



*Welcome to the  
Mountain View Middle School  
2018-2019 school year*

- *Please read the student handbook with your child and review carefully the contract on the back of this form.*
  - *Please sign the parent/guardian and student signature lines, remove this page from the front of the student handbook, and have your student return it to their Connections teacher the first week of school.*

*Thank you for reviewing and understanding our commitment to high expectations for all students!*

*We are looking forward to a great school year!*

# 2018-2019 MVMS Parent/Student Handbook and Student Expectations Contract



It is important to students' success that parents/guardians support their students in following school expectations. Please review the handbook with your child. We have provided this signature page as a way to help ensure we are communicating some important expectations.

**Please review this page and sign below to indicate you have read and understood our school expectations.**  
**Students, please do not remove this page until it has been signed by your parent/guardian and yourself.**  
**Your Connections teacher will be collecting them.**

## **Be Safe. Be Responsible. Be Respectful**

Our school expectations are centered on teaching students to be safe, responsible, and respectful. Students who do not follow expectations will be subject to school discipline such as lunch detention, after school detention (on Tuesdays and Thursdays), and suspension. Progressive discipline will apply to students with multiple incidents of misconduct. This means consequences become more severe each time misconduct occurs.

## **Cell Phones / Other Electronics**

Please understand that students bring electronic devices to school at their own risk. We will not be responsible for lost, stolen, or damaged electronic devices. We will not investigate stolen electronics. We encourage students to place electronic devices in their lockers for the duration of the school day.

## **Tardy Policy**

We believe it is essential that students arrive to class on time and are prepared and ready to participate. There are school consequences for tardiness.

## **Arrival at School / Leaving School**

We want your child to be safe at all times at school, and having them adhere to schools hours is appreciated. Student supervision starts daily at 7:35 a.m. through dismissal time. Students must leave campus each day at dismissal time unless they are staying after school for school-supervised activities.

## **Athletics / Academic Eligibility**

Please review the Athletics/Academic Eligibility participation requirements page in this handbook.

## **Harassment, Intimidation, and Bullying (HIB)**

Students who are harassed or students who witness other students being intimidated, or bullied must report incidents to an adult. HIB forms are located in this handbook and are available at the main office.

## **2018-2019 MVMS Parent/Student Handbook and Student Expectations Contract**

Student Name (print): \_\_\_\_\_ Connections Teacher (turn in to): \_\_\_\_\_

By signing below, my child and I (parent/guardian) acknowledge that we have reviewed and understood the contents of the Student Handbook and the student expectations for Mountain View Middle School. We look forward to a great year!

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

Date: \_\_\_\_\_

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

Date: \_\_\_\_\_

# ***Mountain View Middle School***

## ***Student Handbook***

### ***2018-2019***



[www.bremertonschools.org](http://www.bremertonschools.org)

### **Mountain View 6 - 8**

2400 Perry Avenue; Bremerton, Washington 98310

Office Hours: 7:35 a.m. – 4:00 p.m.

Student Hours: 7:35 a.m. – 2:45 p.m. daily (12:50 p.m. Wednesdays)

### **6<sup>th</sup> – 8<sup>th</sup> Grade Academy**

Main Office:	(360) 473-0700	Fax: (360) 473-0720
Attendance:	(360) 473-0614/0615	
Counseling:	(360) 473-0630	Fax: (360) 473-0621

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### **Administration**

Nick Birkliid, Principal  
Jim Capecchi, Assistant Principal  
Annette Farrington, Assistant Principal

# MOUNTAIN VIEW MIDDLE SCHOOL



## **MISSION STATEMENT**

“Together we are building the knowledge, skills, and freedom to: make a change, take a chance, make connections and be productive members of society.”

## **STUDENTS**

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

## **PARENTS/GUARDIANS**

We want to form a partnership with you in the education of your son/daughter. We invite you to go over the important information in this handbook with your student.

If you need to come to school to pick up your son/daughter during the school day, please check in at the attendance office, with identification. Please do not go directly to the classrooms without checking in. We make this request for the security of our students.

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

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

Have you signed up for "Family Access?" If not, please contact our counseling department for further information!

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

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## August (3)

Mon	Tue	Wed	Thu	Fri
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

## September (19)

Mon	Tue	Wed	Thu	Fri
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

## October (21)

Mon	Tue	Wed	Thu	Fri
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

## November (19)

Mon	Tue	Wed	Thu	Fri
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

## December (15)

Mon	Tue	Wed	Thu	Fri
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

## January (17)

Mon	Tue	Wed	Thu	Fri
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	



## 2018-2019 Academic Calendar

All Wednesdays will be 1 hour 55 minute early release

August 27 & 28 ..... Non Student Days  
 August 29 ..... First Day of School  
 September 3 ..... Labor Day  
 October 8 ..... Non School Day  
 October 26 ..... Non Student Day  
 November 1 & 2 ..... Parent Conferences  
 November 12 ..... Veteran's Day Observed  
 November 22 & 23 ..... Thanksgiving  
 December 15 ..... WA Youth Academy Grad  
 December 24-Jan 4 ..... Winter Break  
 January 21 ..... Martin Luther King Jr.  
 January 25 ..... Non-Student Day  
 February 15 ..... Possible Snow Make Up Day  
 February 18 ..... President's Day  
 March 22 ..... Non Student Day  
 March 28 & 29 ..... Parent Conferences  
 April 1-5 ..... Spring Break  
 May 24 ..... Possible Snow Make Up Day  
 May 27 ..... Memorial Day  
 May 30 ..... RHS Graduation  
 June 7 ..... BHS Graduation  
 June 11 ..... Open Doors Graduation  
 June 14 ..... Last Day of School  
 June 22 ..... WA Youth Academy Grad

### PARENT CONFERENCES Student Led-No School

(Day/evening conference times are communicated by each school)

### END OF REPORTING PERIODS JANUARY AND JUNE

August 27 & 28 ..... Professional Development  
 October 26 ..... All Day Grading  
 January 25 ..... All Day Grading  
 March 22 ..... All Day Grading

### LEGEND

- Holiday/No School
- Student Led Parent Conference Day
- Non-Student Day

SNOW Snow Make-Up Day, if necessary  
 First Day of School; Early Release 1 hr. 55 min.  
 Last Day of School; Early Release 3 hr. 30 min.

## February (18)

Mon	Tue	Wed	Thu	Fri
				1
4	5	6	7	8
11	12	13	14	SNOW
18	19	20	21	22
25	26	27	28	

## March (20)

Mon	Tue	Wed	Thu	Fri
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

## April (17)

Mon	Tue	Wed	Thu	Fri
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

## May (21)

Mon	Tue	Wed	Thu	Fri
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	SNOW
27	28	29	30	31

## June (10)

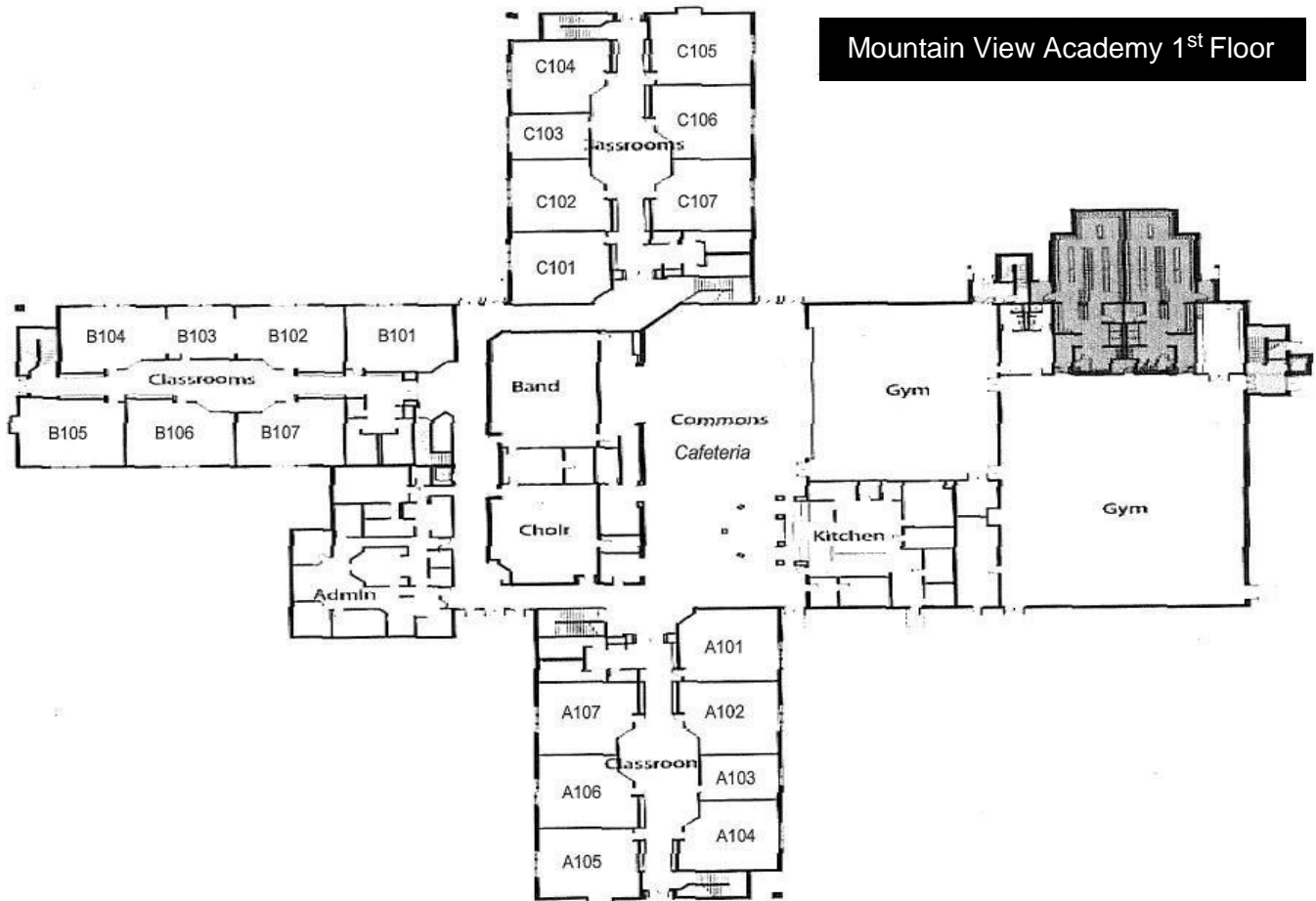
Mon	Tue	Wed	Thu	Fri
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17	18	19	20	21
24	25	26	27	28

