafeteria – breakfast starts at 7:30
2. Classroom – students must arrange ahead of time and the teacher must be present.

Students who need to meet with a staff member prior to the bell are allowed to do so, however, advance arrangements should be made with the staff member.

Dress Code

Dress codes exist to ensure that the educational environment will not be disrupted.

1. Shirts must be long enough to cover the midriff.
2. Tank tops are required to have a two-inch shoulder strap.
3. Pants must be worn at the waist. Use a belt if necessary. Rips/tears should be minimally revealing and/or have second layer underneath.
4. Halter or sheer clothing items are not to be worn.
5. Pajamas, slippers or blankets are NOT permitted at school.
6. Shoes must be worn at all times.
7. Hats are to be removed prior to entering the building.
8. Bandanas may be confiscated if worn in a gang related fashion (over face, around leg, as a head cover, etc.)
9. Any item/brand relating to companies promoting alcoholic beverages, controlled substances, tobacco products or sex are NOT permitted.

Per Board Policy 3224, clothing shall not be a distraction to the educational process. Clothing must meet safety standards of the individual classes. Clothing that have inappropriate designs or lettering will be secured by the administration. Gang related paraphernalia or articles of clothing will not be allowed. Also, the advertisements of any alcoholic beverage, controlled substance, tobacco product, sex, inappropriate language or innuendo, is prohibited on all articles of clothing

brought to school or school functions. Students who do not have appropriate clothing will be placed in ISS until a parent/guardian can bring appropriate attire. Repeat offenses will be considered insubordination and the student will be subject to the discipline steps.

Harassment/Bullying/Intimidation

Harassment: Harassment, intimidation and bullying are prohibited in the Hoquiam School District. The district is committed to a safe and civil educational environment for all students, employees, parents/legal guardians, volunteer, and patrons that is free from harassment, intimidation or bullying. “Harassment, intimidation, or bullying” means any intentionally written message or image – including those that are electronically transmitted – verbal, or physical act including but not limited to one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation, including gender expression or identity, mental or physical disability or other distinguishing characteristics, when an act:

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

Behaviors /Expressions

Harassment, intimidation, or bullying can take many forms, including, but not limited to slurs, rumors, jokes, innuendos, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats or other written, oral, physical, or electronically transmitted messages or images. Many behaviors that do not rise to the level of harassment, intimidation or bullying may still be prohibited by other district policies or building, classroom rules

Training

This policy is a component of the district’s responsibility to create and maintain a safe, civil, respectful and inclusive learning community and shall be implemented in conjunction with comprehensive training of students, staff and volunteers.

Prevention

The district will provide students with strategies aimed at preventing harassment, intimidation and bullying. In its effort to train students, the district will seek partnerships with families, law enforcement, and other community agencies.

Interventions

These are designed to remediate the impact on the targeted student(s) and other impacted by the violation, to change the behavior of the perpetrator, and to restore a positive school climate. The district will consider the frequency of incidents, developmental age of the student, and severity of the conduct in determining intervention strategies. Interventions will range from counseling, correcting behavior and discipline, to law enforcement referrals.

Retaliation/False Allegations

Retaliation is prohibited and will result in appropriate discipline. It is a violation of this policy to threaten or harm someone for reporting harassment, intimidation, or bullying. It is also a violation of district policy to knowingly report false allegations of harassment, intimidation or bullying. Students or employees will not be disciplined for making a report in good faith. However, a person found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

Sexual Harassment

Sexual Harassment has the same definition as harassment, with an added element that the intentional written, verbal or physical act is sexual in nature. Students who believe they are subject to sexual harassment should report such concerns to the counselor. At that time, the student will have the opportunity to file an informal complaint, or a written, formal complaint. Students who are found to be in violation of sexual harassment policies will be subject to school discipline, including ISS and OSS.

Cyber Bullying

Cyber Bullying is a form of harassment that is done through electronic means, included, but not limited to, email, personal web pages (Twitter, Facebook, etc.) and text messages. It constitutes harassment and will NOT be tolerated, whether done from school or elsewhere. Students who engage in cyber bullying will be subject to disciplinary consequences and may be referred to local police authorities depending on the nature of such incidents. It is VERY EASY for the authorities and district to see what is written online and it is proof. Please be careful what you post.

Consequences for Harassment and Bullying will follow the progressive discipline steps. Such referrals are cumulative throughout the year.

