

**SURPRISE LAKE MIDDLE SCHOOL
STUDENT HANDBOOK
ACKNOWLEDGEMENT OF RECEIPT**

2023-2024

With our signatures below, we acknowledge that we have received and reviewed the contents of the 2023-2024 Surprise Lake Middle School Student Handbook. The SLMS Student Handbook has given me and my child notice of the expectations for behavior, attendance, and academics, including notice of the types of misconduct for which discipline, suspension, or expulsion may be imposed and the procedures for administering such corrective action.

By our signatures, we also indicate that we understand and will abide by the Technology and Network Use Agreement for students (Fife School District - Board Policy 2022 - Board Procedure 2022P - Board Policy 3245). We further understand that any violation of the regulations is unethical and may constitute a criminal offense. Should one commit any violation, access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be imposed upon. As the parent or guardian of the student, I have read the Technology and Network Use Agreement. I understand that this access is designed for educational purposes. I also recognize it is impossible for Fife School District to restrict access to controversial materials and I will not hold them responsible for materials acquired on the network. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting.

Student	Date
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Parent	Date
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Please print student's name

Complete acknowledgment of receipt via Skyward Family Access (Student & Parent/Caregiver) or have your student return this form to his/her Connections teacher at Surprise Lake Middle School. Copies of the SLMS Handbook can be found online, or you may request a hardcopy from the main office.



SURPRISE LAKE MIDDLE SCHOOL

2023-2024

STUDENT HANDBOOK & PLANNER



2001 Milton Way | Milton, WA 98354
slms.fifeschools.com
Main Office Telephone: 253.517.1300
Attendance Office Telephone: 253.517.1310
Fax: 253.517.1305

Student Name: _____ Team: _____

FIFE SCHOOL DISTRICT | 2023-2024 CALENDAR

AUGUST '23						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	0		

FEBRUARY '24						
S	M	T	W	Th	F	S
				1	2	3
4	↓	6	7	8	9	10
11	↓	13	14	15	16	17
18	19	20	21	22	23	24
25	↓	27	28	29		

19 School Days

- 5 1 Hour Late Start – All Grades
- 12 1 Hour Late Start – All Grades
- 16-19 No School – All Grades, Mid-Winter Break
- 26 1 Hour Late Start – All Grades

18 School Days + 2 Enrichment Day

SEPTEMBER '23						
S	M	T	W	Th	F	S
					0	2
3	4	0	*	7	8	9
10	↓	12	13	14	15	16
17	↓	19	20	21	22	23
24	↓	26	27	28	29	30

- 6 First Day of School
- 11 1 Hour Late Start – All Grades
- 18 1 Hour Late Start – All Grades
- 25 1 Hour Late Start – All Grades

MARCH '24						
S	M	T	W	Th	F	S
					1	2
3	↓	5	◆	7	8	9
10	↓	12	◆	14	15	16
17	↓	19	20	21	22	23
24	↓	26	27	28	29	30
31						

21 School Days

- 4 1 Hour Late Start – All Grades
- 6 Early Release – All Grades, Conference Prep, Secondary Conferences
- 11 1 Hour Late Start – All Grades
- 13 Early Release – Elementary Only, Conference
- 14-15 No School – Elementary Only, Conferences
- 18 1 Hour Late Start – All Grades
- 25 1 Hour Late Start – All Grades

21 School Days + 1 Enrichment Day

OCTOBER '23						
S	M	T	W	Th	F	S
1	↓	3	4	5	0	7
8	↓	10	◆	12	13	14
15	↓	17	18	19	20	21
22	↓	24	25	26	27	28
29	↓	31				

- 2 1 Hour Late Start – All Grades
- 6 No School – All Grades, Staff Enrichment Day
- 9 1 Hour Late Start – All Grades
- 11 Early Release – All Grades, Conference Prep, Secondary Conferences
- 16 1 Hour Late Start – All Grades
- 18-20 No School – Elementary Only, Conferences
- 23 1 Hour Late Start – All Grades
- 30 1 Hour Late Start – All Grades

APRIL '24						
S	M	T	W	Th	F	S
1	2	3	4	5	6	
7	↓	9	10	11	12	13
14	↓	16	17	18	19	20
21	↓	23	24	25	26	27
28	↓	30				

17 School Days

- 1-5 No School – All Grades, Spring Break
- 8 1 Hour Late Start – All Grades
- 15 1 Hour Late Start – All Grades
- 22 1 Hour Late Start – All Grades
- 29 1 Hour Late Start – All Grades

19 School Days

NOVEMBER '23						
S	M	T	W	Th	F	S
			1	2	3	4
5	↓	7	8	9	10	11
12	↓	14	15	16	17	18
19	↓	21	◆	23	24	25
26	↓	28	29	30		

- 6 1 Hour Late Start – All Grades
- 10 No School – Veterans Day
- 13 1 Hour Late Start – All Grades
- 20 1 Hour Late Start – All Grades
- 22 Early Release – All Grades
- 23-24 No School – All Grades
- 27 1 Hour Late Start – All Grades

MAY '24						
S	M	T	W	Th	F	S
			1	2	0	4
5	↓	7	8	9	10	11
12	↓	14	15	16	17	18
19	↓	21	22	23	24	25
26	27	28	29	30	31	

20 School Days + 1 Enrichment

- 3 No School – All Grades, Staff Enrichment Day
- 6 1 Hour Late Start – All Grades
- 13 1 Hour Late Start – All Grades
- 20 1 Hour Late Start – All Grades
- 24-27 No School – All Grades, Memorial Day Holiday

14 School Days

DECEMBER '23						
S	M	T	W	Th	F	S
					1	2
3	↓	5	6	7	8	9
10	↓	12	13	14	15	16
17	↓	19	◆	21	22	23
24	25	26	27	28	29	30
31						

- 4 1 Hour Late Start – All Grades
- 11 1 Hour Late Start – All Grades
- 18 1 Hour Late Start – All Grades
- 20 Early Release – All Grades
- 21-29 No School – All Grades, Winter Break

JUNE '24						
S	M	T	W	Th	F	S
						1
2	↓	4	5	◆	7	8
9	↓	11	12	13	14	15
16	↓	18	◆	19	21	22
23	24	25	26	27	28	29
30						

14 School Days

- 3 1 Hour Late Start – All Grades
- 6 Early Release – Elementary Only, Report Card Prep
- 10 1 Hour Late Start – All Grades
- 17 1 Hour Late Start – All Grades
- 18 Early Release – Secondary Only, Finals
- 19 Juneteenth
- 20 Early Release – All Grades, Last Day of School
- 21 No School – All Grades, Snow Make-Up Day (no school unless needed)

18 School Days + 1 Enrichment

JANUARY '24						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	↓	9	10	11	12	13
14	15	16	17	18	◆	20
21	↓	23	◆	◆	0	27
28	↓	30	31			

- 1-3 No School All Grades
- 8 1 Hour Late Start – All Grades
- 15 No School – All Grades, MLK Jr. Day
- 19 Early Release – Elementary Only
- 22 1 Hour Late Start – All Grades
- 24-25 Early Release – Secondary Only
- 26 No School – All Grades, Staff Enrichment Day
- 29 1 Hour Late Start – All Grades

KEY

- * First Day & Last Day of School
- ◆ Early Release – Elementary Only
- ↓ 1 Hour Late Start – All Grades
- ◆ Early Release – Secondary Only
- No School – All Grades
- ◆ Early Release – All Grades
- 0 No School – Staff Enrichment
- No School – Elementary Only

SHOW SABER *PRIDE* EVERYWHERE!