## July

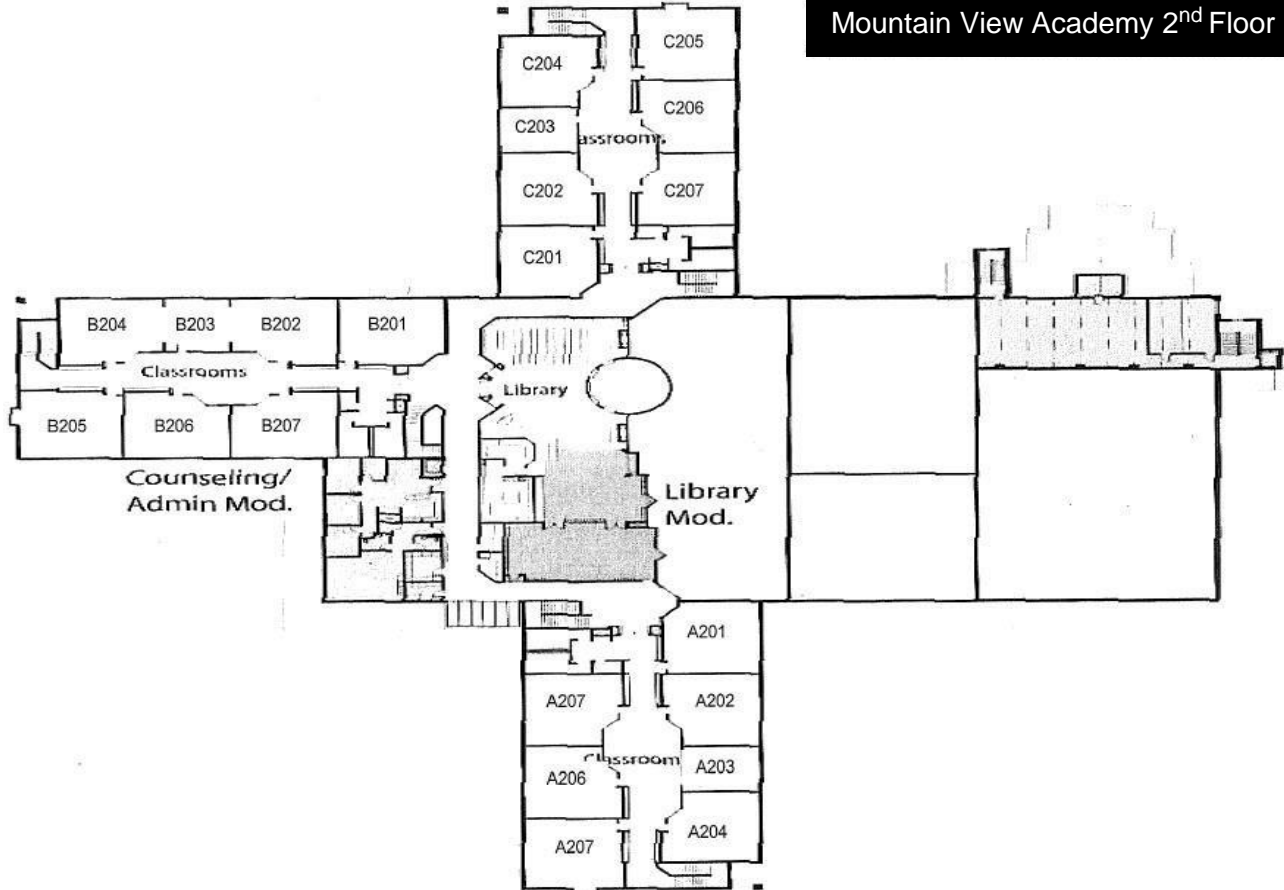
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29	30	31		

Approved 2.1.18

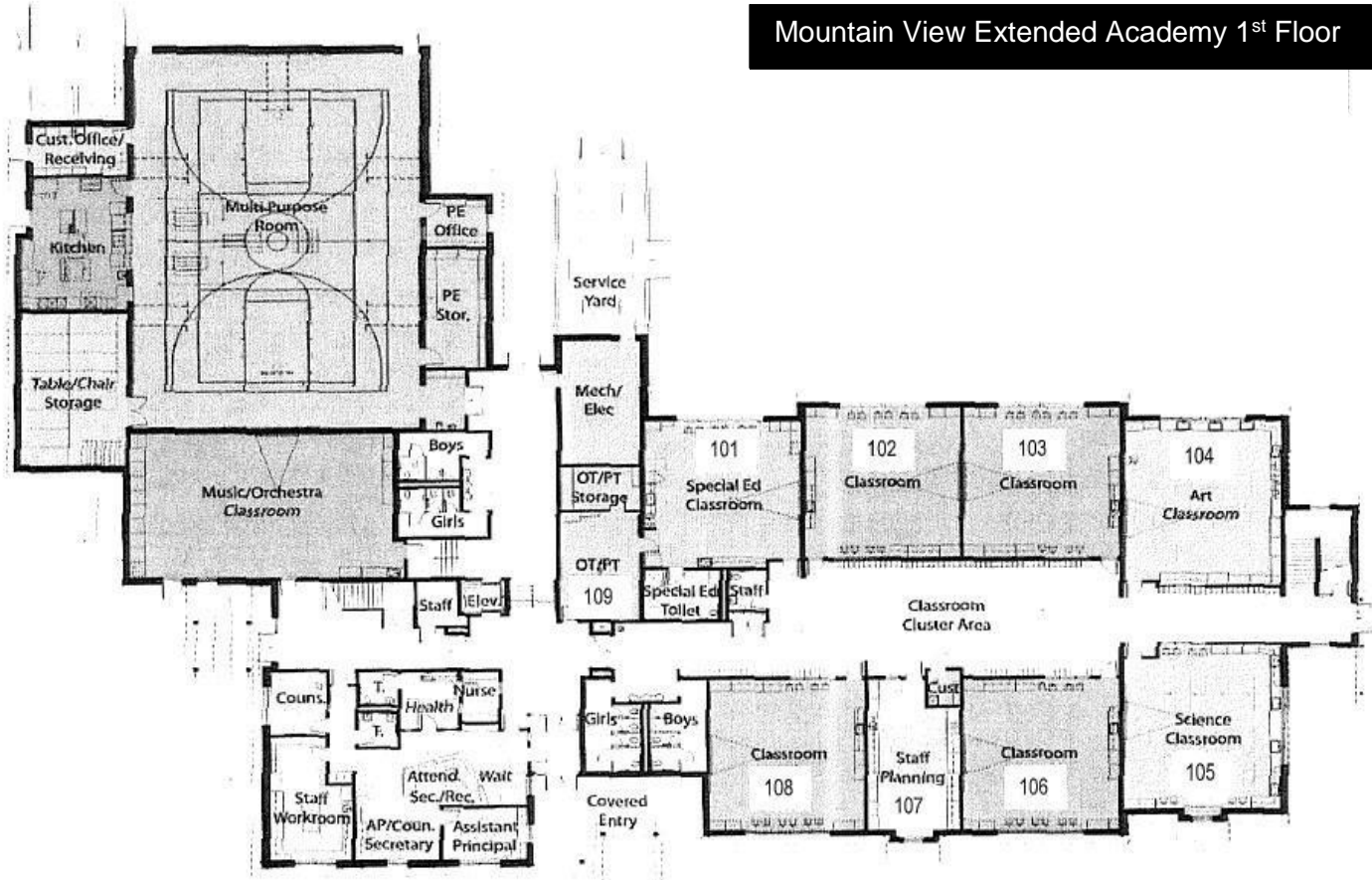
Mountain View Academy 1<sup>st</sup> Floor



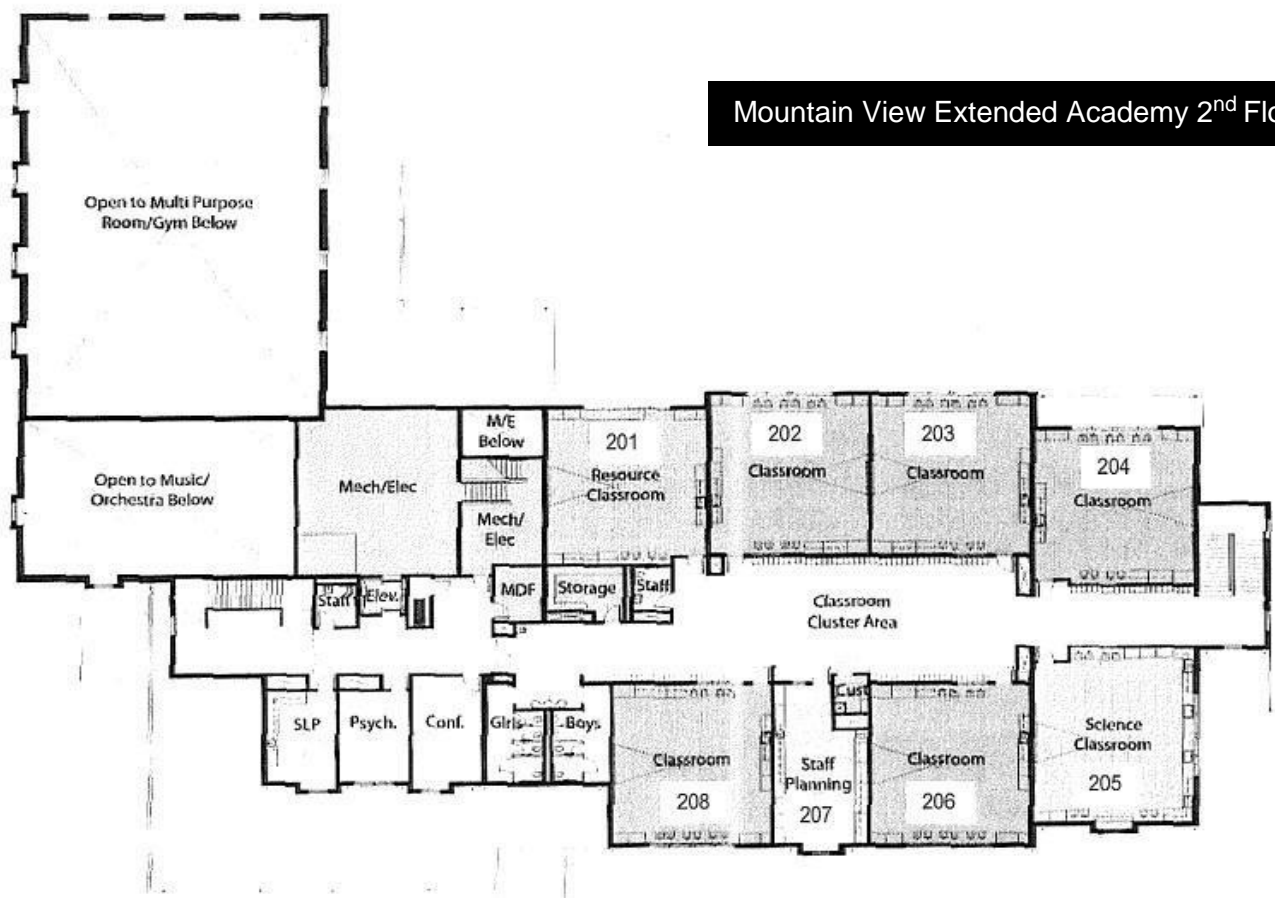
Mountain View Academy 2<sup>nd</sup> Floor



Mountain View Extended Academy 1<sup>st</sup> Floor



Mountain View Extended Academy 2<sup>nd</sup> Floor





## ASSOCIATED STUDENT BODY (ASB)

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

ASB cards are available for purchase at the beginning of each school year and are required to participate in sports.