Discrimination

Hoquiam School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression, gender identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employee(s) has been designated to handle questions and complaints of alleged discrimination:

Civil Rights Coordinator:
Mike Villarreal, mvillarreal@hoquiam.net
325 W. Chenault Ave, 360 538-8200

Title IX Officer and Section 504 Coordinator:
Amanda Wilde, awilde@hoquiam.net
325 W. Chenault Ave, 360 538-8200

You can report discrimination and discriminatory harassment to any school staff member or to the district's Civil Rights Coordinator, listed above. You also have the right to file a complaint (see below). For a copy of your district's nondiscrimination policy and procedure, contact your school or district office or view it online here: **hoquiam.schoolwires.net**

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 during a school-sponsored activity.

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

You can report sexual harassment to any school staff member or to the district's Title IX Officer, who is listed above. You also have the right to file a complaint (see below). For a copy of your district's sexual harassment policy and procedure, contact your school or district office, or view it online here: **hoquiam.schoolwires.net**

COMPLAINT OPTIONS: DISCRIMINATION AND SEXUAL HARASSMENT

If you believe that you or your child have experienced unlawful discrimination, discriminatory harassment, or sexual harassment at school, you have the right to file a complaint.

Before filing a complaint, you can discuss your concerns with your child's principal or with the school district's Section 504 Coordinator, Title IX Officer, or Civil Rights Coordinator, who are listed above. This is often the fastest way to resolve your concerns.

Complaint to the School District

Step 1. Write Our Your Complaint

In most cases, complaints must be filed within one year from the date of the incident or conduct that is the subject of the complaint. A complaint must be in writing. Be sure to describe the conduct or incident, explain why you believe discrimination, discriminatory harassment, or sexual harassment has taken place, and describe what actions you believe the district should take to resolve the problem. Send your written complaint—by mail, fax, email, or hand delivery—to the district superintendent or civil rights compliance coordinator.

Step 2: School District Investigates Your Complaint

Once the district receives your written complaint, the coordinator will give you a copy of the complaint procedure and make

sure a prompt and thorough investigation takes place. The superintendent or designee will respond to you in writing within 30 calendar days—unless you agree on a different time period. If your complaint involves exceptional circumstances that demand a lengthier investigation, the district will notify you in writing to explain why staff need a time extension and the new date for their written response.

Step 3: School District Responds to Your Complaint

In its written response, the district will include a summary of the results of the investigation, a determination of whether or not the district failed to comply with civil rights laws, notification that you can appeal this determination, and any measures necessary to bring the district into compliance with civil rights laws. Corrective measures will be put into effect within 30 calendar days after this written response—unless you agree to a different time period.

Appeal to the School District

If you disagree with the school district’s decision, you may appeal to the school district’s board of directors. You must file a notice of appeal in writing to the secretary of the school board within 10 calendar days after you received the school district’s response to your complaint. The school board will schedule a hearing within 20 calendar days after they received your appeal, unless you agree on a different timeline. The school board will send you a written decision within 30 calendar days after the district received your notice of appeal. The school board’s decision will include information about how to file a complaint with the Office of Superintendent of Public Instruction (OSPI).

Complaint to OSPI

If you do not agree with the school district’s appeal decision, state law provides the option to file a formal complaint with the Office of Superintendent of Public Instruction (OSPI). This is a separate complaint process that can take place if one of these two conditions has occurred: (1) you have completed the district’s complaint and appeal process, or (2) the district has not followed the complaint and appeal process correctly.

You have 20 calendar days to file a complaint to OSPI from the day you received the decision on your appeal. You can send your written complaint to the Equity and Civil Rights Office at OSPI:

Email: Equity@k12.wa.us | **Fax:** 360-664-2967

Mail or hand deliver: PO Box 47200, 600 Washington St. S.E., Olympia, WA 98504-7200

For more information, visit www.k12.wa.us/Equity/Complaints.aspx, or contact OSPI’s Equity and Civil Rights Office at 360-725-6162/TTY: 360-664-3631 or by e-mail at equity@k12.wa.us.

Other Discrimination Complaint Options

Office for Civil Rights, U.S. Department of Education

206-607-1600 | TDD: 1-800-877-8339 | OCR.Seattle@ed.gov | www.ed.gov/ocr

Washington State Human Rights Commission

1-800-233-3247 | TTY: 1-800-300-7525 | www.hum.wa.gov

Areas of the School

Closed Campus

Hoquiam Middle School is a closed campus. This means students are not allowed to leave campus during school, including lunchtime, without permission.