	CAFETERIA & RECTIME	COMMON AREAS	BATHROOMS	CLASSROOMS	ASSEMBLY	DIGITAL PRESENCE
P REPAIRED	Put belongings in designated areas Memorize student ID Have exit pass to leave Get everything you need in line Use your own money Think before you act	Know your class locations Have backpack & supplies ready	Have the correct pass from staff Walk directly to and from class Know how to operate equipment Ask to go when appropriate	Arrive on time Be ready to work Have a positive attitude Have needed supplies out Follow entry routines	Arrive with your class on time Know your class location on the bleachers Sit in assigned area with your class Be a good audience member Walk in a line Keep hands and feet to yourself	Bring charged device and stylus Bring earbuds Lock screen when you step away Keep your device safe Keep login & password secure
R ESPECTFUL	Wait patiently Enter from back of line Clean up your area Return tray Use positive language & volume of voice Hands & feet to self Share at rectime Play nice	Being respectful Hands & feet to self Be polite & patient Listen to adults Help others Use positive language & volume of voice Pick up area around you	Clean up after self Act respectfully & appropriately Aim, and if you miss, clean up. Unlock stalls when done FLUSH!!!	Listen actively Raise your hand Value people, space, ideas & property Use positive language & volume of voice	Clap and cheer when appropriate Always be courteous (applause is the only appropriate response) Positive affirmations only Refrain from booing, whistling, blurring, high pitch screaming etc... Remain quiet when someone is talking	Pay attention to the speaker, not the device Use kind and school appropriate language Keep devices in "like-new" condition. Treat others the way you want to be treated Do not hide behind the text
I NCLUSIVE	Invite others to join you Be tolerant Set a positive example Help & include others Take turns Keep physical in/outdoor activities safe	Include others in conversation Greet others Hold door for others and say "Hi" Be kind	Help others if they need assistance Stand up for others Insure and respect everyone's privacy	Include everyone Treat people the same no matter what Be proud of who you are Be helpful and supportive to all	Seek first to understand and to be understood Accept, appreciate, and respect everyone Encourage ALL participants not just your friends Assume positive intent Give others space	Communicate positively & at appropriate times Show tolerance Work together positively
D ETERMINED	Show gratitude to all Ask for help Pay for own food Follow rules of the game Keep in areas & boundaries	Walk with intent Get to class on time ready to learn	Do your business, and get out away Report concerns to staff right away Make safe choices	Follow instructions, & expectations Actively participate Be your best self Finish work on time Keep cell phones put away	Enter and exit quietly and calmly Keep hands, feet, and objects to yourself Stay seated until you are dismissed Listen to teacher Show self-control	Use devices properly when allowed Use devices for educational purposes Stay on school appropriate websites
E NGAGED	Wait your turn politely and patiently in straight lines and during rectime Take responsibility for yourself Be aware of your surroundings and those who may be impacted Stay safe, have fun Lead by example	Pay attention to where you're going & your surroundings	Return to class right away Keep cell phones away Stay focused Wash your hands before you leave Use the closest location	Ask for help Work collaboratively, do your share Listen actively Do your best work Use work times appropriately	Stay focused on the presentation Be an active listener Make eye contact with speaker and participants Listen for instructions and look for the can I have your attention signal Learn something new Have FUN!	Focus on the expected task Do your best work

Show Saber PRIDE everywhere! - Online Learning Presence



	Digital Classrooms	Digital Presence
P repared	<ul style="list-style-type: none"> Arrive on time Be ready to work Have a positive attitude Have needed supplies out Look into the camera when having an online meeting Follow entry routines 	<ul style="list-style-type: none"> Have a charged device and stylus Have ear buds Lock screen when you step away Keep your device safe Keep login & password secure Protect your private information
R espectful	<ul style="list-style-type: none"> Listen actively to show engagement Mute the mic so we all can hear the teacher or student Raise your hand or virtual hand Value people, space, ideas & virtual property Use positive kind language & volume of voice Have a positive attitude Stay on appropriate site(s) 	<ul style="list-style-type: none"> Pay attention to the speaker, not the device Use kind and school appropriate language Treat others the way you want to be treated Do not hide behind the text Only selfies; obtain adult permission before sharing a photo or video of friends Keep devices in "like-new" condition.
I nclusive	<ul style="list-style-type: none"> Include everyone Treat people the same no matter what Be tolerant and accept diverse opinions Be proud of who you are Be helpful and supportive to all Stand up and say "no" to cyberbullying- report to an adult 	<ul style="list-style-type: none"> Communicate positively & at appropriate times Show tolerance & be patient Work together positively
D etermined	<ul style="list-style-type: none"> Achieve and be excellent Follow instructions & expectations Actively participate Be your best self, dress for success Finish work on time Keep distractions away Listen to your gut and make sure to stay safe and appropriate 	<ul style="list-style-type: none"> Use devices for educational purposes Stay on school appropriate websites Protect my private information Be aware of your digital footprint, how do you want to be remembered
E ngaged	<ul style="list-style-type: none"> Quiet environment while engaged in online conferencing Minimize distractions that the camera will pick up in the background Work collaboratively, do your share Listen actively Do your best work and ask for help Use work time appropriately 	<ul style="list-style-type: none"> Focus on the expected task Balance your screen time with other activities Do your best work

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@slmssabers



ParentSquare



Are you interested in knowing about activities, sports, events, and other news from Surprise Lake? Check your email to stay informed with our weekly family/caregiver edition of Saber Happenings.

WELCOME TO SURPRISE LAKE MIDDLE SCHOOL

The main goal of Surprise Lake Middle School is to provide each student with an engaging and successful learning experience. This handbook will assist students in making the year successful by explaining important general information about Surprise Lake, including all school rules and regulations. Hard copies of the Student Handbook can be picked up at the main office.

Please read this handbook carefully and discuss it with your parents, teachers, and classmates. If you have any questions or concerns, do not hesitate to ask your teachers or other school staff members.

We hope that you have a great year at Surprise Lake!

TECHNOLOGY & NETWORK USE - FOR STUDENTS

Fife School District Procedures 2022P

GOAL:

The Fife School District believes the Internet and other electronic systems offer vast, diverse, and unique resources to both students and staff. Our goal in providing these services to students and staff is to promote educational excellence in schools by facilitating resource sharing, innovation, and communication.

With access to a global network also comes the potential availability of material that may be inappropriate for a school setting. The Fife School District, in accordance with its policies and procedures, will take reasonable precautions to ensure the appropriate use of its network by staff, students, and visitors to the district. However, it is not technically possible to control all materials and users may encounter inappropriate information either by accident or through intentional misuse of the system. The Fife School District believes the educational value of information and interaction through electronic systems outweighs the risk of inappropriate use. The procedures below outline terms and conditions of system use that must be followed by students, staff, and visitors to the district.

refs.

Board Policy 2022

Board Procedure 2022P

Board Policy 3245

RESPONSIBLE USE:

Electronic resources provided by the Fife School District are to be used in a manner consistent with the districts educational mission and goals. Students and staff are encouraged to use the systems in support of research, instruction, collaboration, and other forms of academic work. Use of these resources is governed by federal, state, and local regulations. Use of the district's electronic resources in an illegal or unethical manner may result in disciplinary action, including loss of privileges to use the system, school or district sanctions, and referral to appropriate law enforcement authorities. The following guidelines illustrate the types of things that users should and should not do with electronic systems.

PERSONAL SECURITY:

Personal information such as complete names, addresses, telephone numbers and identifiable photos should remain confidential when communicating on the system. No user may disclose, use, or disseminate personal identification information regarding students without appropriate authorization.

SYSTEM SECURITY:

1. System logins or accounts are to be used only 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 an open file or session unattended or unsupervised. Account owners are ultimately responsible for all activity under their account.
2. 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 entity on the network.
3. Communications may not be encrypted so as to avoid security review.
4. Users should change passwords regularly and avoid easily guessed passwords.
5. 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 or institute practices that harass other users or gain unauthorized access to any entity on the system and/or damage the components of an entity on the network is prohibited.
6. Only district approved software shall be installed on district computers.
7. Only district approved computers (or other network devices such as cell phones) shall be allowed to connect to the district network including wireless networks without authorization.

APPROPRIATE CONTENT AND BEHAVIOR:

1. The unauthorized installation, use, storage, or distribution of copyrighted software or materials on district computers is prohibited. All users of the network shall comply with current copyright laws.
2. The system constitutes public facilities and may not be used to support or oppose political candidates or ballot measures.
3. Users are responsible for the appropriateness of the material they transmit over the system. Hate mail, harassment, discriminatory remarks, or other antisocial behaviors are expressly prohibited.
4. Use of the system to access, store, or distribute obscene, graphic, or pornographic material is prohibited.

FILTERING AND MONITORING:

1. In accordance with federal, state, and local regulations, filtering software is used to control access to the Internet. This blocks or filters visual depictions that are obscene and other content that is harmful to students. Parents are advised, however, that filtering technology is imperfect, and that the possibility exists of obtaining access to prohibited materials. Educational staff will, to the best of their ability, monitor students' use of the Internet, and will take reasonable measures to prevent access to inappropriate materials.
2. From time to time the district will make a determination on whether specific uses of the network are consistent with the regulations stated above. For security and administrative purposes the district reserves the right for authorized personnel to review network use and content. The

district reserves the right to remove an individual's network access privileges to prevent further unauthorized activity.

GOOGLE APPS FOR EDUCATION FOR STUDENTS:

The Fife School District is providing online accounts for students through a service provided by Google called Google Apps for Education. These accounts include email, an online calendar, web-based documents, and other communication/collaboration tools. The purpose of these accounts is to help students better communicate with teachers and each other for learning purposes, giving students practice in using the types of technology tools essential to their future.

Google Apps for Education is similar to the tools you can use when signing up for a personal Gmail account but it is specially designed for schools to provide extra management and monitoring tools.

