

# WELCOME TO NORTH TAPPS MIDDLE SCHOOL

## 2008 - 2009

On behalf of the staff of North Tapps Middle School, I'd like to welcome you to the home of the Bulldogs. At NTMS we care about you and we realize that our job is to enable you to be as successful as you can be. As a student, your job is to make the best choices that will allow you to reach your maximum potential while still being able to have a great time.



The following pages are designed to serve as a guide and resource. The information found here should help you to learn more about your school and how it operates.

### OFFICE STAFF

Pat Keaton .....Principal  
 Lisa Kelly.....Administrative Dean of Students  
 Terry Woodall.....School Nurse  
 Carol Engstrom.....Principal's Secretary  
 Gen McIlrath.....Middle School Secretary

### SCHOOL OFFICE INFORMATION

Hours: 7:30 AM - 3:30 PM Monday-Friday  
 Phone: (253) 862-2776  
 Address: 20029 12th Street East  
 Lake Tapps, WA 98391

### SCHOOL HOURS

Students are not allowed into the building before 7:30 at that time the commons/cafeteria is available for student use. The official school day is 7:49 - 2:17. On Wednesday ACE days, school will start at 9:50. You must leave promptly at 2:17 unless you are taking part in supervised school sponsored activities. Take your belongings with you as you go to classes and activities.

### BELL SCHEDULE

1st LUNCH			2nd LUNCH			3rd LUNCH		
Period	Times	Minutes	Period	Times	Minutes	Period	Times	Minutes
1	7:49 - 8:47	58	1	7:49 - 8:47	58	1	7:49 - 8:47	58
2	8:50 - 9:47	57	2	8:50 - 9:47	57	2	8:50 - 9:47	57
3	9:50 - 10:47	57	3	9:50 - 10:47	57	3	9:50 - 10:47	57
<i>Lunch</i>	10:47 - 11:17	30	4	10:50 - 11:17	27	4	10:50 - 11:47	57
4	11:20 - 12:17	57	<i>Lunch</i>	11:17 - 11:47	30	<i>Lunch</i>	11:47 - 12:17	30
5	12:20 - 1:17	57	4	11:50 - 12:17	27	5	12:20 - 1:17	57
6	1:20 - 2:17	57	5	12:20 - 1:17	57	6	1:20 - 2:17	57
			6	1:20 - 2:17	57			

**ACCIDENTS**

All accidents occurring at school or at school-related activities must be reported to the office immediately.

**ASSEMBLIES**

Assemblies are a part of the school program. They are planned for student instruction and enjoyment. Appropriate behavior is expected:

1. Students must report to their scheduled class before going to the assembly unless otherwise announced.
2. Students who fail to attend the assembly will be truant.
3. Students will sit with their teacher unless told otherwise.
4. Students who misbehave will be removed and sent to a detention area. Students so removed will not attend the next assembly.

**BUILDING CARE**

Because we care about our school we all must work to keep it clean and in great shape. Those who see others treating the building and grounds poorly should take responsibility to correct the problem or report it to an adult. Food and beverages (excluding water) may only be consumed in the commons and science classrooms with staff permission.

**EXTRACURRICULAR ACTIVITIES CODE**

Students who choose to participate in extracurricular activities must meet the requirements of the Participation Guidelines for Extracurricular Activities Code. Coaches and advisors will explain the additional requirements and check students' eligibility. Basic requirements which must be met prior to the first practice or meeting include:

1. Grade point average of 2.0 or higher with no F's
2. Completed Green Card
3. Physical form on file with office
4. Statement of insurance
5. ASB Card

**ATTENDANCE**

When a student is absent, a parent may call the school and state the reason for the absence. If a parent has not called, the student must bring a written excuse from home stating the date(s) and reason for the absence when returning to school.

**Closed Campus:** Students are not allowed to leave campus during the school day.

**Early Dismissal:** Students wishing to leave school early must be picked up in the office where they will be signed out.

**Extended Absences** (family vacations): Request for student absences will be considered on an individual basis. Parents wishing to remove their students from school for family reasons should contact the building principal. One week advanced notice is required and as with all make-up work, teachers will determine the make-up work to be completed.

**Obtaining Assignments for Absent Students:** Parents may obtain assignments for students who are absent three or more days by contacting the school secretary before 10:00 am and arranging to pick up the assignments after school.

**Truancy:** Students who are absent from school lacking a valid excuse (illness or a medical appointment) will be considered truant and will be subject to disciplinary action by the school and legal action by the courts.

**Tardiness:** Punctuality is an important life skill, and students who arrive late to school disrupt the learning environment for others. Transportation is provided for all students who live in the district, so arriving at school on time is an expectation. Excused tardies are given only for medical or dental appointments. Students who do not arrive on time will be subject to the following disciplinary steps:

*First tardy per quarter :*

Warning to student

*Second tardy per quarter:*

Warning to student/Letter to parent

*Third & Fourth tardy per quarter:*

Blue slip and detention assigned

*Fifth tardy per quarter:*

**CAFETERIA**

NTMS has three lunch periods which are assigned according to each student's fourth period class. Students remain in the lunchroom for the first 15 minutes of lunch. The latter part of the period is for relaxation or participation in recreational activities. It is important to maintain responsible behavior during lunch since classes are in session during lunchtimes.