Hallways

Students are **NOT** permitted in the halls during class periods unless they have a proper hall pass or are accompanied by an adult.

Cafeteria

All students will receive free breakfast and lunch but may wish to buy ala carte items for an additional cost. Students must have funds in their account to buy ala carte items. Students may put money on their lunch account before school in the office. Checks can be made out to HMS and no change can be given. You may also put money on your account using the Skyward system. Students must follow the posted lunchroom expectations at all times.

Library

We encourage use of the library at every opportunity. Students may check out books for a two-week period. If you wish to use the library for study or reference work, you may do so before school, at lunchtime and after school. Students are expected to follow the posted library expectations at all times. If these are violated, privileges may be taken away and/or be given a probation period.

Gym

When the gym is open at lunchtime. The following rules apply:

- No one is allowed in the gym without adult supervision
- Be respectful of others, self and school property
- No pencils, combs or sharp objects in pockets
- Only soft-soled, non-marking shoes in the gym area
- Outer gym area and locker rooms are off limits during open gym time
- Do not climb on closed bleachers or hang from basketball rims
- No items are allowed to be kicked
- No half court shots for safety reason
- Play games with good sportsmanship!!!
- No gum, food, candy, drinks AT ALL!!

Disrespectful or dangerous behavior will result in progressive discipline including removal from gym for extended time. When weather permits outside, courts and possibly field is open during lunch. Safety rules apply.

School Bus

Riding the bus is a privilege to students and can be removed at any time for disruptive and unsatisfactory conduct. All pupils being transported are under the authority of the bus driver and must obey the driver's request. Misbehavior will lead to progressive discipline steps and include lost bus privileges. Continual bus referrals could result in the student being removed from the bus for the remainder of the year. Busses are equipped with cameras. Any student riding a bus other than their assigned bus must have a note from a parent or guardian and then have the note approved through the office before boarding the bus.

Nurse's Room and Medication at School/ Infectious Disease

The nurse's room is available as an emergency station and does not always have a nurse available. If you become ill at school, alert a staff member and proceed to the office.

School Board Policy 3416 addresses medications at school. *We cannot dispense medication of ANY kind, including over the counter medications, without parent AND doctor consent. Forms are available in the office.*

Per Board Policy 3414, should a student be known or suspected of having an infectious disease, the principal or school nurse shall report such to the appropriate health authority.

Counselor

Guidance services are available for all students. Students wanting to access the counselor are encouraged to do so for any issue that may arise.

Lost and Found

Please bring all found articles to the office. Any valuables or electronics may be claimed in the office and all clothing, backpacks, etc. may be found in the cafeteria. Unclaimed clothing will be donated to charity at the end of the year.

Video Surveillance

Students, parents, and visitors should be aware that video cameras record 24 hours per day in various locations throughout the middle school campus. Video cameras may be used on school buses as well. Video cameras will not be placed in restrooms, locker rooms, changing rooms or any other location prohibited by law. Video recordings may not include an audio component. Students may be disciplined based in whole or in part on video recordings of misconduct.

Care of School Property

Vandalism or destruction of any school property is prohibited. The law specifically provides that parents and students are responsible for materials loaned to the student. Restitution will be required for damage or loss to school property and community service (i.e. campus clean up) on campus may be negotiated.

Events

Assemblies

Throughout the year assemblies are provided for you. While assembly themes vary widely, there are certain behaviors that will be expected at all assemblies.

- You are to sit in assigned areas unless instructed otherwise.
- Whistling and foot stomping is not allowed
- You are expected to be a polite audience
- At award assemblies, presenters should indicate when applause is appropriate
- You are to stay off basketball court when exiting the gym
- You can be removed at any time during the assembly for disruptive behavior

Off-Campus Events

Students at school-sponsored, off-campus events shall be governed by school district rules and regulations and are subject to the authority of school district officials. Failure to obey rules and regulations and /or failure to obey the lawful instructions of school district officials may result in loss of eligibility to attend school-sponsored events, as well as disciplinary consequences at school.