Acceptable use of Google Apps in Fife includes the following:

1. Email - Participating students will be assigned a district email address. This account will remain active while the student is enrolled in the Fife School District at the discretion of district staff.
2. Prohibited Conduct - Fife Google accounts should only be used to support educational activities. Fife Google accounts may not be used in the following ways:
 - a. Unlawful activities
 - b. Commercial purposes
 - c. Personal financial gain
 - d. False identity in email communication
 - e. Misrepresentation of the Fife School District
 - f. Interference with Fife technical operations
 - g. Harassment, bullying, intimidation
 - h. Disruption of educational processes
3. Access Restriction - Access to and use of a Fife Google account is a privilege. The district maintains the right to withdraw account access should there be reason to believe that the account has been misused. Further discipline may follow as with other network use violations. Any violation of policies or laws will be referred to the proper authorities as needed.
4. Security - The Fife School District cannot and does not guarantee the security of the electronic files on the Google system. Although Google does have a powerful content filter in place, the district cannot assure that users will not be exposed to unsolicited information such as spam.
5. Privacy - The district maintains the right to access any information stored on a student's Fife Google Apps account for the purposes of performing maintenance, diagnosing problems, or investigating potential misconduct. Students should not share their account information with other students. A legal guardian has the right to access their student's account.

By using Fife School District technologies and networks, staff, students, and visitors agree to all applicable policies and procedures (i.e. Board Policy 2022, Board Procedure 2022P). I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Committing any violation may result in revocation of access privileges, disciplinary action, and/or appropriate legal action.

ACADEMICS

ACADEMIC NON-PERFORMANCE:

Surprise Lake Middle School emphasizes the importance of learning. Improving academic performance requires effort and cooperation at all levels. If corrective interventions have not changed student academic performance, a staffing may be requested by staff or parent/guardian to help address the following concerns:

1. Failure to demonstrate consistent on task behavior.
2. Failure to extend sufficient effort to progress in a subject matter.

3. Failure to bring needed materials to class each day.
4. Failure to attend school on a regular basis.

Homework help is offered after school. Schedule TBD. Please check with main office for dates, location, and time. Transportation will need to be provided by the parent.

GRADING PROCEDURES:

Each teacher will identify their course grading procedures, the criteria used for determining grades. Grading policies for each course will be discussed and posted in the classroom.

The Fife School District offers an online gradebook, *Skyward*, that a parent or guardian may access to review a student's grades, missing assignments, and attendance, and to contact teachers. *Skyward* may be accessed through the web at skyward.fifeschools.com or by downloading the *Skyward* app on a mobile device. Teachers make every effort to have grades as up-to-date as possible on *Skyward*, and thus it is often the best resource for a parent or guardian to access the above-listed information.

Surprise Lake will also send home 1st quarter and 3rd quarter progress report cards with students around mid-November and mid-April. If you do not receive these report cards, please contact the school attendance office at (253) 517-1310. Progress report card grades are meant to be an indicator of how a student is performing up to the date grades were printed. Progress grades are advisory only and are meant to help students and parents know where they stand and to help set directions for the rest of the semester.

Final grades are issued at the end of each semester with report cards mailed home in early February and late June. Credits are granted only for final semester grades.

ASSOCIATED STUDENT BODY (ASB)

ASB CARDS:

The Associated Student Body is comprised of all Surprise Lake Middle School students. All students will be issued a picture ID card for purposes of identification.

Surprise Lake Middle School will sell ASB membership cards for **\$45.00**. Students purchasing the ASB card will be admitted at a reduced rate to Fife School District home athletic contests and away games, dances, and other ASB activities. Students involved in extracurricular activities, including sports, drama, clubs, and student leadership roles will be required to purchase an ASB card.

ASSEMBLIES:

Assemblies are a regularly scheduled part of the curriculum to be attended by all students, and as such are designed to be educational as well as entertaining experiences. They provide one of the few opportunities in school to learn formal audience behavior. Assemblies will be held at regularly scheduled times during the school year. On these days, a modified schedule will allow class periods to meet for a shortened time to provide for a separate assembly period.

DANCES:

1. Dress for school dances shall be regular school clothes, unless otherwise announced prior to the dance.
2. Only Surprise Lake Middle School students may attend the dances.
3. Dances will be held after school. Please listen to announcements for location and time.
4. Students should be prompt in attendance. Once students leave, they may not return to the dance or school grounds.
5. All students are to remain in the designated dance areas and are not permitted to use lockers, unauthorized hallways or outside areas once the dance has begun.
6. All rules and regulations of the Fife School District and Surprise Lake Middle School apply to dances. Students missing any part of the school day on the day of the dance, receiving two or

more F's (the last grading period) or having a suspension within the last ten school days will not be allowed to attend unless approved by the administration.

Please make arrangements ahead of time for transportation home. Students who are not picked up in a timely fashion, within 15 minutes of dance/activity dismissal, will not be able to attend the next dance.

ATTENDANCE

TRUANCY:

In the State of Washington the law requires that children ages 6 to 17 who are enrolled in public schools attend school Monday through Friday unless there is a good reason for being absent. In such cases, the parent or legal guardian must excuse the absence by notifying the school. Consistent with RCW 28.A.225.010, students will be expected to attend and be punctual to regularly scheduled classes.

When students miss school and their parents or guardians have not excused the absence, they can be considered truant. Truancy is defined as being absent from school or from the majority of a student's classes without a valid excuse.

Regular school attendance is necessary for the mastery of the educational program provided to the students of the Fife School District. Absenteeism may adversely affect the student's academic performance (report card, student assessments, etc.) especially when the absences are unexcused, pursuant to FSD Board Policy 3122/3122P.

TARDIES:

When coming in late to the school, students must report to the main office with a written excuse from a parent or guardian. Parent(s) and guardian(s) are encouraged to come in with their student to sign them in.

EARLY DISMISSAL:

When a student needs to be released from school before the school day is over, a note should be given to the main office in the morning stating the time that the student should be in the office ready to leave. Students will not be released unless they are signed out in the office by their parent/guardian or an adult (ID required) that is on the student's contact list. No messages will be sent to students after 2:00pm. Please have arrangements made prior to the school day.

EXCUSED ABSENCE(S)/TARDIES (Policy 3122):

The following are valid reasons for an absence from school to be considered "excused:"

- Participation in a district or school approved activity or instructional program.
- Illness, health condition or medical appointment.
- Family/caregiver emergency, including but not limited to a death or illness in the family.
- Religious or cultural purpose including observance of a religious or cultural holiday or participation in religious or cultural instruction.
- A disciplinary action that results in an absence
- Court, judicial proceeding or serving on a jury when required by law
- An absence directly related to a student's homeless or foster care/dependency status
- Absences related to deployment activities of a parent or legal guardian who is an active duty member
- Absences due to student safety concerns, including absences related to threats, assaults, or bullying
- Absences due to a student's migrant status
- A planned family/caregiver activity which has been pre-approved by the principal (pre-approval forms are in the main office and on the school website –(<https://t.ly/ugm2>)

The school principal (or designee) has the authority to determine if an absence meets the above criteria for an excused absence.

UNEXCUSED ABSENCE(S)/TARDIES:

Any absence from school for the majority of hours or periods in an average school day is unexcused unless it meets one of the criteria listed above as a valid reason for an excused absence. Surprise Lake Middle School will notify the student's parent or guardian via automated phone call whenever the student fails to attend school.

THE BECCA BILL:

The "**Becca Bill**" (**WAC.28A.225.020**) is our state's truancy law. It is intended to stop truancy before it becomes a problem. If a student has unexcused absences, this law requires that schools and school districts take the following actions:

1. **One (1)** unexcused absence during any 30-day period of the school year: The school will inform you (and/or your student) of the unexcused absence (usually by telephone, but notification may also be in writing).
2. **Three (3)** unexcused absences during any 30-day period of the school year: A conference will be scheduled with you and your student to discuss the cause of the unexcused absences and find solutions to prevent further absences. During the conference, parent/guardian, student and school will identify and address barriers to your student's attendance and develop a written attendance agreement/contract. An attendance assessment may be administered (WARNS).
3. Between the **second (2)** and **fifth (5)** cumulative unexcused absence in a school year: Convene the 504 or IEP team (if applicable) and take data-informed steps to reduce the student's absences. Must apply WARNS or other assessment.
4. Not later than the **seventh (7)** unexcused absence in a month, the district shall enter into an attendance agreement with the student and parent OR refer the student to a Community Engagement Board OR file a truancy petition consistent with RCW .28A.225.030
5. After **seven (7)** unexcused absences in a 30-day period and not later than **fifteen (15)** unexcused absences in a given school year: Washington State statutes permit the following actions to be taken by a school district. The school district will file a petition in the juvenile court to order the student to attend school. A notice of the truancy court petition will be sent by certified mail with return receipt or by in-person delivery.

The school district may also refer the family/caregiver to a "**Community Engagement Board.**" A **C.E.B.** consists of a group of citizens, school personnel, and a representative from the juvenile court who help resolve truancy cases away from the court.