## ASSEMBLY EXPECTATIONS

Be Safe	Be Respectful	Be Responsible
Stay with your class	Look and listen	Follow speaker's directions
Keep aisles clear	Follow attention signals	Leave belongings in class or your locker
Walk calmly and single file	Know the tone of the assembly	Lead by positive example
Keep hands, feet, objects to yourself	Use appropriate voice levels	Self-monitor your behavior
Use appropriate responses	Be kind to others around you	Follow school expectations

## ATHLETICS

7<sup>th</sup> and 8<sup>th</sup>-grade students are encouraged to try out and participate in athletics at MVMS. Before the first practice, students must have completed an athletic packet (annually), a physical packet completed by a physician (every two years), and purchase an ASB card (annually). In addition, athletes that are failing one or more classes during a season cannot participate in the competitions until their grade has improved.

### ATHLETICS

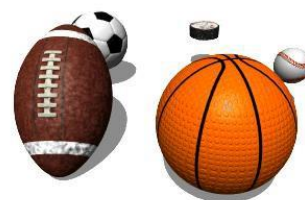
Mountain View Middle School is excited to offer competitive athletics for our 7<sup>th</sup> and 8<sup>th</sup>-grade students. Our school is a member of the 14 team West Sound Middle School League, which consist of schools from as far north as Bainbridge Island and as far south as University Place. Sports that are offered in their respected season include:

Fall	Winter 1	Winter 2	Spring
Boys' Basketball (V only)	Boys' Baseball (V & JV)	Girls' Basketball (V & JV)	**Cross-Country*
Girls' Fastpitch (V only)	Girls' Soccer (V & JV)	**Wrestling*	**Football (V & JV)
**Track*			Volleyball (V & JV)
*Eligible 6 <sup>th</sup> Graders may participate in select events		**Non-cut sport	

Students that desire to participate in school athletics **must complete** the following information and turn in to the main office:

- Athletic Packet (completed annually)
- Concussion Release Form (completed annually)
- Copy of a physical completed by a licensed physician (every 2 years)
- \$25 ASB card (purchased annually)

In addition, student athletics must be passing all of their classes to be eligible for competition. Grade checks will be pulled 3 times during a season. A student athlete may practice if they are failing a class, but they may not ride the bus or participate in games until all of their grades are passing. Coaches can enforce stricter guidelines for their student athletics as long as written notification has been sent home with families. Any concerns about grades can be addressed with the Athletic Coordinator.



The opportunity to participate in interscholastic athletic and activity programs are to be considered a privilege, and not a right. Therefore, these privileges can be revoked when deemed necessary. Academics are the first priority while partaking in a school-sponsored activity. Participants must not only be in compliance with the WIAA regulations, but also with that of the Bremerton School District Athletics/Activities Code, the school's Constitution, and regulations imposed by the coaching staff.

At MVMS, our student-athletes are students first and athletes second. Our student-athletes are expected to be leaders of our school and held to higher standards in and outside the classroom to help foster positive character, integrity, and discipline traits.

## **ATTENDANCE POLICIES**

The Bremerton School District Board of Directors recognizes classroom attendance as absolutely essential to academic performance and achievement. The educational process requires a continuity of instruction, active classroom participation and meaningful learning experiences that support the need for daily attendance. Regular and punctual school attendance is necessary for success in school (Board Policy 3122).

### **ATTENDANCE DEFINITION**

District policy states "students are required to report to all classes and activities in a timely manner". A student is considered absent if he/she is not physically present in the class. If a student arrives ten (10) or more minutes late to class or leaves class before the end of the period, they will be considered absent.

Absences due to illness or a health condition, school-approved activities, family emergencies, medical or dental appointments, and, as required by law, disciplinary actions, short-term suspensions and court appearances shall be excused when attendance procedures are followed by parent/guardian. Students with excessive absences may be required to obtain doctors notes.

The law instructs the school to file a petition with the juvenile court under RCW 28A.225.010 if absence issues cannot be corrected. Like all public schools in the State of Washington, MVMS must adhere to the Becca Bill (E2SSB 5439).

### **ATTENDANCE NOTIFICATION PROCEDURES**

When a student returns from an absence, he/she must bring a note to the attendance office from parent/guardian stating the reason for the absence. Phone calls from parent/guardian will also clear a student's absence unless doctor's notes are required or a truancy petition is in place. Our Attendance office can be reached at 360-473-0615 between 7:30 a.m. and 4:00 p.m. or a message can be left for staff 24 hours a day. All absences should be addressed by parent/guardian within 24 hours of occurrence.

### **CHECKING A STUDENT OUT OF SCHOOL**

Parents/guardians wishing to take students out of school for appointments need to go to the attendance office. Your child will be called for or will be waiting for you if a note has been provided to attendance beforehand. For the safety of our students, you may also be asked to provide identification. Only parent/guardians or those listed as an emergency contact may check a student out of school.

## **PREARRANGED ABSENCE/VACATION**

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

## **TARDINESS**



MVMS believes that one of the most important and effective habits a young adult can develop is punctuality. Tardiness results in missed instructional time for student and often disrupts the learning process for others. MVMS will encourage punctuality and provide both incentives and consequences to reinforce the importance of being on time.

- Being on time shows respect to the teacher and to other students.
- Being tardy results in missed instructional time and disruption to the classroom environment.
- Mountain View will encourage punctuality and provide incentives and consequences to reinforce this behavior.

## **TRUANCY**

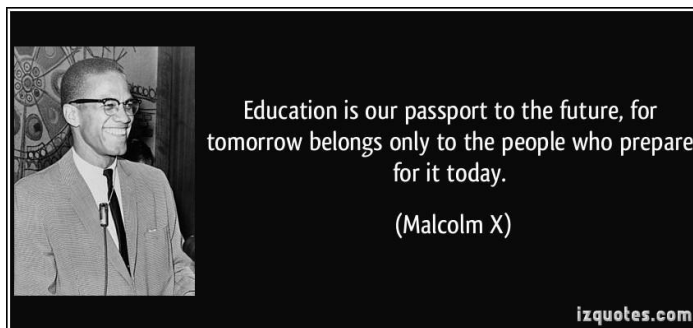
Truancy occurs when the school, parent/guardian is not aware of the student's absence or does not condone the reason for the student's absence. Unauthorized absences from school, class(es) or LEAVING CAMPUS WITHOUT PERMISSION once a student has arrived, will be considered truancy.

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

## **ADMINISTRATIVE PROCEDURES FOR TRUANCY/UNEXCUSED ABSENCES**

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

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



## **BEHAVIOR MANAGEMENT SYSTEM**

### **STUDENT CONDUCT**

It is necessary for the school to provide a safe and healthy environment so that each student may learn the basic rules at his/her optimum rate, free from outside pressures. It is suggested that parents and students review the Bremerton Student Rights and Responsibilities available on the district website.



### **CAFETERIA/COMMONS EXPECTATIONS**

Be Safe	Be Respectful	Be Responsible
Form a single file line to get to lunch	Clean up before dismissal	Keep your area clean
Stay seated for first 15 minutes	Stack your tray appropriately	Tell an adult of spills
Walk when dismissed outside	Speak kindly to others	Follow all school rules
Keep hands, feet, and objects to yourself		

### **CAMPUS RULES**

#### **ARRIVAL AND DISMISSAL TIMES**

We want your child to be safe at all times at school, and having them adhere to schools hours is appreciated.

- The building doors are opened and student supervision begins at 7:35 a.m. daily.
- On Mondays, Tuesdays, Thursdays and Fridays, dismissal time is 2:45 p.m.
- On Wednesdays, dismissal time is 12:50 p.m.
- Students must leave campus each day at dismissal time unless they have pre-arranged to stay after school for school-supervised activities.

#### **CAMPUS BOUNDARIES**

The boundaries of the Mountain View Middle School campus are:

**North:** Fence separating MVMS from Stone Way  
**South:** Holman Street

**East:** The East Fence  
**West:** Perry Avenue

#### **CLOSED CAMPUS POLICY**

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

## **VISITORS POLICY**

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

## **CELL PHONES/OTHER ELECTRONICS**

Please understand that students bring electronic devices to school at their own risk. We will not be responsible for lost, stolen, or damaged electronic devices. We will not investigate stolen electronics. All students are encouraged to place electronic devices in their lockers for the duration of the school day. We do not allow students to communicate on their cell phones during school hours. Cell phones will be confiscated by staff members and consequences will be enforced.



## **DISRUPTIVE/NUISANCE ITEMS**

Defined as: Any item that causes a disruption by its use or possession. Disruptive items can be determined by staff if it is interrupting the learning process. Some examples are listed below:

Electronic Devices  
Cameras  
Perfumes/Colognes/Hairspray  
Trading Cards

Rubber Bands  
Laser Pointers  
Permanent Markers  
Baby Bottles/Pacifiers/Stuffed Animals/Toys

## **DRESS CODE**

1. Students are required to wear clothing that is neat, clean, modest, and not disruptive to the educational process. Continued refusal to comply with a reasonable request may result in discipline for defiance. This means:
  - a. No hats, hoods, visors, sunglasses or bandanas are to be worn during the school day.
  - b. Clothing which advertises profanity, alcoholic beverages, tobacco, drugs, gangs, violence, nudity, and/or gender or racial comments are not allowed.
  - c. No chains, spikes, or accessories that resemble or could be used as weapons, are permitted.
  - d. Sagging, baggy or oversized pants are not permitted. Pants must be worn at the waist and belted. No underclothing may be visible. No pajama bottoms or sleepwear.
  - e. Shorts and skirts are permitted only if the length extends past the bottom of the student's fingertips while standing.