Athletic Events

All athletic events are considered an extension of the school day and school rules apply. Participants in athletic events are representing Hoquiam Middle School and their behavior reflects on the school community. Food, drinks and gum are not allowed in the school gym. Failure to follow this rule could result in the loss of the privilege of athletic participation. Non-participants are not to be in the practice areas without permission from coaches. **For further guidance, athletes should refer to the co-curricular policy listed elsewhere in this handbook.**

Activities Throughout the Year

Athletics: Participation in athletics throughout the school year provides you the opportunity to compete with other schools. **Sports Physicals, sports release form, parent consent and ASB cards are required to participate in any and all sports. Physicals are good for 13 months.**

7th /8th grade:

August – October	Football, Co-ed Cross Country, Girls’ Soccer
October – December	Girls’ Basketball and Wrestling
January – February	Boys’ Basketball
March-April	Girls’ Volleyball
May – June	Coed Track and Field

Knowledge Bowl: January – March

Parent consent and ASB Cards are required to participate in Knowledge Bowl

ASB

As per the HMS ASB Constitution that can be obtained from the office, student officers are President, Vice-President, Treasurer, Secretary and Publicity Manager. All offices are open to 8th graders only. Seventh and 6th graders will have representation through their advisory.

Honors and Awards

End of Year Awards

A special day is set aside each year to give special recognition to all students who have exhibited outstanding performances scholastically or in other activities relative to wholesome development. Awards are presented in the following areas:

Attendance, Scholarship, Honor Society, Music, Extra-Curricular Activities and Service awards. The sixth and seventh grade Awards Assembly is held the week school is being dismissed for the year. A formal eighth grade Moving-up Assembly is held the day before school is dismissed for the year.

Important Notice: Students who have been absent for 10% or more of the school year will need to meet with school administration to determine eligibility for this event. All fines and fees must be paid prior to participating in the “Moving-up Assembly”. Students are expected to dress their best for the Moving Up Assembly.

Super Cub: Trophies are given to the boy and girl athlete of the 8th grade class who demonstrate:

- **Participation:** Athlete has participated in all or most sports offered during both 7th and 8th grade year
- **Leadership:** Athlete leads by example, displays leadership qualities both in practices and game situations.
- **Sportsmanship:** Athlete openly promotes good sportsmanship towards teammates and opponents.
- **Cub Spirit:** Athlete demonstrates qualities that best represent HMS

Citizenship Awards: Is nominated by classmates and voted on by staff. This award is presented to the 8th grade boy and girl who:

- **Participates** in school and/or community services
- **Shows** a positive attitude toward classmates, school and community
- **Displays** an understanding and appreciation of civic responsibility
- **Possesses** strength of character and the courage to do what is right and
- **Promotes** citizenship within their school or community through other activities

Presidential Gold and Silver Awards: Presented to students who demonstrate academic success as follows:

Gold Award:

1. Student maintains a 3.5 cumulative GPA
2. Student scored 4 out of 4 on two or more sections of the Smarter Balanced Assessment (SBA)
3. Student demonstrates good citizenship
4. Student maintains appropriate attendance record

Silver Award:

1. Student maintains a cumulative GPA
2. Student scored 3 or 4 out of 3 on all sections of the Smarter Balanced Assessment (SBA)
3. Student demonstrates good citizenship
4. Student maintains appropriate attendance record

National Junior Honor Society

Membership in the National Junior Honor Society is both an honor and responsibility. Only students that meet the criteria listed can be admitted into National Junior Honor Society. NJHS is only available for 8th grade students at HMS.

Academic – Cumulative GPA of 3.6 based on 4 semesters at HMS.

Character – Consistent show of desirable behavior such as poise, stability, honesty, reliability, courtesy, etc.

Citizenship – Civic involvement and mature participation and responsibility in various activities.

Leadership – Verified roles of leadership in both school and community

Service - Service to school, classmates and/or community

Resources for Parents and Students

Guidance Team

The Guidance Team aims to identify struggling students so that they can receive services to meet their individual needs. The team also will reach out to students who are dealing with a variety of academic or personal problems, including those

related to alcohol and other drugs. Referrals are made through the counselor's office and students can be referred to the Guidance Team in 3 ways:

1. Students may refer themselves by visiting the counselor's office
2. A teacher, friend, or parent out of concern for a specific behavior may refer any student.
3. If a student is in violation of the school's alcohol and other drug policy will be asked to participate, on the premise that students who are using substances at school may have well-developed problems with alcohol or other drugs.

Referrals are made through the counselor's office. The Guidance Team meets once a week to discuss referrals.