PRE-ARRANGED ABSENCES (<https://t.ly/ugm2>):

Surprise Lake Middle School strongly discourages students taking extended vacations during the semester or leaving school prior to the normal closing date. Students missing class lose essential instruction and place increased demands on classroom teachers in the areas of record keeping, administering make-up work, etc.

In order that students and parents may not be misled and suffer possible disappointment, it must be clearly understood that:

1. A notification of request that outlines reasons for the absence, expected duration and departure date, must be submitted to the Attendance Secretary at least one week prior to the first date of the absence.
2. A "Pre-arranged Absence Form" will be issued from the office to be presented by the student to his/her teachers.
3. Teachers have been asked to outline to the student possible consequences that could result from the extended absence and alternatives that would help minimize the potential harm to the student's final grade. An indication of willingness on the part of the teacher to assist the student is not to be construed as a promise that the student will receive full credit. The responsibility for completion of all make-up requirements rests with the student.
4. Final clearance must be completed in the office by returning the "Pre-arranged Absence Form" to the main office. The school administration will have final determination of whether the absence will be marked as excused or unexcused.

MAKE UP WORK AND TIME:

Students have the right to make up work for all absences. The student is responsible for making arrangements with the teacher to complete the required make-up work (normally outside of class time). Each teacher will explain the grading and make-up timelines, which students must follow to receive credit for missed work and instruction.

For absences in a class, there will be some variations in the amount of make-up class time required. This will be determined by the nature of the individual classes and the specific type of work that was missed. This time will be used to make up the course work missed, and to review with the teacher the student's progress in class to ensure that the loss of course material due to absence is minimized.

Students or parents who find themselves in an unusual situation (i.e. extensive illness, hardships, etc.) should make direct contact with the counseling office to allow a counselor sufficient time to work with the student and teachers to minimize the effects of the absences.

STUDENT BEHAVIOR

(Fife School District Rights and Responsibilities 23-24 for complete description)

BUS BEHAVIOR/TRAVELING TO AND FROM SCHOOL:

Washington State law allows school districts to hold students responsible for their behavior from the time they leave their home until they return. Students are expected to be good citizens whether they walk to school or ride the bus. Students who disobey Fife School District rules of bus conduct will receive a bus misbehavior slip from the driver and may be disciplined by transportation and/or building administration. Discipline is outlined on the bus slip. Questions pertaining to transportation may be referred to: Head of Transportation (253) 517-1060.

CELL PHONES, ELECTRONIC DEVICES, AND SCHOOL TELEPHONES:

Surprise Lake Middle School recognizes the importance of cell phones as a form of communication between parents and students before and after school. Though students may carry cell phones during the school day, cell phones are not to be used during class time, in bathrooms, and/or the locker room for receiving or sending calls, text messages or accessing social media applications at any time. These devices need to be put away before students enter a class. Acceptable times to use these devices would be before school, during lunchtime, and after school. In the event that a student or parent needs to be contacted during school hours, phones are available for student use in the main office. Under no circumstances is a student to use a classroom teachers' or office telephone without permission.

Surprise Lake Middle School does not assume any responsibility for cell phones or other electronic devices that are lost or stolen. **It is not permissible to take any photos, audio recordings, or video recordings of students or staff members, and/or post such items on the internet or social media, without consent. Phones should not be used in the restrooms/locker rooms and will immediately be confiscated for the remainder of the day.**

Cell phone infractions may be handled as follows:

- **1st Infraction** – phone confiscated, sent to office, & pick up at end of day.
- **2nd Infraction** – phone confiscated, sent to office, the student may be assigned lunch detention, & pick up at end of day.
- **Multiple Infractions** – phone confiscated, sent to office, and the student may be assigned discipline that may include cell phone drop off in office for a set time and/or lunch detention. Possible pick up by parent/caregiver.

DISPLAYS OF AFFECTION:

The school building, school grounds, or school activities are not the places for public displays of affection. This would include kissing, prolonged hugging, and touching. Students who fail to conduct themselves appropriately in these situations may be subject to disciplinary action. All faculty members will consistently help with enforcement of this rule. Students who are not cooperative will be referred to the office.

FREEDOM OF EXPRESSION (Policy 3220):

Students shall enjoy the privilege of free verbal and written expression providing such expression does not disrupt the operation of the school (i.e. profane, obscene, or disrespectful language). The school administrators shall have the authority to monitor student verbal and written expression.

The guidelines below shall be observed to assure both free expression of opinion and the orderly conduct of school. Students who violate the standards for verbal and written expression shall be subject to corrective action or punishment (see Fife School District Rights and Responsibilities 23-24 for complete description).

1. Neither verbal, symbolic, nor written opinion shall be expressed or disseminated in such a way as to interfere with or interrupt the normal conduct of classes, school activity, or the movement to and from classes.
2. Students wishing to disseminate their opinion by distributing pamphlets, leaflets, or other written material on school property shall be subject to disciplinary action if the materials are found to:
 - a. be libelous, vulgar, profane, or obscene;
 - b. be soliciting funds or advertising a commercial enterprise;
 - c. be racially derogatory, harassing or intimidating to others;
 - d. have created substantial disruption of the ordinary and necessary order of the school.

Such material must bear the name or names of the student or students distributing them. Material may be distributed in a manner and at the times and in the places the principal has designated in order to assure both a minimum interruption of the normal activities of the school and the reasonable opportunity of students to disseminate their opinion.

3. Official student publications, such as newspaper or yearbook, shall comply with the criteria established in section 2, except that paid commercial advertisements may be included. Standards of responsible journalism, such as accuracy, completeness, and objectivity in reporting, shall be observed. The advisor to the student publication shall be responsible to assure that the publication meets these standards and criteria.

CLASSROOM/STUDENT CONDUCT (Policy 3241):

Teachers have the authority to discipline any student for any disruptive or disorderly conduct or other violation of rules for student conduct which may occur in the presence of the teacher. Students who are a disruption at school are provided opportunities (alternative forms of corrective action) to change their behavior. Any conduct, which materially and substantially interferes with the educational process is prohibited. Please see Fife School District Rights and Responsibilities 23-24 for complete description.

DISCIPLINE - MINOR BEHAVIORAL VIOLATIONS (Policy 3241P):

Unless otherwise required by law, the district is not required to impose in-school or short-term suspensions and instead strives to keep students in school, learning in a safe and appropriate environment. However, there are circumstances when the district may determine that in-school or short-term suspension is appropriate. Please see Fife School District Rights and Responsibilities 23-24 for complete description.

At Surprise Lake Middle School some examples of in school alternative forms of corrective actions that may be used when appropriate include but are not limited to lunch detention, conversations with appropriate staff, Restorative Practices, alternative learning opportunities, Think Time/STOP Form etc. Our goal is growth and understanding. We are a learning organization, and we want to educate students on appropriate behavior and the impact their choices have on not only themselves but others.

- Short Term Suspension means suspension for any portion of a calendar day up to and not exceeding ten (10) consecutive school days.

DISCIPLINE - MAJOR BEHAVIORAL VIOLATIONS (Policy 3241P):

Unless otherwise required by law, the district is not required to impose long-term suspension or expulsion and may impose long-term suspension or expulsion only for specified misconduct. In general, the district strives to keep students in school, learning in a safe and appropriate environment. However, in accordance with the other

parameters of this policy there are circumstances when the district may determine that long-term suspension or expulsion is appropriate for student behaviors listed in RCW 28A.600.015 (6)(a) through (d). Please see Fife School District Rights and Responsibilities 23-24 for complete description.

- Long-term suspension means a suspension that exceeds ten (10) consecutive school days. A long-term suspension may not exceed the length of an academic term. A reengagement meeting will be held between the student and parent/guardian to discuss how to return a student to an educational setting.
- Emergency Expulsion means an emergency removal from school for up to, but not exceeding, ten (10) consecutive school days from the student's current school placement by the superintendent or designee. An emergency expulsion requires the superintendent or designee to have good and sufficient reason to believe that the student's presence poses an immediate and continuing danger to other students or school staff or an immediate and continuing threat of substantial disruption of the education process.
- Expulsion means a denial of attendance for a period of time up to but no longer than length of an academic term (as defined by the board of directors) from the time the student is removed from his/her current school placement by a school district superintendent or designee.

NOTE: *A police report may be filed in cases involving weapons, narcotics, drug paraphernalia, sexting, or unlawful interference with school authorities. Students sustaining physical injury during an altercation with another student will be encouraged to file a police report. Police may be contacted to liaison with the school when necessary.*

Tobacco (Policy 4215):

Tobacco products and delivery devices include, but not limited to cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco, nicotine, electronic smoking/vapor devices, "vapor pens," non-prescribed inhalers, nicotine delivery devices or chemicals that are not FDA-approved to help people quit using tobacco, devices that produce the same flavor or physical effects of nicotine substances, and any other smoking equipment, device, material, or innovation are prohibited. Possession and/or distribution of tobacco products by minors is also prohibited.