- f. Tank tops and tops with “spaghetti straps” (tank top shirts must be at least 3 fingers wide), low-cut shirts, tank shirts with large open armholes, bare midriffs,
- g. and other forms of revealing clothing are not permitted at MVMS. All shirts are to be kept buttoned. Tops should touch the top of the waistband with arms down at the sides or raised over the head. Tops must not expose cleavage or undergarments.
- h. Footwear must have soles and must be worn at all times. Shoes with wheels: Wheels must be removed during the school day. No slippers.
- i. No writing or marking on yourself or other students. This includes both clothing and skin.

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

## **ELECTRONIC NETWORK ACCESS**

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



### **SUMMARY OF STUDENT ACCEPTABLE USE POLICY FOR ELECTRONIC INFORMATION SYSTEMS**

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

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

## **EMERGENCY PROCEDURES**

### **EARTHQUAKE PROCEDURES**



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

Several things to remember in case of an earthquake are:

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

### **FIRE DRILLS**

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

#### **When the alarm bell rings:**

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



### **ENROLLING NEW STUDENTS**

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

Please allow 24-48 hours for MVMS to complete enrollment procedures prior to the official start date of your child. Bremerton School District now offers parents/guardians the option to register their student online. Please log on to [www.bremertonschools.org](http://www.bremertonschools.org) and select Online Student Registration.

### **FAMILY ACCESS**

Parents/guardians can visit the counseling office or our Academy office with a picture ID to receive their username and password. Usernames and passwords cannot be given over the phone. For questions, please call the counseling office at 360-473-0630.

## **GANG ACTIVITY OR AFFILIATION Board Policy 3224**

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

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

## **HALLWAY AND PASSING TIME EXPECTATIONS**

**\*No Hallway Passes will be granted the first or last 10 minutes of class.**

Be Safe	Be Respectful	Be Responsible
Walk, instead of run	Use school-appropriate language	Use the restroom during breaks
Walk and talk, stay to the right	Speak kindly to others	Get materials you need for class
Report problems to an adult	Be patient	Arrive to class on time

## **HARASSMENT POLICY**

The following language is an excerpt from the Bremerton School District's policy and procedure regarding harassment, intimidation and bullying. For a copy of the complete policy, please visit our website.

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

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



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

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

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

Because this is such a serious matter, harassment in any form is forbidden at Mountain View Middle School. It can cause serious psychological damage to students - negatively impacting grades, attendance, performance and pride in one's work in general.

The following behavior is not allowed:

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

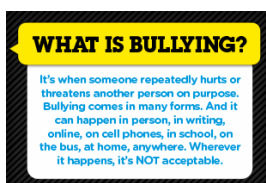
Victims of harassment should report the problem to an adult (security, assistants, secretary, teacher, counselor, or administrator) in the school as soon as possible. The adult then has the duty to undertake an investigation. The privacy of the student is to be protected as much as possible. Allegations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

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

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

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

- Legal References: 29 CFR 1604.11 / RCW 46.60 / RCW 28A.640 / SECTION 703 - TITLE VII OF THE CIVIL RIGHTS ACT OF 1964 / WAC 392.190.056
- Board Policy References: 6590/3241
- Please see below the Bremerton School Board Policies on Harassment, Intimidation, and Bullying (HIB).



**A. Introduction**

The Bremerton School District strives to provide students with optimal conditions for learning by maintaining a school environment where everyone is treated with respect and no one is physically or emotionally harmed.

In order to ensure respect and prevent harm, it is a violation of district policy for a student to be harassed, intimidated, or bullied by others in the school community, at school-sponsored events, or when such actions create a substantial disruption to the educational process. The school community includes all students, school employees, school board members, contractors, unpaid volunteers, families, patrons, and other visitors. Student(s) will not be harassed because of their race, color, religion, ancestry, national origin, gender, sexual orientation, including gender expression or identity, mental or physical disability, or other distinguishing characteristics.

Any school staff who observes, overhears, or otherwise witnesses harassment, intimidation or bullying or to whom such actions have been reported must take prompt and appropriate action to stop the harassment and to prevent its reoccurrence.

**B. Definitions**

**Aggressor** means a student, staff member, or other member of the school community who engages in the harassment, intimidation or bullying of a student.

**Harassment, intimidation or bullying** means an intentional electronic, written, verbal, or physical act that:

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

Conduct that is "substantially interfering with a student's education" will be determined by considering a targeted student's grades, attendance, demeanor, interaction with peers, participation in activities, and other indicators.

Conduct that may rise to the level of harassment, intimidation and bullying may take many forms, including, but not limited to: slurs, rumors, jokes, innuendoes, demeaning comments, drawings, cartoons, pranks, ostracism, physical attacks or threats, gestures, or acts relating to an individual or group whether electronic, written, oral, or physically transmitted messages or images. There is no requirement that the targeted student actually possess the characteristic that is the basis for the harassment, intimidation or bullying.

Incident Reporting Forms may be used by students, families, or staff to report incidents of harassment, intimidation or bullying. A sample form is provided on the Office of Superintendent of Public Instruction's (OSPI) School Safety Center website:

[www.k12.wa.us/SafetyCenter/BullyingHarassment/default.aspx](http://www.k12.wa.us/SafetyCenter/BullyingHarassment/default.aspx).

**Retaliation** occurs an aggressor harasses, intimidates, or bullies a student who has reported incidents of bullying.

**Staff** includes, but is not limited to, educators, administrators, counselors, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to extracurricular activities, classified staff, substitute and temporary teachers, volunteers, or paraprofessionals (both employees and contractors).



**Targeted Student** means a student against whom harassment, intimidation or bullying has allegedly been perpetrated.

C. Relationship to Other Laws

This procedure applies only to [RCW 28A.300.285 – Harassment, Intimidation and Bullying prevention](#). There are other laws and procedures to address related issues such as sexual harassment or discrimination.

At least four Washington laws may apply to harassment or discrimination:

1. [RCW 28A.300.285 – Harassment, Intimidation and Bullying](#)
2. [RCW 28A.640.020 – Sexual Harassment](#)
3. [RCW 28A.642 – Prohibition of Discrimination in Public Schools](#)
4. [RCW 49.60.010 – The Law Against Discrimination](#)

The district will ensure its compliance with all state laws regarding harassment, intimidation or bullying. Nothing in this procedure prevents a student, parent/guardian, school or district from taking action to remediate harassment or discrimination based on a person's gender or membership in a legally protected class under local, state, or federal law.

D. Prevention

Dissemination

In each school and on the district's website the district will prominently post information on reporting harassment, intimidation and bullying; the name and contact information for making a report to a school administrator; and the name and contact information for the district compliance officer. The district's policy and procedure will be available in each school in a language that families can understand.

Annually, the superintendent will ensure that a statement summarizing the policy and procedure is provided in student, staff, volunteer, and parent handbooks, is available in school and district offices and/or hallways, or is posted on the district's website.

Additional distribution of the policy and procedure is subject to the requirements of [Washington Administrative Code 392-400-226](#).

Education

Annually, students will receive age-appropriate information on the recognition and prevention of harassment, intimidation or bullying at student orientation sessions and on other appropriate occasions. The information will include a copy of the Incident Reporting Form or a link to a web-based form.

Training

Staff will receive annual training on the school district's policy and procedure, including staff roles and responsibilities, how to monitor common areas and the use of the district's Incident Reporting Form.

Prevention Strategies

The district will implement a range of prevention strategies including individual, classroom, school, and district-level approaches.

Whenever possible, the district will implement evidence-based prevention programs that are designed to increase social competency, improve school climate, and eliminate harassment, intimidation, and bullying in schools.

E. Compliance Officer

The district compliance officer will:

1. Serve as the district's primary contact for harassment, intimidation and bullying;

2. Provide support and assistance to the principal or designee in resolving complaints;
3. Receive copies of all Incident Reporting Forms, discipline Referral Forms, and letters to parents providing the outcomes of investigations. If a written report of harassment, intimidation or bullying indicates a potential violation of the district's nondiscrimination policy [Policy 3210], the compliance officer must promptly notify the district's civil rights compliance coordinator;
4. Be familiar with the use of the student information system. The compliance officer may use this information to identify patterns of behavior and areas of concern;
5. Ensure implementation of the policy and procedure by overseeing the investigative processes, including ensuring that investigations are prompt, impartial, and thorough;
6. Assess the training needs of staff and students to ensure successful implementation throughout the district, and ensure staff receive annual fall training;
7. Provide the OSPI School Safety Center with notification of policy or procedure updates or changes on an annual basis; and
8. In cases where, despite school efforts, a targeted student experiences harassment, intimidation or bullying that threatens the student's health and safety, the compliance officer will facilitate a meeting between district staff and the child's parents/guardians to develop a safety plan to protect the student. A sample student safety plan is available on the OSPI website: [www.k12.wa.us/SafetyCenter/default.aspx](http://www.k12.wa.us/SafetyCenter/default.aspx).

#### F. Staff Intervention

All staff members will intervene when witnessing or receiving reports of harassment, intimidation or bullying. Minor incidents that staff are able to resolve immediately, or incidents that do not meet the definition of harassment, intimidation or bullying, may require no further action under this procedure.

#### G. Filing an Incident Reporting Form

Any student who believes he or she has been the target of unresolved, severe, or persistent harassment, intimidation or bullying, or any other person in the school community who observes or receives notice that a student has or may have been the target of unresolved, severe, or persistent harassment, intimidation or bullying may report incidents verbally or in writing to any staff member.

### Addressing Bullying – Reports

#### Step 1: Filing an Incident Reporting Form

In order to protect a targeted student from retaliation, a student need not reveal his identity on an Incident Reporting Form. The form may be filed anonymously, confidentially, or the student may choose to disclose his or her identity (non-confidential).

#### Status of Reporter

##### 1. Anonymous

Individuals may file a report without revealing their identity. No disciplinary action will be taken against an alleged aggressor based solely on an anonymous report.

Schools may identify complaint boxes or develop other methods for receiving anonymous, unsigned reports. Possible responses to an anonymous report include enhanced monitoring of specific locations at certain times of day or increased monitoring of specific students or staff. (Example: An unsigned Incident Reporting Form dropped on a teacher's desk led to the increased monitoring of the boys' locker room in 5th period.