Child Find

The staff members of Hoquiam Middle School are committed to the learning of all children. Should a parent or student have concerns that the educational learning of the student is delayed, they may choose to refer the student for evaluation for special education services. Such a referral can be made to the principal or counselor. Policy 2161 details procedures that are in place to help children be successful in school.

Struggling Grades

Extra help is available before school and/or after school each day. Please contact the teacher to arrange a time. Students can be assigned to the after school program for academic support.

Skyward

Students and parents are encouraged to utilize Skyward. This is a computer program where teachers enter grades, assignments, tardies and absences. Parents can also communicate with teachers through email. Both parents and students can check their assignments, grades and missing assignments through Skyward. Lunch accounts can also be monitored. To get a log in and password for Skyward, please come to the office. HMS teachers have agreed to keep grades current each week by Wednesday.

Use of the Internet at HMS

The following district policy and guidelines concerning use of the Internet are in effect.

- All use of the system must be in support of education and research and consistent with the mission of the district. The Hoquiam School District reserves the right to prioritize uses and access the system.
- Any use of the system must conform to state and federal law, network provider policies and district policy.
- Use of the system for commercial solicitation is prohibited. The superintendent or designee must approve use of the system for charitable purposes in advance.
- The system constitutes public facilities, and may not be used to support or oppose political candidates or ballot measures.
- No use of the system shall serve to disrupt the operation of the system by others. System components including hardware or software shall not be destroyed, modified, or abused in any way.
- Malicious use of the system to develop programs that harass other users or gain unauthorized access to any computer or computing system and/or damage the components of a computer or computing system is prohibited.
- Users are responsible for the appropriateness and content of material they store, transmit, or publish on the system. Hate mail, discriminatory remarks, or other antisocial behaviors are expressly prohibited and may be treated as harassment.
- Use of the system to access, store or distribute obscene or pornographic material is prohibited
- The superintendent or designee must pre-approve subscriptions to mailing lists, bulletin boards, or chat groups and commercial on-line services or other information services.

Hoquiam Middle School guidelines, which are in addition to district guidelines:

- Students may use the Internet only when adult supervision is present. The HMS Internet connection is for educational purposes only.
- System accounts are to be used by the authorized owner of the account for the authorized purpose.
- Users may not share their account number or password with another person, or leave their open file or session unattended or unsupervised
- Account owners are ultimately responsible for all activities under their account.

- Users shall not seek information on, obtain copies of, or modify files other data or passwords belonging to other users, or misrepresent other users on the system or attempt to gain unauthorized access to the system.
- The unauthorized installation, use, storage or distribution of copyrighted software or materials on district computers is prohibited.
- Communications may not be encrypted so as to avoid security review
- Users should change passwords regularly, and avoid easily guessed passwords
- Students will have the opportunity to send Electronic E-mail to other students at HMS. They will also be able to communicate with other in the school district. The DOES NOT allow you Internet access, ONLY LOCAL MAIL.
- Personal information such as addresses and telephone numbers should remain confidential when communicating on the system. Students should never reveal such information without district and parent permission.
- Students should never make appointments to meet people in person that they have contacted on the system without district and parent permission.
- Students should notify their teacher or other adult whenever they come across information or messages that are dangerous, inappropriate or offensive.
- The same guidelines will be used for email as the Internet. You will be given an account and password to use on the computer.

We have procedures and rules regulating the materials that students may send through the mail. Inappropriate use of our e-mail will result in both the loss of privilege to use this educational tool and disciplinary action.

Failure to adhere to these and district guidelines will result in disciplinary action, which may include losing computer privileges for a set length of time.

Student Records

Student records are maintained at the school. They may include transcripts, enrollment, cares, health information, attendance records, records of activity participation, and conduct reports. Though the records are the property of the district, they are available for review by parents. Should a student withdraw from school, the records will be forwarded to another school upon a formal request by that school. However, per Board Policy 3231 and Procedure 3231P, should a student owe fines and fees, official transcripts will not be forwarded until such fines or fees are paid. Further, student records are maintained in a confidential and professional manner. Student records are only made available to others when requested by the parent or required by law. The Superintendent of Hoquiam Schools serves as the public records coordinator.

Withdraw From School

If it becomes necessary for a student to withdraw from school during the school term, your parents must initiate the withdrawal by presenting a signed note to the office. The note should state your reason for withdrawal and the destination so that your records will be completed properly. From the office, you will be given a withdrawal sheet to take to each of your teachers for proper clearance. You should get a copy of your immunization forms to take to the new school when you enroll. Your parent or guardian may come to school and make the withdrawal at any time.