Students are subject to discipline for violations of this policy. Please see Fife School District Rights and Responsibilities 23-24 for complete description.

Drugs, Alcohol, and Mind-Altering Substances (Policy 2167):

The Board of Directors believes that the use of **tobacco, alcohol, drugs, and mind-altering substances** by students is not only illegal in most cases, but also hinders their learning and is detrimental to their health. The possession or use of tobacco, alcohol, drugs, or mind-altering substances by students on or adjacent to school property, or at school sponsored events is prohibited. Students who violate this prohibition will be subject to discipline as prescribed in this policy. Please see Fife School District Rights and Responsibilities 23-24 for complete description.

Students will be disciplined when there is reasonable cause to believe they have violated the prohibition against **possession or use of alcohol, drugs, or mind-altering substances**. Reasonable cause shall mean specific observable facts that can be described and that indicate a particular student is in the possession of or has used alcohol, drugs, drug paraphernalia, or mind-altering substances or that which purports to be on or adjacent to school property, or at school-sponsored activities. Possession for the purpose of **delivering or selling** to others will result in more severe discipline.

Students shall not be in possession of over the counter or prescription drugs or medications/remedies on school premises as provided in Policy 3416, Medication at School.

Corrective Action: Recommendation for Long-Term Suspension. Building administrators have the authority to reduce long-term suspensions to a shorter duration provided the building administrator is convinced that a plan is in progress which will result in elimination of future involvement with drugs and alcohol.

Students who have been suspended or expelled according to this policy and who wish to re-enter school prior to the completion of the suspension/expulsion, may choose to be evaluated by a state accredited substance abuse treatment agency. If the parents and the student agree to follow the health care recommendations of that agency, a portion of the suspension/expulsion may be suspended/reduced. In all cases, if the health care recommendations are not followed, the remainder of the suspension/expulsion will be reinstated.

POSSESSION OF WEAPONS (Policy 4210 & 3241P):

Firearms

It is the policy of the Fife School Board that all students are prohibited from carrying or possessing a firearm or other dangerous weapon(s) (as defined by federal and state law and district policy and procedures) on school property, on school-provided transportation, in areas of facilities being used exclusively by public schools, or at school-sponsored events or activities.

Under state and federal law, a student shall be expelled for not less than one year for possession of a firearm on school premises, school-provided transportation, or areas of facilities being used exclusively by public schools. In addition to being expelled or suspended from school, it is a crime under Washington state law for a person (not just students) to knowingly carry a weapon on school premises. The penalty for conviction could be up to a year imprisonment and a \$5,000 fine. RCW 9.41.280

Other weapons

Students are forbidden to knowingly and voluntarily 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 (i.e. toy weapons) are prohibited. State laws RCW9.21.280 and RCW9.21.250 defines other dangerous weapons. Examples include, but are not limited to: ammunition, incendiary or explosive devices, clubs, knives of any kind, other cutting or stabbing instruments, chemical inhalants, stun-guns, slingshot, sand club, metal knuckles, air pistols, and look-alike items or replicas displayed or represented as real weapons.

Possession is having a weapon on district property or at a district-sponsored event and includes but is not limited to: space assigned to a student such as a locker or desk; on the student's person or property such as clothing, backpack, purse, or motor vehicle; under the person's control or accessible or available and is hidden by the student.

Students who possess a weapon or who carry, exhibit, or display any weapon or item capable of producing bodily harm, in a manner, under circumstance, and at a time and place that either manifests an intent to intimidate another or warrants alarm for the safety of other persons, shall be the subject of discipline up to and including expulsion.

SEARCH AND SEIZURE (Policy 3230):

School authorities may seize any contraband substance or object the possession of which is illegal, or any material or an object which violates a school rule or poses a hazard to the safety and good order of the school. Students are not to bring these items to school or to any school-sponsored function. Please see Fife School District Rights and Responsibilities 23-24 for complete description.

1. Authority to Conduct a Search - The law allows school authorities to search students, their lockers, and personal property when they have reasonable suspicion that a particular student is in possession of something prohibited by school rules or by law.
2. General Inspection - School authorities will be making general inspections of lockers for purposes including but not limited to safety, cleanliness, retrieval of school material, and maintenance. Such general inspections shall not include searching personal items stored in lockers, such as clothing, bags, or purses, unless reasonable particularized suspicion exists.
3. Locker/Storage Area Inspections - All lockers and other storage areas provided for student use on school premises remain the property of the school district and are subject to inspection, access for maintenance,

and search. No student shall lock or otherwise impede access to any locker or storage area except with a lock provided by or approved by school authorities. Unapproved locks shall be removed and destroyed.

4. Personal Searches - A student's person and/or personal effects (e.g., purse, book bag, etc.) may be searched when a school authority has reasonable suspicion to believe that the student is in possession of illegal, unauthorized or contraband items.
5. Any student who refuses to submit to a reasonable search by school authorities will be subject to disciplinary action. School authorities may detain the student pending the notification and arrival of the student's parent(s) and/or law officials as appropriate.

LUNCH BEHAVIOR:

Lunch periods are divided into multiple sections. Everyone is to eat lunch and stay in the cafeteria, unless they have a teacher's or office pass allowing them to leave the cafeteria area. Student behavior in the cafeteria should be based on courtesy and cleanliness. Varied and economical meals are offered in the cafeteria – or you may bring your lunch from home if you prefer. Whichever you decide, we will appreciate your cooperation in helping us to keep the cafeteria clean and attractive. You can do this by observing the following rules, and those posted in the cafeteria, classrooms, and gym.

1. Leave all personal belongings in designated areas/locations;
2. Follow PRIDE - Show respect, and be responsible;
3. Only walk, and no cutting in line;
4. Clean your own space by depositing refuse in the containers;
5. Make sure the table and floor in your area is clean for the next student by picking up garbage and wiping down your area;
6. No birthday cake, cupcakes, or large drop-offs of food (i.e. pizza, fast food, etc...), to share with others, will be allowed in the cafeteria

Students will go through the cafeteria line and pay for their choice of food. Snacks and beverage will not be allowed in the hallways or classrooms, unless a special occasion/class project exists. Classes are in session during both lunch periods and students are not to go into areas where classes are being held during their lunch period.

No food or beverages will be allowed in the library, halls, or computer labs.

SELLING ITEMS AT SCHOOL:

The conducting of private business or selling unauthorized items is prohibited. Examples include but are not limited to candy, snacks, food, drinks, clothing items, games, electronics, etc....

SURPRISE LAKE MIDDLE SCHOOL GENERAL INFORMATION

(Fife School District Rights and Responsibilities 23-24 for complete description)

ACCIDENTS:

Every accident in the school building, on the school grounds, at practice sessions or at any athletic event sponsored by the school must be reported immediately to the person in charge and the school office. The appropriate accident report form must be completed and turned in to the office.

ATHLETIC OPPORTUNITIES:

In order to participate in school athletics, a student must have purchased an ASB card. Additional rules per the Washington Interscholastic Activities Association may also apply to a student's participation on a school athletic team.

Fall (September-October): Baseball, Fast-pitch, Track

Winter (November-December): Girls Basketball, Wrestling, Boys Soccer

Winter (January-March): Boys Basketball, Girls Soccer

Spring (March-May): Football, Volleyball, Girls Cross Country

AFTER-SCHOOL SCHOOL SPONSORED EVENTS:

1. All rules and regulations of the Fife School District and Surprise Lake Middle School apply.
2. Students must conduct themselves properly and always use appropriate language when supporting and attending school sponsored events. You are a representation of Surprise Lake Middle School.
3. Students must be in attendance all day in order to attend or participate in the event or activity. Exceptions will be made for verified doctor or dental appointments or other cases pre-arranged through a building administrator;
4. Students should be prompt in attendance. Once students leave, they may not return to that activity or the school. Students are expected to sit, support, and participate in the activity. They should not wander around school or engage in any unsafe behavior.