##### 2. Confidential

Individuals may ask that their identities be kept secret from the accused and other students. Like anonymous reports, no disciplinary action will be taken against an alleged aggressor

based solely on a confidential report. (Example: A student tells a playground supervisor about a classmate being bullied but asks that nobody know who reported the incident. The supervisor says, "I won't be able to punish the bullies unless you or someone else who saw it is willing to let me use their names, but I can start hanging out near the basketball court, if that would help.")

### 3. Non-confidential

Individuals may agree to file a report non-confidentially. Complainants agreeing to make their complaint non-confidential will be informed that due process requirements may require that the district release all of the information that it has regarding the complaint to any individuals involved in the incident, but that even then, information will still be restricted to those with a need to know, both during and after the investigation. The district will, however, fully implement the anti-retaliation provision of this policy and procedure to protect complainants and witnesses.

#### Step 2: Receiving an Incident Reporting Form

All staff are responsible for receiving oral and written reports. Whenever possible staff who initially receive an oral or written report of harassment, intimidation or bullying will attempt to resolve the incident immediately. If the incident is resolved to the satisfaction of the parties involved, or if the incident does not meet the definition of harassment, intimidation or bullying, no further action may be necessary under this procedure.

All reports of unresolved, severe, or persistent harassment, intimidation or bullying will be recorded on a district Incident Reporting Form and submitted to the principal or designee, unless the principal or designee is the subject of the complaint.

#### Step 3: Investigations of Unresolved, Severe, or Persistent Harassment, Intimidation and Bullying

All reports of unresolved, severe, or persistent harassment, intimidation or bullying will be investigated with reasonable promptness. Any student may have a trusted adult with them throughout the report and investigation process.

1. Upon receipt of the Incident Reporting Form that alleges unresolved, severe, or persistent harassment, intimidation or bullying, the school or district designee will begin the investigation. If there is potential for clear and immediate physical harm to the complainant, the district will immediately contact law enforcement and inform the parent/guardian.
2. During the course of the investigation, the district will take reasonable measures to ensure that no further incidents of harassment, intimidation or bullying occur between the complainant and the alleged aggressor. If necessary, the district will implement a safety plan for the student(s) involved. The plan may include changing seating arrangements for the complainant and/or the alleged aggressor in the classroom, at lunch, or on the bus; identifying a staff member who will act as a safe person for the complainant; altering the alleged aggressor's schedule and access to the complainant, and other measures.

If, during the course of an investigation, the district employee conducting the investigation becomes aware of a potential violation of the district's nondiscrimination policy [Policy 3210], the investigator will promptly notify the district's civil rights compliance officer. Upon receipt of this information, the civil rights compliance officer must notify the complainant that their complaint will proceed under the discrimination complaint procedure in WAC 392-190-066 through WAC 392-190-075 as well as the HIB complaint procedure. The notice must be provided in a language that the complainant can understand. The investigation and response timeline for the discrimination complaint procedure will follow that set forth in WAC 392-190-065 and begins when the district knows or should have known that a written report of harassment, intimidation or bullying involves allegations of a violation of the district's nondiscrimination policy.

3. Within two (2) school days after receiving the Incident Reporting Form, the school designee will notify the families of the students involved that a complaint was received and direct the families to the district's policy and procedure on harassment, intimidation and bullying.
4. In rare cases, where after consultation with the student and appropriate staff (such as a psychologist, counselor, or social worker) the district has evidence that it would threaten the health and safety of the complainant or the alleged aggressor to involve his or her parent/guardian, the district may initially refrain from contacting the parent/guardian in its investigation of harassment, intimidation and bullying. If professional school personnel suspect that a student is subject to abuse and neglect, they must follow district policy for reporting suspected cases to Child Protective Services.
5. The investigation will include, at a minimum:
  - a. An interview with the complainant;
  - b. An interview with the alleged aggressor;
  - c. A review of any previous complaints involving either the complainant or the alleged aggressor; and
  - d. Interviews with other students or staff members who may have knowledge of the alleged incident.
6. The principal or designee may determine that other steps must be taken before the investigation is complete.
7. The investigation will be completed as soon as practicable but generally no later than five (5) school days from the initial complaint or report. If more time is needed to complete an investigation, the district will provide the parent/guardian and/or the student with weekly updates.
8. No later than two (2) school days after the investigation has been completed and submitted to the compliance officer, the principal or designee will respond in writing or in person to the parent/guardian of the complainant and the alleged aggressor stating:
  - a. The results of the investigation;
  - b. Whether the allegations were found to be factual;
  - c. Whether there was a violation of policy; and
  - d. The process for the complainant to file an appeal if the complainant disagrees with the results.

Because of the legal requirement regarding the confidentiality of student records, the principal or designee may not be able to report specific information to the targeted student's parent/guardian about any disciplinary action taken unless it involves a directive that the targeted student must be aware of in order to report violations.

If a district chooses to contact the parent/guardian by letter, the letter will be mailed to the parent/guardian of the complainant and alleged aggressor by United States Postal Service with return receipt requested unless it is determined, after consultation with the student and appropriate staff (psychologist, counselor, social worker) that it could endanger the complainant or the alleged aggressor to involve his or her family. If professional school personnel suspect that a student is subject to abuse or neglect, as mandatory reporters they must follow district policy for reporting suspected cases to Child Protective Services.

If the incident cannot be resolved at the school level, the principal or designee will request assistance from the district.

#### Step 4: Corrective Measures for the Aggressor

After completion of the investigation, the school or district designee will institute any corrective measures necessary. Corrective measures will be instituted as quickly as possible, but in no event more than five (5) school days after contact has been made to the families or guardians regarding the outcome of the investigation. Corrective measures that involve student discipline will be implemented according to [district policy 3241, Classroom Management, Corrective Actions or Punishment](#). If the accused aggressor is appealing the imposition of discipline, the district may be prevented by due process considerations or a lawful order from imposing the discipline until the appeal process is concluded.

If in an investigation a principal or principal's designee found that a student knowingly made a false allegation of harassment, intimidation or bullying, that student may be subject to corrective measures, including discipline.

#### Step 5: Targeted Student's Right to Appeal

1. If the complainant or parent/guardian is dissatisfied with the results of the investigation, they may appeal to the superintendent or his or her designee by filing a written notice of appeal within five (5) school days of receiving the written decision. The superintendent or his or her designee will review the investigative report and issue a written decision on the merits of the appeal within five (5) school days of receiving the notice of appeal.
2. If the targeted student remains dissatisfied after the initial appeal to the superintendent, the student may appeal to the school board by filing a written notice of appeal with the secretary of the school board on or before the fifth (5) school day following the date upon which the complainant received the superintendent's written decision.
3. An appeal before the school board or disciplinary appeal council must be heard on or before the tenth (10th) school day following the filing of the written notice of appeal to the school board. The school board or disciplinary appeal council will review the record and render a written decision on the merits of the appeal on or before the fifth (5th) school day following the termination of the hearing, and will provide a copy to all parties involved. The board or council's decision will be the final district decision.

#### Step 6: Discipline/Corrective Action

The district will take prompt and equitable corrective measures within its authority on findings of harassment, intimidation or bullying. Depending on the severity of the conduct, corrective measures may include counseling, education, discipline, and/or referral to law enforcement.

Corrective measures for a student who commits an act of harassment, intimidation or bullying will be varied and graded according to the nature of the behavior, the developmental age of the student, or the student's history of problem behaviors and performance. Corrective measures that involve student discipline will be implemented according to [district policy 3241, Classroom Management, Corrective Actions or Punishment](#).

If the conduct was of a public nature or involved groups of students or bystanders, the district should strongly consider schoolwide training or other activities to address the incident.

If staff have been found to be in violation of this policy and procedure, school districts may impose employment disciplinary action, up to and including termination. If a certificated educator is found to have committed a violation of [WAC 181-87](#), commonly called the Code of Conduct for Professional Educators, OSPI's Office of Professional Practices may propose disciplinary action on a certificate, up to and including revocation. Contractor violations of this policy may include the loss of contracts.



## Step 7: Support for the Targeted Student

Persons found to have been subjected to harassment, intimidation or bullying will have appropriate district support services made available to them, and the adverse impact of the harassment on the student will be addressed and remedied as appropriate.

### H. Immunity/Retaliation

No school employee, student, or volunteer may engage in reprisal or retaliation against a targeted student, witness, or other person who brings forward information about an alleged act of harassment, intimidation or bullying. Retaliation is prohibited and will result in appropriate discipline.

### I. Other Resources

Students and families should use the district's complaint and appeal procedures as a first response to allegations of harassment, intimidation and bullying. However, nothing in this procedure prevents a student, parent/guardian, school, or district from taking action to remediate discrimination or harassment based on a person's membership in a legally protected class under local, state or federal law. A harassment, intimidation or bullying complaint may also be reported to the following state or federal agencies:

- OSPI Equity and Civil Rights Office 360.725.6162  
Email: [equity@k12.wa.us](mailto:equity@k12.wa.us)  
[www.k12.wa.us/Equity/default.aspx](http://www.k12.wa.us/Equity/default.aspx)
- Washington State Human Rights Commission 800.233.3247  
[www.hum.wa.gov/index.html](http://www.hum.wa.gov/index.html)
- Office for Civil Rights, U.S. Department of Education, Region IX 206.607.1600  
Email: [OCR.Seattle@ed.gov](mailto:OCR.Seattle@ed.gov)  
[www.ed.gov/about/offices/list/ocr/index.html](http://www.ed.gov/about/offices/list/ocr/index.html)
- Department of Justice Community Relations Service 877.292.3804  
[www.justice.gov/crt/](http://www.justice.gov/crt/)
- Office of the Education Ombuds 866.297-2597  
Email: [OEInfo@gov.wa.gov](mailto:OEInfo@gov.wa.gov) [www.governor.wa.gov/oeo/default.asp](http://www.governor.wa.gov/oeo/default.asp)
- OSPI Safety Center 360.725-6044  
[www.k12.wa.us/SafetyCenter/BullyingHarassment/default.aspx](http://www.k12.wa.us/SafetyCenter/BullyingHarassment/default.aspx)

### J. Other District Policies and Procedures

Nothing in this policy or procedure is intended to prohibit discipline or remedial action for inappropriate behaviors that do not rise to the level of harassment, intimidation or bullying as defined in this policy but which are, or may be, prohibited by other district or school rules.