**DEAN OF STUDENTS**

NTMS is served by an administrative dean of students who is available to work with students having social or academic problems. If you would like to speak with the dean, let one of your teachers or a secretary in the main office know. The dean will then send for you.

**EMERGENCY CARDS**

At the beginning of the year all students will be required to return cards with current addresses, phone numbers, and other information that might be helpful in case of an emergency. When there is a change of address or phone number it is most important that the office be notified.

**EXPENSES**

ASB ACTIVITY CARD .....	\$10.00
YEARBOOK.....	\$30.00
LUNCH .....	\$25.00 (10 lunches)
.....	\$50.00 (20 lunches)
.....	\$2.50 each
MILK .....	50¢ each
BREAKFAST .....	\$1.25

Make checks payable to North Tapps Middle School. A separate check is required for each purchase.

\*All students who participate in extracurricular activities, sports teams or clubs must purchase an ASB card.

**DRUG AND ALCOHOL POLICY**

NTMS has a zero tolerance policy for possession, use, or distribution of drugs, alcohol or paraphernalia which applies to any school related activity or event. Students found to be in violation of this policy are subject to the following consequences:

- First offense
- Long-term suspension
  - 11- 90 days\*
  - Referral to the police

\*First time offenders may have their suspension time reduced if they are willing to complete a drug and alcohol assessment with required education classes.

- Second offense
- Long-term suspension
  - 11-90 days
  - Referral to the police

- Third offense
- Expulsion
  - Referral to the police

**FEES**

Students must buy materials used for individual projects in shop and art. A receipt will be issued upon payment of fees.

**FINES**

There is no fee for the use of textbooks and other supplies issued to students. These items are provided by the people of the community through tax money. It is assumed that such materials used will be returned showing only usual and expected wear. In any instance of loss or damage to materials or equipment that has been issued to a student, a fine will be levied. Such monies will be receipted when collected. Report cards and yearbooks will be withheld if the fine is not paid.

**GRADES**

Grades will be issued four times a year on a quarterly basis. Teachers will develop their own system of evaluating student progress based on the criteria for their individual classes. They will explain to the students how that system translates to a letter grade on report cards. Each letter grade has the following numerical value that can be used to obtain grade point averages or GPA.

A=4 B=3 C=2 D=1 F=0

To compute your grade point average, add the number of total points earned and divide that number by the number of classes.

For example: 2 A's, 2 B's, 2C's = 18 points for six classes. 18 divided by 6 = 3.0 GPA.

A grade point of 3.25 or higher will place you on the NTMS Honor Roll.

Students who earn A's in every class each quarter are eligible for recognition in Honor Society.

**GUN-FREE ZONE**

Guns or weapons of any kind are not permitted on or near our school grounds. Students found to be in possession of weapons or explosives are subject to suspension or expulsion. Students in possession of firearms will be immediately expelled from the Dieringer School District for a minimum of one year and referred to the police. Students in possession of toy guns or look-alike weapons will be subject to discipline including suspension.

**HALL PASSES**

If it is necessary for a student to leave a class, he/she must obtain permission from the teacher and be given an appropriate pass.

**THERE WILL BE NO HALL PASSES DURING LUNCH PERIODS OR DURING EXAMS.**

## **HOMEWORK POLICY**

A homework policy is in effect and will be shared with students by your grade level teacher team. Parents will also be notified about the policy.



## **ILLNESS**

Students who become ill should notify their teacher who will then send them to the office. Should a student become ill between classes, the next period teacher should be notified before reporting to the office if at all possible. Under no circumstances should a student leave campus without checking through the office.

## **LIBRARY**

Students are welcome to use the library before and after school. The library is sometimes available for students at lunchtime after they have been excused from their lunch tables.

## **PE LOCKERS**

Locks are issued to students in PE class and students are expected to use them to protect personal items. The school is not responsible for lost or stolen items. PE lockers may be opened by school authorities whenever it is deemed necessary and students will be held responsible for any unlawful items or materials found in the locker they have been assigned.

## **LOST AND FOUND**

If an item is lost at school, check with the PE teacher and the office to see if it has been found. Each year, hundreds of dollars of unclaimed clothing and materials are donated to charitable organizations!

## **LUNCHROOM**

1. Students will be excused to the cafeteria and should demonstrate courtesy in line and at all times.
2. All students should be seated for the first fifteen minutes.
3. Students should remain seated until dismissed.
4. Students are responsible for properly disposing of their own garbage.
5. Lunchroom personnel will dismiss tables.
6. Students who violate cafeteria expectations receive a blue slip and are sent immediately to detention lunch for the rest of the day and the following day.
7. Students wishing to use a cell phone during lunch must ask permission from a cafeteria supervisor.