BELL SCHEDULES:

Normal Monday Bell Schedule (1 hr. Late Arrival)

Period	Start Time	End Time
1 st	9:00 AM	9:44 AM
2 nd	9:48 AM	10:27 AM
3 rd	10:31 AM	11:11 AM
4 th	11:15 AM	11:54 AM
1 st Lunch & 5 th Period	Lunch - 11:54 AM - 12:24 PM Class - 12:28 PM - 1:08 PM	
5 th Period & 2 nd Lunch	Class - 11:58 AM - 12:38 PM Lunch - 12:38 PM - 1:08 PM	
6 th	1:12 PM	1:51 PM
7 th	1:55 PM	2:35 PM

Normal Tuesday - Friday Bell Schedule

Period	Start Time	End Time
1 st	8:00 AM	8:53 AM
2 nd	8:57 AM	9:45 AM
3 rd	9:49 AM	10:37 AM
4 th	10:41 AM	11:29 AM
1 st Lunch & 5 th Period	Lunch - 11:29 AM - 11:59 AM Class - 12:03 PM - 12:51 PM	
5 th Period & 2 nd Lunch	Class - 11:33 AM - 12:21 PM Lunch - 12:21 PM - 12:51 PM	
6 th	12:55 PM	1:43 PM
7 th	1:47 PM	2:35 PM

Half-Day Bell Schedule

Period	Start Time	End Time
1 st	8:00 AM	8:23 AM
2 nd	8:27 AM	8:50 AM
3 rd	8:54 AM	9:17 AM
4 th	9:21 AM	9:44 AM
5 th	9:48 AM	10:11 AM
6 th	10:15 AM	10:38 AM
7 th	10:42 AM	11:05 AM

Two-Hour Late Start Bell Schedule

Period	Start Time	End Time
1 st	10:00 AM	10:31 AM
2 nd	10:35 AM	11:00 AM
3 rd	11:04 AM	11:29 AM
1 st Lunch & 5 th Period	Lunch - 11:29 AM - 11:59 AM Class - 12:03 PM - 12:51 PM	
5 th Period & 2 nd Lunch	Class - 11:33 AM - 12:21 PM Lunch - 12:21 PM - 12:51 PM	
4 th	12:55 PM	1:25 PM
6 th	1:29 PM	2:00 PM
7 th	2:04 PM	2:35 PM

At times, your student may have a change in normal transportation. The student's parent(s) or guardian(s) must submit a request to the main office either by email or written note by 2:00pm. No changes will be made after 2:00pm with the exception of parent pickup.

CHANGE OF ADDRESS:

If there is a change of address or phone number, parents should report this to the main office ASAP.

CLOSED CAMPUS (Policy 3242):

The Fife School District policy regarding closed campus is as follows: Washington State law makes school districts responsible for students from the time they leave their home until they return. In order to abide by this law, students must remain under supervision of school personnel. Any student leaving the middle school campus between 8:00 a.m. and 2:35 p.m. must have permission from administration and must sign out through the attendance office located in the main office.

CLUBS:

Students may participate in after-school clubs if they have purchased an ASB card. Meeting times and clubs will be established once the school year has begun. Contact the main office for more information.

COUNSELOR:

Students wishing to visit the counselors should sign up using the google form on their Chromebook or by scanning the published QR Code located in multiple locations in the building. If an emergency please immediately ask for support from a staff member.

DELIVERIES FROM DELIVERY SERVICES:

Please do not have lunch or other deliveries delivered by a delivery service (i.e. Uber Eats, Dominoes, Jimmy Johns, etc...) sent to the school. These types of deliveries will be turned away and not accepted.

DRESS AND PHYSICAL APPEARANCE (Policy 3224):

At Surprise Lake Middle School, we want students to respect themselves and others. While we encourage individuality, the school dress code aims to foster a positive and healthy environment. Students in the Fife School District are expected to dress in a manner that reflects pride and respect for themselves and their school. Students should dress casually and comfortably for school, while wearing clothing that is well-suited for a school environment.

The student dress code **shall prohibit** the following:

1. Clothing presenting a reasonable expectation of a material or substantial disruption of the educational process, damage to school property, or a health or safety hazard.
2. Clothing displaying obscene or sexual words, pictures, messages, or innuendoes.
3. Clothing displaying drug or alcohol-related words, pictures, messages, or innuendoes.
4. Clothing which symbolizes gang membership, or which displays gang-related words, symbols, messages, or pictures.

A school's dress code may include the requirement that students wear uniforms and/or identification badges.

Students whose manner of dress violates the school dress code and/or causes a substantial disruption to the any educational environment shall be asked to make appropriate corrections. Special circumstances will be considered on a case-by-case basis. Students who fail to comply may be subject to discipline. Parents/Caregivers shall be notified.

EMERGENCY SITUATIONS:

The winter months sometimes bring weather conditions, which require school schedule delays or closure. The Fife School District will utilize an automated phone system, as well as electronic media to communicate any schedule changes. In addition, families/caregivers are encouraged to listen to the radio between 6:00 a.m. and 7:40 a.m. if you feel the weather may create hazardous traveling conditions. Radio stations will be announcing

schedule changes by district name and number. These radio stations will be broadcasting school emergency information:

**AM-KIRO 710, KJR 950, KOMO 1000, KING 1090, KMPS 1300, KVI570 KTAC 850,
FM-KZOK 102.5**

Announcements will be in the following form:

1. **SCHOOLS CLOSED**-all schools will be closed for one day only! All meetings, field trips, after school activities etc. will be postponed or canceled.
2. **SCHOOLS OPEN LATE**- usually one or two hours late and will be dismissed at the regular time unless otherwise announced. Listen to your radio for further announcements.
3. **SCHOOLS OPEN - NO TRANSPORTATION**-weight restrictions can also contribute to transportation changes due to thawing of frozen roads. Be prepared to provide transportation if such notice is given.
4. **SCHOOLS OPEN - EMERGENCY SCHEDULE**- bus service is limited due to road restrictions or weather conditions, bus drivers will inform students of roads that will not be traveled because of snow or ice (severe hills, bus stop changes, etc.).

FINES AND BILLS:

A student's diploma and transcript may be withheld until the student pays for any school property that has been lost or willfully damaged. Upon payment for damages, or the equivalent through voluntary work, the diploma and transcript will be released. The student and his/her parents may appeal the imposition of a charge for damages to the building administration, the superintendent and the board of directors.

FIRE ALARM:

At the signal, all students and faculty must leave the building via the posted emergency exit routes. Students should be escorted from the exit to areas well clear of the building.

FLOWERS, BALLOONS, AND GIFT DELIVERIES:

Deliveries of flowers and/or gifts to students at school are discouraged. Balloons are not allowed in classrooms, cafeteria or buses. Items will not be delivered to classrooms. Students will be notified to pick up items in the office after school.

HEALTH ROOM AND NURSE:

A nurse is available for student health concerns during the day. Office staff will support student health problems of a minor nature. Students who appear to have serious or prolonged health problems will be sent home.

Parent contact must be made prior to releasing a student from school. If contact is not possible, then the decision to release a student can only be made by a building administrator. Staff will ensure that the appropriate action is taken to safeguard the health and safety of the student. Parents are expected to come to the main office or send a responsible adult to pick up their student. This is needed to ensure that the school releases the student to the appropriate party.

The nurse's office will only be used for students waiting to be picked up by a parent or under the supervision of the school nurse. All other students will either be sent back to class, to the attendance office, or parents will be contacted to take students home. **If your student contacts you about not feeling well, and they have not seen the school nurse, please ask them to request a nurses pass from their teacher so we can work together on the health of your student.**

IMMUNIZATION:

Each student is required to meet the state's immunization standards. State regulations prohibit students from attending public schools without proper immunization. WAC 246-100-166

INSURANCE:

School-Time Plan covers students during the school year while on school property, engaging in school - sponsored activities and coming directly to school and going directly home from school. (Excluded

transportation in two or three wheel vehicles or snowmobiles). This plan includes all interscholastic sports except football. (See Activity Code for Insurance requirements)

The 24-Hour Plan covers students on a 24-hour-per-day basis for the full calendar year. Coverage is the same except that it also excludes skiing, rodeo, boxing, lacrosse (except interscholastic teams).

The Football Plan has additional costs and a Dental and Life Insurance Policy are also available.

Students can obtain more information including costs and application forms at the start of the school year. Insurance forms are available in the main office. Parents wishing this coverage work directly with the insurance company, not through the school.

LOST AND FOUND:

Lost and found storage is located under the main staircase next to the commons. Students are urged to turn in all items found (for which ownership is unknown) to the main office. The bulletin will not list lost and found information. Any clothing unclaimed will be given to charity on a monthly basis.

LUNCH PERIOD:

SLMS has multiple lunch periods. See the bell schedule for scheduled times.

MEDICATION:

Students who take medication at school must provide written instructions and signature from a doctor and a note containing parent/guardian permission. This information and medication should be checked through the main office. The school nurse will then make arrangements to dispense the medications. No medication (prescribed or over the counter) is permitted on campus without prior approval as noted. Students are reminded that these guidelines include medications such as aspirin, Tylenol, Advil, Pamprin, cough drops, etc. These medications **MUST** be left with the nurse. Students are **NOT** to carry these medications with them, or disciplinary action will be taken.