Disaster Alerts

Being prepared is key to any emergency! We will practice fire drills, lock downs, tsunami warnings and earthquake drills throughout the year to prepare students in case of a disaster. When evacuating the building, you will line up with your homeroom teacher in the west parking lot adjacent from the Middle School.

Pesticide Notification

The District shall notify the public and staff at least 48 hours in advance before the application of a pesticide to school facilities or school grounds.

McKinney-Vento Act

The McKinney-Vento Act requires schools to track, as reasonably as possible students who become displaced from their home at any time throughout the year. Should you find yourself temporarily displaced, please notify the school district.

**HOQUIAM MIDDLE SCHOOL
CO-CURRICULAR ELIGIBILITY POLICY**

Co-Curricular activities include all sports, ASB, Knowledge Bowl and any other team and or group activity run through HMS. The following criteria are in place for students who participate in extracurricular activities:

Grades

1. All participants must maintain a 2.0 GPA (C average) with NO F's
2. All participants must maintain satisfactory classroom/ school behavior and have no office referrals (Step 4)
3. Students who are suspended (ISS or OSS) will not be eligible for practice or games.

Failure to maintain the above:

Students turning out at the start of a sports season are required to turn a grade check in at the first practice. Students not meeting the expectations will be assigned study table and given the first ten (10) practices to improve their grades. At the end of the first ten (10) practices students who do not meet the eligibility requirements to participate on the active rosters are dismissed from that sport season.

If during the course of a season students grades drop below 2.0 or have an "F" in any class will be placed on academic probation. Students that are referred to the office for disciplinary action during a sports season may also be denied playing in a game or practice by the administration.

HMS Academic Probation Steps:

First Week: Failure to maintain grade or behavior standards will result in the student attending Study Table (Tuesday/Thursday 2:35-3:35 & on Team Wednesdays 1:10-2:35 during afterschool detention) after study table students can go to practice. Students may participate in games/contests on this level. Non-attendance at study table will affect ability to attend games. Students must work on schoolwork during study table. Appropriate participation will allow them to participate in that week's game. Failure to attend study table will result in ineligibility for that weeks games. Students who are successful in getting improved grades within the first week will not need to continue attending study table.

Second and Successive Weeks: Failing to maintain good grades will result in student being assigned to study table for the remainder of the sports season to maintain eligibility regardless of the grade improvements. While on this level students are not permitted to participate in games/competitions or ASB activities (unless grades improve). Students are expected to attend study table, practices, and be a spectator for their team at home games to demonstrate commitment to the team while on this level. Students not eligible on this level are not permitted to travel with team to away games. If students fail to make adequate progress with in two weeks they will be dismissed from the team.

Students who have an F at any grade check during the season, regardless of their cumulative GPA, will automatically be in a probationary status. Any student who earns ISS or OSS will be ineligible to participate in any district activities on the days they are suspended.

Attendance and Participation in Extra-Curricular activities including sports –

Students in athletics or school activities, such as music concerts or drama productions, shall be in attendance at school for the entire school day to be eligible to turn out for practice or participate on that day. Medical or dental appointments need a note from the doctor's office. Family emergencies can be excused through administration.

Code of Conduct

1. Possession or use of tobacco in any form, including e-cigs (with or without tobacco), is not permitted.
2. Being in the proximity of, under the influence or in possession of any type of alcoholic beverage and/or controlled substances is not permitted.
Proximity: Having knowledge that said substance are present and not leaving
3. Any pictures, videos, electronic proof that student has been smoking/drinking or using may be used as proof.

Violations of these rules will be handled as follows:

First Violation: Game or activity removal for 50% of the season. If there is less than 50% of the season, the remaining time will be taken from the next activity. It will involve extra running as well. A drug assessment is required for reinstatement to the activity if you are in violation of RULE 2.

Second Violation: Removal for the remainder of the year or until the student is regularly attending drug and alcohol counseling.

Third Violation: Removal for the remainder of the year.

These rules are in effect and enforceable 24 hours a day, On-Campus and Off-Campus, In Season and Out-of-Season from the time you sign the Clearance/Consent Form until the end of the school year.