Bremerton School District 8/3/15



3207-F

## Harassment, Intimidation or Bullying (HIB) Incident Reporting Form

**Reporting person/person assisting with form** (optional): \_\_\_\_\_

**Targeted student:** \_\_\_\_\_

**Your email address** (optional): \_\_\_\_\_

**Your phone number** (optional): \_\_\_\_\_ **Today's date:** \_\_\_\_\_

**Name of school adult you've already contacted** (if any): **School:** \_\_\_\_\_

**Name(s) of students** (if known): \_\_\_\_\_

**On what dates did the incident(s) happen** (if known): \_\_\_\_\_

**Where did the incident happen?** Circle all that apply.

Classroom      Hallway      Restroom      Playground      Locker room      Lunchroom      Sport field  
Parking lot      School bus      Internet      Cell phone      During a school activity      Off school property  
On the way to/from school

**Other** (Please describe.) \_\_\_\_\_

**Please check the box that best describes what the person did to you. Please choose all that apply.**

- ☐ Hitting, kicking, shoving, spitting, hair pulling or throwing something at the student
- ☐ Getting another person to hit or harm the student
- ☐ Teasing, name calling, making critical remarks or threatening in person, by phone, by e-mail, etc.
- ☐ Putting the student down and making the student a target of jokes
- ☐ Making rude and/or threatening gestures
- ☐ Excluding or rejecting the student
- ☐ Making the student fearful, demanding money or exploiting
- ☐ Spreading harmful rumors or gossip
- ☐ Cyber bullying (bullying by calling, texting, emailing, web posting, etc.)
- ☐ Other



## Harassment, Intimidation or Bullying (HIB) Incident Reporting Form

If you select other, please describe:

---

---

Why do you think the harassment, intimidation or bullying occurred?

---

Were there any witnesses? Yes ☐ No ☐ If yes, please provide their names:

---

---

Did a physical injury result from this incident? If yes, please describe.

---

Was the target absent from school as a result of the incident? Yes ☐ No ☐ If yes, please describe

---

Is there any additional information?

---

---

Thank you for reporting!

-----For Office Use-----

Received by: \_\_\_\_\_ Date received: \_\_\_\_\_

Action taken: \_\_\_\_\_

Parent/guardian contacted: \_\_\_\_\_

Circle one:      Resolved      Unresolved

Referred to: \_\_\_\_\_

## HOW TO FOLLOW DIRECTIONS

At Mountain View Middle School, student safety and maintaining a respectful learning environment are important responsibilities of the students and the staff. In order to maintain a safe and civil school, students must follow reasonable adult requests. All adults who work at the school share in the responsibility of making sure rules are followed. Therefore, students must be willing to follow the directions of all adult staff.

We recognize that the early adolescent years is a time when some students begin to challenge authority. Though this is developmentally normal, following directions is an important life skill that does not stop when students leave middle school, and it is critical for the safety and well-being of students and staff in the school. We would like to provide four basic guidelines on how to follow directions. These four simple steps ensure that adult requests are followed in the moment, and they help the student to avoid getting in trouble at school for defiance, which is refusing to follow expectations. When someone gives you a direction, you should:

1. Look at the person
2. Say "okay" or acknowledge the person in another way
3. Do what is being asked of you
4. Follow up later with questions or concerns

Four sequential actions that can make a big difference in our school safety and our school culture!

## INSURANCE

Student accidents are not covered by Bremerton School District insurance.

## LOCKERS

All students 6<sup>th</sup> – 8<sup>th</sup> will receive a locker. The staff at MVMS cannot be held responsible for stolen or lost items from lockers. To keep your belongings safe;

1. Do not give out your locker combination to anyone else.
2. We recommend that money/purses/valuables not be brought to school. However, if you do bring those items, they should be stored in the student's locker at the student's risk.
3. You may not use another locker other than the one you are assigned.
4. Locker problems will not be accepted as an excuse for being late.
5. If your lock is not working properly contact a teacher immediately.
6. Backpacks are to stay in your locker during the school day. Do not bring your backpack to the lunch room, music rooms, or gym class, as **we are not responsible for lost or stolen items.**
7. If any of the above steps are not followed, locker privileges may be revoked.

**Your locker assignment and combination are reflected on your schedule**

Locker alpha pod assignments:	A=A100	B=B100	C=C100	D=A200	E=B200	F=C200
Student Name	Pod	Locker Number	R	L	R	

## LOCKER PROCEDURES

- Two rotations right past 1<sup>st</sup> number, then select 1<sup>st</sup> number
- Go left past 1<sup>st</sup> number, then select 2<sup>nd</sup> number
- then right to final number



## **MAKE-UP WORK**

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

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

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

## **MATERIALS/SUPPLIES**

<b>School Supply List 2018-2019</b>		
<b>Required Materials</b>		
<b>Amount to Purchase for the Year</b>	<b>Item</b>	<b>Amount to Carry With You</b>
2	3"Binder (No Zipper Binders)	1
2	Sets of Dividers	2
2	Packs of College Rule Notebook Paper	0.5 Pack
1	Pencil Pouch	1
1	Box of Pencils	3 Pencils
1	Pencil Sharpener	1
2	Blue or Black Pens	2
1	Eraser	1
1	Highlighter	1
1	Set of Colored Pencils	1
3	Spiral Notebooks for ELA	1
4	Spiral Notebooks for Social Studies (70-	1
2	3-Subject spirals for 7 <sup>th</sup> and 8 <sup>th</sup> grade math	2
1	Pair of Light-soled Tennis Shoes for Fitness	1
1	Pair of Shorts/Sweats and T-shirt for Fitness (7 <sup>th</sup> and 8 <sup>th</sup> grade only)	<i>Keep in Fitness Locker</i>
<b>Suggested Materials</b>		
1	TI-30 Scientific Calculator	
2	Glue Sticks	
1	Roll of Tape	
1	Box of Tissues (Give to Connections Teacher)	

*Additional supplies may be needed throughout the school year.*



## **MEDICINES AT SCHOOL**

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

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



Occasionally it is essential that a student receive medicine over a long period of time and during school hours.

The following procedures must be followed for all medications including non-prescription medications.

### ***DO NOT SEND MEDICINES TO SCHOOL WITH THE STUDENT***

1. The parent/guardian needs to obtain a REQUEST FOR GIVING MEDICINE AT SCHOOL form from the doctor or school and completes the information requested.
2. The parent/guardian has their physician complete the information requested of him/her.
3. A copy of all medical forms received by the school will be directed to the School Health Consultant who will contact the student's physician if that is deemed necessary. The parent/guardian will bring to the school the form and the medicine in the original container that is well labeled. The parent/guardian will bring only the required number of doses to the school (maximum pills at one time is a 30-day coverage). Medicines remaining at the end of the school year will be discarded unless picked up within five days. Medicines will not be sent home with the student.
4. Any request for administration during a subsequent school year shall require the request to be re-authorized.

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

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

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

## **MOVING/EXITING STUDENTS**

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

## **PARENTAL/GUARDIAN INVOLVEMENT**

Parent/Guardian Volunteers are always welcomed at Mountain View Middle School. If you are interested in being a volunteer, please note that all volunteers need to have a current volunteer application on file at the district. Online applications are available at <http://www.bremertonschools.org/domain/1365> or visit the main office to complete an application. You may also contact us with any questions about the volunteer process at 360-473-0600.



Parents are encouraged to participate in their student's education through some of the following options:

- **PTSA** has opportunities for parents/guardians to be involved. Some of these opportunities include administer programs for committee decided on by the membership, concessions, decorations and set up for things like teacher appreciation, printing for special promotions, web design, legislative interests.
- **Skyward Family Access** is a web-based component of Skyward, our student database management system. This access enables parents/guardians and students to take an unprecedented and much more proactive role in their student's education. This access is secured by a unique username and password. Parents can sign up by visiting our counseling office or the Academy office with your picture ID.

With Skyward Family Access, you will have access to the following information on your student(s):

- **Student Demographic Information**—View general information and emergency contact information to make sure everything is up to date in our database records.
- **Student Grade Book Information**—View students current grades, missing assignments, and teacher comments. Current Grades: There are many factors that determine how soon a teacher can assess and return assignments. Essays and research papers take longer to grade than a quiz or daily work. Coaching, club sponsorships, and family commitments can also affect turnaround time, as well as a teacher's student load. We have encouraged our staff to post grades every 5-7 business days at the minimum for quizzes and daily work, and 2-3 weeks for research papers and projects. We urge students and parents/guardians to be patient as teachers do their best to return assignments and post grades as promptly as their schedule allows.
- **Message Center**—view messages from your student's teachers to you and the ability to reply back on a one-to-one basis.
- **Student Attendance**—view every absence or tardy recorded for the student in an easy to use calendar format.
- **Student Schedules**—view the student's schedule as well as teacher and

- contact information for each class.
- **Student Health Information**—view immunization records and other health related information on file about your student.
- **Student Lunch Account** – view the student's lunch balance, and make deposits.

#### **How do I sign up for Skyward Family Access?**

- Please visit our counseling office or Academy to receive your username and password.
- Parents/guardians must show a picture ID.
- Usernames and passwords cannot be given over the phone.

## **POSSESSION OF WEAPONS**

### **Board Policy 3300P-D**

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

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

A weapon includes, but is not limited to: (a) a firearm, which is a weapon or device from which a projectile may be fired by an explosive; or (b) an air gun or air soft gun, which includes any air pistol or air rifle designed to propel a BB, pellet, or other projectile by discharge, by a spring or compressed air, carbon dioxide or other gas, or any items which appear to be realistic firearms or air guns; or (c) a sling, which is a piece of metal, or a stone fastened to a short strap, chain or thong, used as a weapon; or (d) a sling shot or wrist rocket, which is a forked piece of wood or metal forks having an elastic band fastened to the prongs for shooting small stones and pebbles; or (e) a sand club, chains or metal knuckles; or (f) a device commonly known as "throwing stars", multi pointed metal objects designed to embed upon impact from any aspect; or (g) any knife which is a cutting or stabbing instrument with a sharp blade set in a handle; or (h) a dirk, which is a type of dagger; (j) any device commonly known as "nun- chukka" sticks consisting of two or more lengths of wood, metal plastic or similar substance connected with wire, rope, or other means; or (k) laser pointers; or (l) any explosive device.

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

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

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

## **PUBLIC DISPLAYS OF AFFECTION**

Public displays of affection (i.e. kissing, hugging, holding hands) are not permitted on school grounds. Students may receive disciplinary action for repeated violations of this expectation.

## **SEXUAL HARASSMENT POLICY**

### **Sexual Harassment of Students Prohibited 3205P**

The procedure is intended to set forth the requirements of Policy 3205, including the process for a prompt, thorough, and equitable investigation of allegations of sexual harassment and the need to take appropriate steps to resolve such situations. If sexual harassment is found to have created a hostile environment, staff must take immediate action to eliminate the harassment, prevent its reoccurrence, and address its effects. This procedure applies to sexual harassment (including sexual violence) targeted at students carried out by other students, employees or third parties involved in school district activities. Because students can experience the continuing effects of off-campus harassment in the educational setting, the district will consider the effects of off-campus conduct when evaluating whether there is a hostile environment on campus. The district has jurisdiction over these complaints pursuant to Title IX of the Education Amendments of 1972, Chapter 28A.640, RCW and Chapter 392-190 WAC.