NATURAL DISASTERS OR EMERGENCIES:

One of the important responsibilities for any school district is to provide for the safety of students in the event of an emergency or natural disaster. Parents and students should be aware of the following:

- If the event occurs during the time students are coming to school, buses will continue to school rather than returning to their bus stops.
- Students will remain at school and will not be released or returned home unless/until conditions allow them to be returned safely. In extreme cases this should involve remaining at school overnight.
- Parents/Guardians are advised not to remove a student from the school grounds unless they have first checked with school officials and the student has been checked out. Students will not be released to neighbors, friends, or relatives unless permission is given, or they are designated on the emergency contact form.
- Parents should avoid calling the school. The phones may be needed by school officials for emergency communications.

OFF-CAMPUS EVENTS:

Students at school sponsored, off-campus events shall be governed by school district rules and regulations and are subject to authority of school district officials.

PARENT CONFERENCES:

Parents may make appointments for conferences with teachers, counselors, or the building administrators by telephoning the school office, e-mailing and/or in person at any time if the need for a conference arises.

PERMANENT RECORDS:

A permanent record will be kept on all students who attend school. The goal of record keeping is to place in the file of each student data and information, which is as objective, as possible. This record will consist of identifying

information, attendance records, and documents pertinent to the school situation. All information maintained in student files will be reviewed annually to assure relevance and appropriateness. All dissemination, inspection and review of the student records will be in accordance with the requirements of the Family Educational Rights and Privacy Act of 1974.

RIGHTS AND RESPONSIBILITIES:

Fife School Board policies concerning student responsibilities are printed in the pamphlet entitled "Revised Student Responsibilities and Rights Code" published by the school district. Copies are available in the office. Violation of these policies will result in appropriate action, up to and including expulsion from school.

SCHEDULE CHANGES:

Every effort is made to schedule students into appropriate classes prior to the start of the semester. Occasionally mistakes are made, or students and parents would like an opportunity to reconsider their choices. A period of time at the start of each semester is set aside to deal with these situations. Schedule changes will be made when feasible. To promote the importance of being in class and avoid disruptions during the first days of each semester, class changes will normally not be allowed after this period.

SPECIAL PROGRAMS:

If your child (age 3 to 21 years) 1) has a mental, physical or developmental disability that significantly impairs self-care, performance of manual tasks, walking, seeing, hearing, speaking, breathing, learning and/or working; and/or 2) has a recorded history of such an impairment; and/or 3) has characteristics that cause others to treat him/her as if he/she had such an impairment; then your child may be eligible for special education, related services and/or specialized educational accommodations under the Individuals with Disabilities Act and/or Section 504 of the Rehabilitation Act of 1973. For further information, to refer your child for screening or to make your child a Focus of Concern, please contact the office listed below:

Department of Special Education and Student Services
Section 504/ADA Coordinator, Rachel Dickson, Director of Special Programs
rdickson@fifeschools.com
Fife School District No. 417
1720 Oak St. - Milton WA 98354 - (253) 517-1000

STUDENT PROPERTY/VALUABLES:

The school district assumes no responsibility for loss to students' personal property or for items such as (but not limited to) clothing, electronics, cellular phones, headphones, etc.

SURVEILLANCE CAMERAS ON CAMPUS (Policy 6610):

Fife School District will utilize video security on its properties to help ensure the safety of school staff, students, community members, and visitors; to protect district property; and to aid in the enforcement of district policies, procedures, and rules. Surveillance cameras will be utilized only in public places such as school buses, building entrances, hallways, playgrounds, gyms, cafeterias, athletic fields, libraries and parking lots. Security cameras will not be installed in private areas such as bathrooms, locker rooms, or private offices.

This equipment may or may not be monitored at any time. Fife School District does not guarantee that every school interior, parking lot, general surroundings, building, or bus will be equipped with a security camera. The district also does not guarantee that a security camera in any specific location will be operational, or that the camera will record specific behaviors with clear images in all situations.

VISITORS (Policy 4200):

SLMS has a no visiting student's policy during the school day. This visitor policy is in the best interest of the safety of all SLMS students. Parents are always welcome at SLMS but must check in at the office before going out onto campus. Students should advise friends and relatives that they should not come on to the SLMS campus without first checking in with the office. It is a violation of state law and could lead to their arrest.

WITHDRAWAL FROM SCHOOL:

Anyone who will be transferring schools during the year must have a parent/guardian notify the registrar in writing, by phone, or in person. The request must include the date of withdrawal, the pupil's new address and if possible, the name of the new school. The pupil must report to the office on the morning of the last day of attendance to be given a withdrawal check-out slip and to be informed as to proper withdrawal procedures. All books, Chromebooks, and materials loaned by the school must be returned and all fines and bills settled before proper clearance can be made. Transcripts will not be mailed until all fines have been paid.

YEARBOOK:

Students wishing to purchase a yearbook must purchase their yearbook by the scheduled deadline. Purchases will be made through the main office.

HARASSMENT FREE ENVIRONMENT

(Fife School District Rights and Responsibilities 23-24 for complete description)

CONFLICT RESOLUTION:

Rumors, misunderstandings and assumptions cause many of the conflicts here at SLMS. Do your part to make SLMS a great place to be by:

- Not participating in rumors. If someone isn't there, don't talk about them, at all.
- Tell the truth. Don't spread rumors or talk about things that are none of your business.
- Learn to manage your feelings appropriately. Yelling, blaming, and intimidation are not mature or helpful coping styles.
- Be a part of the solution, not part of the problem.
- Get some help. Talk to a classroom teacher, counselor, or administrator.

BULLYING, HARASSMENT, AND INTIMIDATION (Policy 3205):

SLMS is committed to a safe and civil educational environment for all students, employees, parents/legal guardians, volunteers, and patrons that is free from harassment, intimidation, or bullying. (Board Policy 3205) "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 orientations including gender expression or identity, the presence of any sensory, 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.

Nothing in this section requires the affected student to actually possess a characteristic that is a basis for the harassment, intimidation, or bullying. "Intentional acts" refers to the individual's choice to engage in the act rather than the ultimate impact of the action(s). "Other distinguishing characteristics" can include but are not limited to: Physical appearance, clothing or other apparel, socioeconomic status, and weight. 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.

It is the responsibility of any person at Surprise Lake Middle School who believes that he/she has been subjected to harassment or intimidation by any student, faculty or staff to bring this to the immediate attention of a teacher, counselor, or administrator. All such complaints will be investigated and, where substantiated, corrective action may be taken. Surprise Lake Middle School will attempt to maintain a workplace and campus environment free of harassment of any kind from any source, while treating all complaints fairly in order to prevent frivolous or malicious accusations

At any time, a student or their parent/guardian may submit a formal complaint regarding harassment, intimidation and bullying using the district form. Formal complaints are submitted to the principal. Forms can be found at the school or on the district website. Please see Fife School District Rights and Responsibilities 23-24 for complete description.

If you are a victim of or witness to harassment and/or bullying, whether verbal, physical or sexual...

- Tell the Harasser, Intimidator, Bully to stop. Say NO!
- Keep records of the occurrences (write it down!)
- Report. Tell someone (counselor, administrator, teacher, parent)

The District Compliance Officer for District Policy 3207/3205 Prohibition of Harassment, Intimidation, and Bullying is:

Denise Daniels – Executive Director of Equity and Inclusion

ddaniels@fifeschools.com

Fife Public Schools

1720 Oak St., Milton, WA 98354, 253-517-1000

Individuals found to have bullied, harassed, or intimidated others on campus may be subject to appropriate discipline

DISCRIMINATION (Policy 3210):

SLMS 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 trained dog guide 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 have been designated to handle questions and complaints of alleged discrimination:

Denise Daniels – Executive Director of Equity and Inclusion

ddaniels@fifeschools.com

Section 504/ADA Coordinator, Rachel Dickson, Director of Student Services

rdickson@fifeschools.com

Fife Public Schools

1720 Oak St. Milton, WA 98354 - 253.517.1000

SEXUAL HARASSMENT (Policy 3207):

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, emails, 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 Coordinator (listed under Non-Discrimination). For a copy of your district's sexual harassment policy and procedure, refer to the Student Rights and Responsibilities or contact your principal or Title IX Officer.

Title IX Coordinator, Denise Daniels – Executive Director of Equity and Inclusion
ddaniels@fifeschools.com

Section 504/ADA Coordinator, Rachel Dickson, Director of Student Services
rdickson@fifeschools.com

Fife Public Schools
1720 Oak St. Milton, WA 98354 - 253.517.1000



SURPRISE LAKE MIDDLE SCHOOL ATHLETIC/ACTIVITY CODE

(Fife School District Rights and Responsibilities 23-24 for complete description)

INTRODUCTION:

Every student who commits himself/herself to an activity at SLMS will learn valuable lessons about how to be successful in meeting the challenges of the competitive society of their future.

To lead a successful life, a person needs to be both mentally and physically alert. A person must approach life positively with a sincere desire to realize his/her own dignity and self-worth, as well as that of his/her fellow man. A person must learn to work industriously for not only his/her own well-being, but for the well-being of people with whom he/she is associated.