The following guidelines are also expected:

1. Be on time. The coach, activities coordinator or athletic director must excuse all absences from practice. If you are present at school during the day and cannot attend, it must be excused prior to that practice or activity.
2. You are expected to maintain your classroom grades and abide by all school and classroom policies.
3. Display good sportsmanship and conduct at all times.
4. You are expected to be well groomed for all activities.
5. You will return from all away activities on the team bus unless you have **written** permission from your parents. Permission to ride with someone other than a parent must be approved prior to the trip by an administrator.

Bell Schedules 2017-18

Regular Bell Schedule		
1st period	8:05 AM	- 8:50 AM
2nd period	8:53 AM	- 9:38 AM
3rd Period	9:41 AM	- 10:26 AM
Homeroom	10:29 AM	- 10:50 AM
4th Period	10:53 AM	- 12:11 PM
1st Lunch	10:53 AM	- 11:23 AM
4th Period	10:53 AM	- 11:38 AM
4th Period	11:26 AM	- 12:11 PM
2nd Lunch	11:41 AM	- 12:11 PM
5th Period	12:14 PM	- 12:59 PM
6th Period	1:02 PM	- 1:47 PM
7th Period	1:50 PM	- 2:35 PM

Team Wednesday Bell Schedule		
1st Period	8:05 AM	- 8:45 AM
2nd period	8:48 AM	- 9:23 AM
3rd Period	9:26 AM	- 10:01 AM
5th Period	10:04 AM	- 10:39 AM
4th Period	10:42 AM	- 11:49 AM
1st Lunch	10:42 AM	- 11:12 AM
4th Period	10:42 AM	- 11:16 AM
4th Period	11:15 AM	- 11:49 AM
2nd Lunch	11:19 AM	- 11:49 AM
6th Period	11:52 AM	- 12:27 PM
7th Period	12:30 PM	- 1:05 PM

Hoquiam School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination:

Title IX Coordinator

Amanda Wilde, Director of Special Services
 325 W. Chenault Ave.
 360 538-8291
 awilde@hoquiam.net

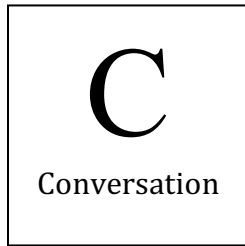
Section 504/ADA Coordinator

Amanda Wilde, Director of Special Services
 325 W. Chenault Ave.
 360 538-8291
 awilde@hoquiam.net

Civil Rights Compliance Coordinator

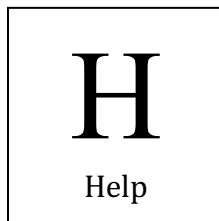
Mike Villarreal Superintendent
 325 W. Chenault Ave.
 360 538-8200
 mvillarreal@hoquiam.net

Bus Line Expectations



Level 2

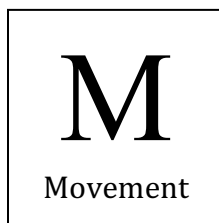
- **Quiet talking**



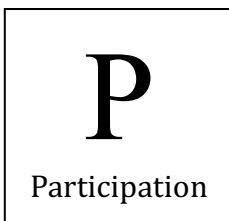
- **If you need help, find an adult.**



- **Follow adult direction**
- **Remain in bus line**
- **Keep backpacks to self**
- **Keep hands, feet, and body to self**



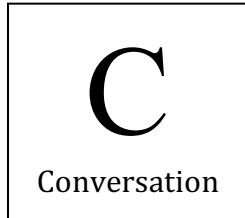
- **Remain in bus line**
- **You may sit down on the ground**



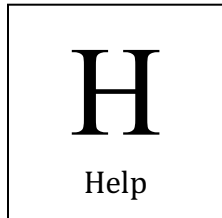
I will know you are participating if you are:

- **Following directions**
- **Using the garbage can appropriately**
- **Ready to go when bus arrives**

Cafeteria Expectations



Level 2 – Quiet talking



Ask an adult to use the restroom.

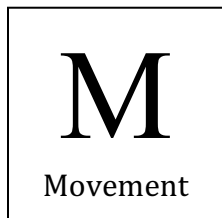


Lunch Line:

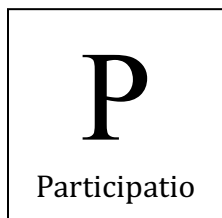
- *Hands, feet, and body to self
- ***Pick up lunch items**
- ***Wait patiently**
- ***Stand quietly**

Lunch Table:

- *Hands, feet, and body to self
- ***Eating quietly**
- ***Eating your own food**