#### **Notice**

- ☐ Information about the district's sexual harassment policy will be easily understandable and conspicuously posted throughout each school building, be reproduced in each student, staff, volunteer and parent handbook.
- ☐ In addition to the posting and reproduction of this procedure and Policy 3205, the district will provide annual notice to employees that complaints pursuant to this procedure may be filed at 134 Marion Ave. No., Bremerton, WA 98312.

#### **Staff Responsibilities**

- ☐ In the event of an alleged sexual assault, the school principal will immediately inform: 1) the Title IX/Civil Rights Compliance Coordinator so that the district can appropriately respond to the incident consistent with its own grievance procedures; and 2) law enforcement.
- ☐ The principal will notify the targeted student(s) and their parents/guardians of their right to file a criminal complaint and a sexual harassment complaint simultaneously.

#### **Confidentiality**

- ☐ If a complainant requests that his or her name not be revealed to the alleged perpetrator or asks that the district not investigate or seek action against the alleged perpetrator, the request will be forwarded to the Title IX Coordinator for evaluation.
- ☐ The Title IX Coordinator should inform the complainant that honoring the request may limit its ability

to respond fully to the incident, including pursuing disciplinary action against the alleged perpetrator.

- ☐ If the complainant still requests that his or her name not be disclosed to the alleged perpetrator or that the district not investigate or seek action against the alleged perpetrator, the district will need to determine whether or not it can honor such a request while still providing a safe and nondiscriminatory environment for all students, staff and other third parties engaging in district activities, including the person who reported the sexual harassment. Although a complainant's request to have his or her name withheld may limit the district's ability to respond fully to an individual allegation of sexual harassment, the district will use other appropriate means available to address the sexual harassment.

### **Retaliation**

Title IX prohibits retaliation against any individual who files a complaint under these laws or participates in a complaint investigation. When an informal or formal complaint of sexual harassment is made, the district will take steps to stop further harassment and prevent any retaliation against the person who made the complaint, was the subject of the harassment, or against those who provided information as a witness.

The district will investigate all allegations of retaliation and take actions against those found to have retaliated.

### **Informal Complaint Process**

Anyone may use informal procedures to report and resolve complaints of sexual harassment. Informal reports may be made to any staff member. Staff will always notify complainants of their right to file a formal complaint and the process for same. Staff will also direct potential complainants to Dr. Garth Steedman, Title IX Coordinator, 360-473-1031. Additionally, staff will also inform an appropriate supervisor or professional staff member when they receive complaints of sexual harassment, especially when the complaint is beyond their training to resolve or alleges serious misconduct.

During the course of the informal complaint process, the district will take prompt and effective steps reasonably calculated to end any harassment and to correct any discriminatory effects on the complainant. If an investigation is needed to determine what occurred, the district will take interim measures to protect the complainant before the final outcome of the district's investigation (e.g., allowing the complainant to change academic or extracurricular activities or break times to avoid contact with the alleged perpetrator). Informal remedies may include:

- ☐ An opportunity for the complainant to explain to the alleged harasser that his or her conduct is unwelcome, offensive or inappropriate, either in writing or face-to-face;
- ☐ A statement from a staff member to the alleged harasser that the alleged conduct is not appropriate and could lead to discipline if proven or repeated;
- ☐ A general public statement from an administrator in a building reviewing the district sexual harassment policy without identifying the complainant;
- ☐ Developing a safety
- ☐ plan; Separating
- ☐ students; or
- Providing staff and/or student training

Informal complaints may become formal complaints at the request of the complainant, parent/guardian, or because the district believes the complaint needs to be more thoroughly investigated.

The district will inform the complainant and their parent/guardian how to report any subsequent problems. Additionally, the district will conduct follow-up inquiries to see if there have been any new incidents or instances of retaliation, and to promptly respond and appropriately address continuing or new problems. Follow-up inquiries will follow a timeline agreed to by the district and complainant.



## **Formal Complaint Process**

### ***Level One – Complaint to District***

Anyone may initiate a formal complaint of sexual harassment, even if the informal complaint process is being utilized. At any level in the formal complaint process, the district will take interim measures to protect the complainant before the final outcome of the district's investigation.

The following process will be followed:

#### **Filing of Complaint**

- All formal complaints will be in writing and will set forth the specific acts, conditions or circumstances alleged to have occurred and to constitute sexual harassment. The Title IX Coordinator may draft the complaint based on the report of the complainant for the complainant to review and approve. The superintendent or Title IX Coordinator may also conclude that the district needs to conduct an investigation based on information in his or her possession, regardless of the complainant's interest in filing a formal complaint.
- The time period for filing a complaint is one year from the date of the occurrence that is the subject matter of the complaint. However, a complaint filing deadline may not be imposed if the complainant was prevented from filing due to: 1) Specific misrepresentations by the district that it had resolved the problem forming the basis of the complaint; or 2) Withholding of information that the district was required to provide under WAC 392-190-065 or WAC 392-190-005.
- Complaints may be submitted by mail, fax, e-mail or hand-delivery to the district Title IX Coordinator, Dr. Garth Steedman, at 134 Marion Ave. N., Bremerton, WA 98312, 360-473-1031, or email, [garth.steedman@bremertonschools.org](mailto:garth.steedman@bremertonschools.org). Any district employee who receives a complaint that meets these criteria will promptly notify the Coordinator.

#### **Investigation and Response**

- The Title IX Coordinator will receive and investigate all formal, written complaints of sexual harassment or information in the coordinator's possession that they believe requires further investigation. The Coordinator will delegate his or her authority to participate in this process if such action is necessary to avoid any potential conflicts of interest. Upon receipt of a complaint, the Coordinator will provide the complainant a copy of this procedure.
- Investigations will be carried out in a manner that is adequate in scope, reliable and impartial. During the investigation process, the complainant and accused party or parties, if the complainant has identified an accused harasser(s), will have an equal opportunity to present witnesses and relevant evidence.  
Complainants and witnesses may have a trusted adult with them during any district-initiated investigatory activities. The school district and complainant may also agree to resolve the complaint in lieu of an investigation. When the investigation is completed, the Coordinator will compile a full written report of the complaint and the results of the investigation.

#### **Superintendent Response**

- The superintendent will respond in writing to the complainant and the alleged perpetrator within thirty (30) calendar days of receipt of the complaint, unless otherwise agreed to by the complainant or if exceptional circumstances related to the complaint require an extension of the time limit. In the event an extension is needed, the district will notify the complainant in writing of the reason for the extension and the anticipated response date. At the time the district responds to the complainant, the district must send a copy of the response to the office of the superintendent of public instruction.
- The response of the superintendent or designee will include: 1) a summary of the results of the investigation; 2) a statement as to whether a preponderance of the evidence establishes that the complainant was sexually harassed ; 3) if sexual harassment is found to have occurred, the corrective measures the district deems necessary, including assurance that the district will take steps to prevent recurrence and remedy its effects on the complainant and others, if appropriate; 4) notice of the complainant's right to appeal to the school board and the necessary filing information; and 5) any corrective measures the district will take, remedies for the complainant (e.g., sources of counseling,

advocacy and academic support), and notice of potential sanctions for the perpetrator(s) (e.g., discipline).

- The superintendent's or designee's response will be provided in a language the complainant can understand and may require language assistance for complainants with limited English proficiency in accordance with Title VI of the Civil Rights Act of 1964. If the complaint alleges discriminatory harassment by a named party or parties, the coordinator will provide the accused party or parties with notice of the outcome of the investigation and notice of their right to appeal any discipline or corrective action imposed by the district.
- Any corrective measures deemed necessary will be instituted as quickly as possible, but in no event more than thirty (30) days after the superintendent's mailing of a written response, unless the accused is appealing the imposition of discipline and the district is barred by due process considerations or a lawful order from imposing the discipline until the appeal process is concluded. Staff may also pursue complaints through the appropriate collective bargaining agreement process or anti-discrimination policy.
- The district will inform the complainant and their parent/guardian how to report any subsequent problems. Additionally, the district will conduct follow-up inquiries to see if there have been any new incidents or instances of retaliation, and to promptly respond and appropriately address continuing or new problems. Follow-up inquiries will follow a timeline agreed to by the district and complainant.

### ***Level Two - Appeal to Board of Directors***

#### **Notice of Appeal and Hearing**

- If a complainant disagrees with the superintendent's or designee's written decision, the complainant may appeal the decision to the district board of directors, by filing a written notice of appeal with the secretary of the board within ten (10) calendar days following the date upon which the complainant received the response.
- The board will schedule a hearing to commence by the twentieth (20th) calendar day following the filing of the written notice of appeal, unless otherwise agreed to by the complainant and the superintendent or for good cause.
- Both parties will be allowed to present such witnesses and testimony as the board deems relevant and material.

#### **Board Decision**

- Unless otherwise agreed to by the complainant, the board will render a written decision within thirty (30) calendar days following the filing of the notice of appeal and provide the complainant with a copy of the decision.
- The decision will be provided in a language that the complainant can understand which may require language assistance for complainants with limited English proficiency in accordance with Title VI of the Civil Rights Act.
- The decision will include notice of the complainant's right to appeal to the Superintendent of Public Instruction and will identify where and to whom the appeal must be filed. The district will send a copy of the appeal decision to the office of the superintendent of public instruction.

### ***Level Three - Complaint to the Superintendent of Public Instruction***

#### **Filing of Complaint**

- If a complainant disagrees with the decision of the board of directors, or if the district fails to comply with this procedure, the complainant may file a complaint with the superintendent of public instruction.
- A complaint must be received by the Superintendent of Public Instruction on or before the twentieth (20) calendar day following the date upon which the complainant received written notice of the board of directors' decision, unless the Superintendent of Public Instruction grants an extension for good cause.  
Complaints may be submitted by mail, fax, electronic mail, or hand delivery.
- A complaint must be in writing and include: 1) A description of the specific acts, conditions or

circumstances alleged to violate applicable anti-sexual harassment laws; 2) The name and contact information, including address, of the complainant; 3) The name and address of the district subject to the complaint; 4) A copy of the district's complaint and appeal decision, if any; and 5) A proposed resolution of the complaint or relief requested. If the allegations regard a specific student, the complaint must also include the name and address of the student, or in the case of a homeless child or youth, contact information.