Students and staff in the SLMS Activities Program are constantly representing SLMS at public performances. This exposure places them in a position that requires they assume a greater amount of responsibility for their conduct. Conduct in and out of school will directly reflect on fellow students, coaches/advisors, and SLMS. For all of the above reasons, an Activity Code of Conduct has been established. The SLMS administration, the athletic director, and the coach/advisor will administer this code. They will be responsible for all decisions relating to disciplinary action resulting from violations of the code.

OBJECTIVES:

1. To develop good citizenship and respect for rules and authority.

- 1.1 by experiencing the principles of justice, fair play, and good sportsmanship.
- 1.2 by providing the opportunity for the student to adjust his/her attitude to the concept of team or group goals.

2. To promote and contribute to the goals of the total education program.

- 2.1 through the realization that a healthy body combined with structured practice increases the probability of effective learning.
- 2.2 by providing a strong program that attracts student body interest and motivates a positive learning atmosphere.

3. To promote community interest and involvement in school activities.

- 3.1 by providing enjoyable experiences for participants and spectators.
- 3.2 by establishing rules and setting high standards for activity participation that reflect the Rules and Regulations that follow.

RULES AND REGULATIONS:

1. Contract

The rules and regulations of the Activity Code will be regarded as a contract between the student and his/her coach or advisor. **It is the student's and parent's responsibility to know and abide by the contents of this code.**

2. Alcohol, Drugs, Tobacco, Vulgarity, Stealing and Misconduct

The use, consumption, possession, transmitting or sale of alcoholic beverages, drugs or tobacco is prohibited.

3. Meetings, Practice Sessions and Games

Students are expected to attend all scheduled meetings, practice sessions, performances and games whether school is in session or not. If a student needs to miss practice or meetings prior arrangements must be made with the coach or advisor.

4. Season

All rules apply to all students during the entire athletic season, which **begins with the student's initial athletic clearance of the year and extends through the final spring championship meet of the spring.**

5. Appearance

Students, while representing the SLMS, are required to be neat, clean and well groomed. **The entire uniform, as required by state, league, and school rules shall be worn at all times. Bandanas are not to be included, at any time, as part of the student's uniform.**

6. Equipment

School-owned equipment checked out to a student is his/her responsibility. Loss or misuse of this equipment will be the student's financial obligation. School-owned equipment may be worn only for practices or scheduled performances or activities. Athletes may be held out of contests during the next sport season unless all the gear that was checked out to them, from the previous sport or activity, has been returned or paid for.

7. Insurance

All student athletes are required to provide proof of insurance coverage before being cleared to participate in extra- curricular athletics.

8. Additional Rules

In addition to the rules stated herein, coaches or advisors may require adherence to additional rules needed to regulate their activities.

9. School Attendance

There is no partial-day attendance rule. A student absent from school any part of the day on which his/her co-curricular activity is scheduled **will not** be allowed to participate in that scheduled activity. Exceptions will be made for verified doctor or dental appointments or other cases prearranged through a building administrator. Further, students who are truant are automatically withheld from the next scheduled contest.

10. Grades

Students are expected to pass all classes throughout the course of their participation in an extracurricular activity. The first grade check will be at the mid-quarter grading period with additional grade checks each week after until the end of the season. Students will be held to the fact that failing a class in the quarter or semester prior to starting an extra-curricular activity may prohibit them from turning out for a sport.

11. Risks of Participation

Some, if not all, co-curricular activities involve possible risks to the participating individuals. Some of these (i.e. tackle football) are dangerous activities involving MANY RISKS OF INJURY. We expect the students and parents to be aware of these risks and the serious nature of the injuries that may possibly occur. The participant should recognize the importance of following coaches' instructions regarding techniques, training and other team rules, etc. and to agree to obey such instructions.

12. Associated Student Body and Class Officers

Students who hold A.S.B. elective positions are unique. The ongoing nature of their roles, and the prestige and recognition accorded them by their peers and the community makes administering the long-term provisions of this activity code impossible; and would result in certain injustice to those who would have to assume the responsibilities during an extended absence.

For these reasons, A.S.B. elective officers who because of their misconduct would be subject to the long-term provisions of the activity code and/or grade deficiency will be removed from their office for the balance of the school year. The ASB elective positions are covered by the code from their date of candidacy through the end of that year, during summer camp week, and during the subsequent year

starting with the first day of fall athletic practice and ending with the conclusion of their season or term of office.

13. Music Department Performing Groups

The co-curricular performances of musical groups are an integral part of the music curriculum. They are a required activity and are considered in determining a final course grade. Music students involved in violations of the activity code will be subject to disciplinary action up to and including dismissal from the performing group. Additionally, students involved in violations of school rules will be subject to the normal school disciplinary procedures.

14. Disciplinary Action

Situations involving violations of the activity code will be dealt with fairly and consistently. Participants who do not comply with the requirements of the Activity Code will face action resulting in discipline or dismissal from participation in the activity. Students disciplined or dismissed from an activity will not be eligible for consideration in the voting for special awards related to the sports season in question. Disciplinary action is cumulative over the course of the calendar year and must be followed both **in and out of season (begins with the student's initial athletic clearance of the year and extends through the final spring championship meet of the spring.)** It is the intention of this policy to provide guidance and assistance to students in need. Honesty and cooperation are the main objectives of the discipline policy. Further, students who seek immediate attention for an alcohol or drug-related problem will not be denied the opportunity to continue participation in extracurricular activities at SLMS. An assessment will be included as part of this process. Students who willingly stay at a location in which drugs or alcohol are being consumed are subject to a one-game suspension, to occur at the next regularly scheduled contest.

Students will be subject to SLMS Athletic/Activity Code disciplinary actions as well as SLMS Student Handbook sanctions. Students who commit acts of Major Behavioral Violations, are subject to receive the following consequences:

- **1st Offense:** Suspension **from two competitions** within the current season. If the incident occurs at the end of the season, consequences may be carried into the next sport season.
- **2nd Offense:** Suspension from participation for **365 continuous days (1 year)** with the opportunity to appeal the suspension to the school principal
- **3rd Offense:** Expulsion from athletics for the remainder of the student's career

Anabolic Steroids – students who use, possess, attempt to sell, or are under the influence anabolic steroids or other illegal performance enhancing substances will be subject SLMS Student Handbook sanctions. Below are listed the sanctions for use of these items, as outlined by the WIAA.

- **1st Offense:** Suspension for remainder of the current sports season
- **2nd Offense:** Suspension from participation **for 365 continuous days (1 year)**
- **3rd Offense:** Expulsion from athletics for the remainder of the student's career.

Athletes who knowingly remain at functions where there are alcohol/drugs or other inappropriate activities will be suspended for the next scheduled contest.

15. Dismissal:

This action will be taken in cases where students are involved in serious criminal activity; repeated violations of the activity code, or in flagrant violations of the code during school sponsored activities.

16. Appeal

Any student who is alleged to have violated the Activity Code is entitled to due process procedures as established by the Fife School District Board of Directors. The principal should be contacted in writing to initiate this procedure.

NOTICE OF INTERPRETIVE SERVICES

English

If you do not speak English, please notify one of our office staff members. Interpretation services are available. Thank you.

Spanish

Si usted no habla Inglés, por favor notifique a uno de nuestros miembros de personal de la oficina. Los servicios de interpretación disponibles.

Gracias.

Ukrainian

Якщо ви не говорите по-англійськи, будь ласка, повідомте одного з членів нашого офісного персоналу.

Інтерпретація послуги доступні.

Спасибі.

Russian

Если вы не говорите по-английски, пожалуйста, сообщите одного из членов нашего офисного персонала.

Интерпретация услуги доступны.

Спасибо.

Vietnamese

Nếu bạn không nói được tiếng Anh, xin vui lòng thông báo cho một nhân viên văn phòng của chúng tôi. Giải thích các dịch vụ có sẵn.

Cảm ơn bạn.

Filipino

Kung hindi ka nagsasalita ng Ingles, mangyaring ipaalam sa isa sa aming mga miyembro ng kawani ng opisina.

Interpretasyon serbisyo ay makukuha.

Salamat sa inyo.

Samoaan

Afai e te le tautala Igilisi, fa'amolemole logo se tasi o le afaigaluega a le matou ofisa. O lo'o avanoa auaunaga fa'amatala.

Fa'afetai.

Ariabic

م توفرة ال فوریه ال ترجمه خدمات. مکتبنا موط فی أحد إخطار ف یرجى ، الإن جلیزیه ت تحدث لا کنت إذا

لک شکراً

French

Si vous ne parlez pas anglais, veuillez en informer l'un des membres de notre personnel de bureau. Des services d'interprétation sont disponibles.

Merci.

Marshallese

jak KonbelEzirot, nana melbraclakurbelejaekn. ea oARemwa.

an Kon.