- **Walk at all times**
- **Clean up your area after finished with lunch**
- **Wait patiently in the lunch line**
- **Dump your garbage in the correct place and stack your tray**
- **Keep food in lunchroom**
- **Stay in your seat to eat**
- **Wait until you are excused to leave the lunchroom**



I will know you are participating if you have:

- **Been respectful of others' space**
- **Feet on floor; legs under table**
- **Quiet conversation with others near you**

Hallway Expectations

C

Conversation

- **Level 2 – When walking in from outside and/or in between classes**
- **Level 0 – When classes are in session**

H

Help

- **If you need help, ask an adult.**

A

Activity

- **Follow adult direction**
- **Keep hands, feet, and body to yourself**

M

Movement

- **Walk safely and quietly to the appropriate designation**
- **Walk on the right side of the hallway and/or stairs**
- **Obtain a hall pass from your teacher when leaving the class for any reason**
- **Go directly home or to bus lines at dismissal time**

P

Participation

- **I will know you are participating if you are:**
- **Walking quietly and safely**

Hallway/Courtyard Area Expectations

C

Conversation

- **Level 1 - Whisper in the Hallway**
- **Level 3 - Regular voice in the Courtyard**

H

Help

If you need help, ask an adult.

A

Activity

- **Follow adult direction**
- **Keep hands, feet, and body to yourself**
- **Keep books and binders under the benches**
- **Keep food and drink in the cafeteria**

M

Movement

- **Sitting appropriately on the benches**
- **Staying on the cemented area in the courtyard**

P

Participation

I will know you are participating if you are:

- **Walking quietly and safely**
- **Talking with a friend**
- **Sitting appropriately on the benches**

Library Expectations

C

Conversation

Level 1 – Quiet Conversation

H

Help

If you need help, ask an adult.

A

Activity

- **Look for an appropriate book**
- **Stay on task**

M

Movement

- **Walk around the Library and check out all areas**
- **Browse quietly**

P

Participation

I will know you are participating if you are:

- **Enjoying reading**
- **Checking out a book or completing an assigned task**
- **Going directly back to class**

Lunchtime Gym Expectations

C

Conversation

Level 5

- **Boisterous but under control**

H

Help

If you need help, find an adult in the gym.

A

Activity

- **Participating in organized games**
- **Keep hands, feet, and body to self**
- **Stay in the gym**
- **Using the equipment appropriately**

M

Movement

- **Stay in the gym if you choose to be there**

P

Participation

I will know you are participating if you are:

- **Actively joining a game**
- **Playing safely**
- **Respecting others**
- **Following adult instruction**
- **Showing good sportsmanship**

Blacktop Expectations

Weather Permitting

C

Conversation

Level 5

- **Boisterous but under control**

H

Help

If you need help, find an adult.

- **When a ball goes in the ditch**
- **If you see a potential problem**

A

Activity

- **Participating in organized games**
- **Hanging out in free area**
- **Keep hands, feet, and body to self**
- **Stay within the playground boundaries - on the pavement**
- **Within eyesight of the supervising adult**

M

Movement

- **Remain in bus line**
- **You may sit down on the ground**

P

Participation

I will know you are participating if you are:

- **Actively joining a game**
- **Playing safely**
- **Respecting others**
- **Following adult instruction**

Restroom Expectations

C

Conversation

Level 1 - Use quiet voices

H

Help

- **If you need help, ask an adult.**
- **During class, ask an adult to use the restroom.**
- **Sign In/Out and use a hall pass.**

A

Activity

Enter, use, and leave the restroom as quickly as possible.

M

Movement

Use the facilities appropriately

- **Flush toilet**
- **Wash and dry hands before leaving the restroom**
- **Use hallway expectations when in the hall**

P

Participation

- **Students will use the restroom quickly and efficiently.**
- **Go directly back to class.**

Hoquiam Middle School Student Handbook

Receipt Form

This handbook is intended to be a general guide toward student behavior. It is not intended to be an exhaustive list of rules. Students have an abridged version of the handbook in their student planners as well for reference. We believe it is our duty to try to provide a warm, caring environment for learning. We expect that students will give their best effort and treat others with kindness and respect. We view educating your child as an important task requiring teachers, parents, and your child to work together. If you have any questions, please contact the school office, 538-8220.

Thank you

We have read and understand Hoquiam Middle School's Student Handbook and agree to follow the rules and procedures therein.

Student _____

Parent/Guardian _____

Date _____

*Please return this signed form to your child's homeroom teacher.