### **Investigation, Determination and Corrective Action**

- Upon receipt of a complaint, the Office of the Superintendent of Public Instruction may initiate an investigation, which may include conducting an independent on-site review. OSPI may also investigate additional issues related to the complaint that were not included in the initial complaint or appeal to the superintendent or board.
- Following the investigation, OSPI will make an independent determination as to whether the district has failed to comply with RCW 28A.642.010 or Chapter 392-190, WAC and will issue a written decision to the complainant and the district that addresses each allegation in the complaint and any other noncompliance issues it has identified. The written decision will include corrective actions deemed necessary to correct noncompliance and documentation the district must provide to demonstrate that corrective action has been completed.
- All corrective actions must be completed within the timelines established by OSPI in the written decision unless OSPI grants an extension. If timely compliance is not achieved, OSPI may take action including but not limited to referring the district to appropriate state or federal agencies empowered to order compliance.

A complaint may be resolved at any time when, before the completion of the investigation, the district voluntarily agrees to resolve the complaint. OSPI may provide technical assistance and dispute resolution methods to resolve a complaint.

### **Level Four - Administrative Hearing**

A complainant or school district that desires to appeal the written decision of the Office of the Superintendent of Public Instruction may file a written notice of appeal with OSPI within thirty (30) calendar days following the date of receipt of that office's written decision. OSPI will conduct a formal administrative hearing in conformance with the Administrative Procedures Act, Chapter 34.05, RCW.

### **Other Complaint Options**

*Office for Civil Rights (OCR), U.S. Department of Education*

OCR enforces several federal civil rights laws, which prohibit discrimination in public schools on the basis of race, color, national origin, sex, disability, and age. File complaints with OCR within 180 calendar days of the date of the alleged discrimination.

206-607-1600 | TDD: 1-800-877-8339 | [OCR.Seattle@ed.gov](mailto:OCR.Seattle@ed.gov) | [www.ed.gov/ocr](http://www.ed.gov/ocr)

*Washington State Human Rights Commission (WSHRC)*

WSHRC enforces the Washington Law Against Discrimination (RCW 49.60), which prohibits discrimination in employment and in places of public accommodation, including schools. File complaints with WSHRC within six months of the date of the alleged discrimination.

1-800-233-3247 | TTY: 1-800-300-7525 | [www.hum.wa.gov](http://www.hum.wa.gov)

### **Mediation**

At any time during the complaint procedure set forth in WAC 392-190-065 through 392-190-075, a district may, at its own expense, offer mediation. The complainant and the district may agree to extend the complaint process deadlines in order to pursue mediation.

The purpose of mediation is to provide both the complainant and the district an opportunity to resolve disputes and reach a mutually acceptable agreement through the use of an impartial mediator.

Mediation must be voluntary and requires the mutual agreement of both parties. It may be terminated by either party at any time during the mediation process. It may not be used to deny or delay a complainant's right to utilize the complaint procedures.

Mediation must be conducted by a qualified and impartial mediator who may not:

1) Be an employee of any school district, public charter school, or other public or private agency that is providing education-related services to a student who is the subject of the complaint being mediated; or 2) Have a personal or professional conflict of interest. A mediator is not considered an employee of the district or charter school or other public or private agency solely because he or she serves as a mediator. If the parties reach agreement through mediation, they may execute a legally binding agreement that sets forth the resolution and states that all discussions that occurred during the course of mediation will remain confidential and may not be used as evidence in any subsequent complaint, due process hearing or civil proceeding. The agreement must be signed by the complainant and a district representative who has authority to bind the district.

### **Training and Orientation**

A fixed component of all district orientation sessions for staff, students and regular volunteers will introduce the elements of this policy. Staff will be provided information on recognizing and preventing sexual harassment. Staff will be fully informed of the formal and informal complaint processes and their roles and responsibilities under the policy and procedure.

Certificated staff will be reminded of their legal responsibility to report suspected child abuse, and how that responsibility may be implicated by some allegations of sexual harassment. Regular volunteers will get the portions of this component of orientation relevant to their rights and responsibilities.

Students will be provided with age-appropriate information on the recognition and prevention of sexual harassment and their rights and responsibilities under this and other district policies and rules at student orientation sessions and on other appropriate occasions, which may include parents.

As part of the information on the recognition and prevention of sexual harassment staff, volunteers, students and parents will be informed that sexual harassment may include, but is not limited to:

- ☐ Demands for sexual favors in exchange for preferential treatment or something of value;
- ☐ Stating or implying that a person will lose something if he or she does not submit to a sexual request;
- ☐ Penalizing a person for refusing to submit to a sexual advance, or providing a benefit to someone who does;
- ☐ Making unwelcome, offensive or inappropriate sexually suggestive remarks comments, gestures, or jokes; or remarks of a sexual nature about a person's appearance, gender or conduct;
- ☐ Using derogatory sexual terms for a person;
- ☐ Standing too close, inappropriately touching, cornering or stalking a person;
- ☐ or Displaying offensive or inappropriate sexual illustrations on school property.

### **Policy and Procedure Review**

Annually, the superintendent or designee will convene an ad hoc committee composed of representatives of certificated and classified staff, volunteers, students and parents to review the use and efficacy of this policy and procedure. The compliance officer will be included in the committee. Based on the review of the committee, the superintendent will prepare a report to the board including, if necessary, any recommended policy changes. The superintendent will consider adopting changes to this procedure if recommended by the committee.

Bremerton School District October 2015

## **STUDENT SERVICES**

### **COUNSELORS**

Mountain View Middle School has three counselors. One each for 6<sup>th</sup> grade, 7<sup>th</sup> grade, and 8<sup>th</sup> grade.

To build solid, trusting relationships with our students. Your counselor is available to help



with any problem that you may have. Each counselor has many students to see, so a special time needs to be arranged for each student. A request may be made to your classroom teacher for time to go make an appointment to see a counselor. Your counselor then will send for you. If you have an emergency, you may also ask your teacher for a pass to see the counselor.

Remember that you must have a pass. Appointments are not available during lunch.

You may feel free to discuss anything that you like with your counselor. Most of the time what you say is kept between you and your counselor; however, sometimes what you say has to be shared with your parents/guardians, the school administration, or other authorities. If this happens, your counselor will inform you. If the problem that you shared goes beyond the school setting, your counselor may suggest that you seek help from someone outside of the school. If this happens, your counselor will help you make contact with that person or agency.

Counseling is an important part of school. It is here to help make school a better place for young people. Your counselors work to help you find answers to your questions and solutions to your problems.

## **TRANSPORTATION**

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

### **ITEMS NOT ALLOWED IN PASSENGER COMPARTMENT OF SCHOOL BUSES**

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





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

## **NON-DISCRIMINATION DISCLOSURE**

The Bremerton School District complies with all federal and state rules and regulations and does not discriminate on the basis of sex, race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sexual orientation including gender expression or identity, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. This holds true for all students who are interested in participation in educational programs and/or extra-curricular school activities. Inquiries regarding compliance and/or grievance procedures may be directed to the District's Title IX/RCW 28A.640 Officer and ADA Coordinator, Garth Steedman, at 360.473.1026, email [garth.steedman@bremertonschools.org](mailto:garth.steedman@bremertonschools.org) or the Section 504 Coordinator, Mike Sellers, at 360.473.4100, email [michael.sellers@bremertonschools.org](mailto:michael.sellers@bremertonschools.org).

Mailing address: 134 Marion Avenue North, Bremerton, WA 98312.

### **Alternative Formats**

If you are in need of any of the Bremerton School District's written documents in alternative formats, including languages other than English and formats to serve the visually-impaired, please contact the Communication and Community Relations Coordinator, Patty Glaser, at 360.473.1003, email [patty.glaser@bremertonschools.org](mailto:patty.glaser@bremertonschools.org). Mailing address: 134 Marion Avenue North, Bremerton, WA 98312.

## Successful Tips for Parents/Guardians Managing Middle School!

1. **Help your child manage homework time.** Encourage them to aim high and always do their **best work**. Check with teachers to see how much time should be necessary to complete homework. Utilize our Student Planner and our website @ [www.bremertonschools.org](http://www.bremertonschools.org).
2. **Show interest in their studies** by talking with them daily about what they are learning and doing in school (don't take "nothing" for an answer!). If you know your child has a project for science, get involved. The same goes for cheerleading, sports, and music — any extracurricular activities.
3. **Discuss ideas and feelings about school, studies, and activities.** Be realistic about what your child can and should be able to do. Don't expect great grades or high test scores if they aren't capable. That expectation will only cause unnecessary frustration.
4. **With your child, read and review the information that schools and districts provide.** Be familiar with the pupil progression plan, course offerings, student handbook, etc. All these will help you and your child successfully weave your way through the maze called middle school.
5. **Contact counselors, administrators, and teachers periodically.** Find out what your child should be learning, how they are progressing, and how you can help. Be a full partner in your child's education.
6. **Be sure that they attend school on a regular basis.** Even if they are absent for illness or another valid reason, they need to keep up with their studies. Call the school if your child will be missing a day, and find out what he needs to do to make up for it.
7. **Encourage them to pursue interests and make friends through extracurricular activities.** Be certain, however, that they select no more than a few activities so they have adequate time for schoolwork. You must help find a balance; this will take compromise and patience.
8. **Know their friends.** Who does your child hang out with? Follow up on any suspicions that you may have. It is better to be safe than sorry at this time in their life. Know where your child is at all times. Be clear and consistent with discipline.
9. **Make it clear that they must follow school rules and policies.** Teach them to respect people as well as property. Help them know right from wrong and what they must do when negative temptations come their way.
10. **Encourage them to get to know their counselor** and to maintain contact throughout their middle-school years, if possible. Not only will the counselor be invaluable in supporting their academic path, they are also one of many potential adult role models for your child.
11. **Attend parent/guardian meetings**, open houses, booster clubs, parent/guardian education groups, and other activities for parents/guardians. We mentioned this before, but it is very important for your child!
12. **Volunteer at school.** Both your child and the school will benefit from your **involvement** and help. Schools solicit volunteers to help in a variety of ways: tutoring, assisting in the media center, giving speeches, helping out at activities, chaperoning, etc.
13. **Consistently acknowledge and reward efforts at school.** Many parents/guardians expect the school to provide the incentives for their child's accomplishments. While schools do have a lot of motivation programs, parents/guardians need to recognize their child's successes too. When your child works hard, your **acknowledgment** motivates them to persist.

Have a great school-year!





Be  
Safe  
Be



Respectful  
Be  
Responsible