## **MATERIALS LIST**

Each grade level team develops and distributes a materials list for students. Students in need of a materials list should check on line or contact one of their core teachers.

## **PASS**

Using the PASS system, parents can have access to student progress. To access the system, parents can visit the North Tapps portion of the district website and enter their student's school ID and PIN. The site will be updated every other week.

## **PERSONAL APPEARANCE**

Styles and fashions are continually changing, and student attitudes and behaviors are influenced by both how much body is revealed and by printed statements and symbols found on clothing. To maintain a climate that supports learning, decisions as to what clothes are appropriate for school will be made using the following specific guidelines.

- Hats, scarves or other head coverings are not to be worn at school
- Tank tops, bare midriff, halter top, strapless or narrow strap/string shirts are not permitted
- Undergarments must not be visible
- Necklines should be appropriate for the school environment
- Shirt bottoms must meet the waistline of skirts, shorts and pants
- Shorts and/or skirts must be fingertip in length and hemmed
- T-shirts, badges or other items of apparel which, by printed word or symbol, display or promote alcohol, drugs, tobacco, sex, nudity, violence or gang behavior or that disrupt the educational climate, are prohibited
- Pants, shirts, or blouses must be free from holes and must not be cut as to be excessively revealing
- Dress and/or appearances which constitute a clear and present danger to the students' health or safety or which cause interference with work or create a classroom or school disruption will not be permitted

Any student found out of compliance with the dress code will be given a warning and a chance to correct the violation. Students unable to correct the violation will be expected to wear a school issued cover-up or

## STUDENT ACTIVITIES

A variety of fun and worthwhile activities are available to students of NTMS. In addition to the extensive sports offerings, the possibilities include: Veterans' Day Speech Contest, Math Club, Knowledge Bowl, Future Scientists Club, Destination Imagination and Technology Club. Students wishing to attend after-school activities must arrange their transportation home well in advance, as the office phone is not available for student use. Students who elect to watch sporting events will be required to remain at the site of the game and may not wander around the campus. Classrooms will be locked each day after the last bus departs, so students involved in activities that go beyond that time should take all necessary belongings with them at 2:17.

## STUDENT CONDUCT/DISCIPLINE

It is important to maintain a good learning environment for all students at NTMS. Any student whose behavior interferes with this goal will be subject to disciplinary action.

**Bus Rules:** The bus drivers will explain district safety and behavior rules that will be enforced on all buses.

**Classroom Rules:** Individual teachers will post the rules under which their rooms will operate.

**After School Detention:** Students earning 3 blue slips within a 14 day period report to detention from 2:17-4:10 PM. Students may ride the activity bus home.

**Evening School:** Students earning 4 blue slips within a 14 day period report to evening school from 2:17-5:00 PM. Your own transportation home is required.

**Saturday School:** Students earning 5 and 6 blue slips report to Saturday school from 8:00-11 :00 AM. Assigned students will be given behavior expectations by the supervisor. Parents are contacted when students have been assigned any of these detentions.

**Administrative Action:** Students that reach Honor Level III will lose all extra curricular privileges and serve lunch detention until they return to Honor Lever I or II. Students earning 7 or more blue slips within a 14 day period may be suspended and/or assigned to the Discipline Review Committee. This committee will make specific recommendations concerning the student to the parents and principal.

\* Any student failing to report on time to these detentions may be directly recommended to the review committee and is subject to the next consequence.

## SCHOOL RULES

The schoolwide discipline guidelines for NTMS will be shared with students early in the year. In addition, the following rules will be in effect at NTMS:

1. Running, shoving or horseplay of any kind is prohibited anywhere in the building.
2. Balloon bouquets are not allowed on buses or in the classroom. Bouquets should be brought to the office for lunchtime delivery and may be picked up in the office after school.
3. Radios, mp3 players, games, toys and electronic devices are prohibited unless written permission of a staff member is obtained.
4. Students are not allowed to leave campus without permission, and snowballing is not allowed.
5. Skateboards and bikes are not permitted.
6. Students are not allowed in the parking lot area around cars or buses.
7. Unless otherwise announced, hallways and restrooms must be kept clear of all books, bags, music instruments, athletic gear, etc.
8. Students visiting the sickroom or not attending a minimum of three class periods may be declared ineligible to participate in extracurricular activities scheduled for that day.
9. No hats, headwear , chains, gum or large bags, matches/lighters, etc.
10. Cell phones may be used before school, at lunch and after school outside the building only. At all other times cell phones are to be turned off. Unauthorized use of cell phones will result in confiscation of the phone (taken to the principal's office to be picked up by the parent). Additionally, the school will not be responsible for lost or stolen phones.

## STUDENT GOVERNMENT

The governing body of NTMS is known as the Student Council. It is the purpose of this organization to improve our school, plan school projects and promote school spirit. Each language arts class elects a representative to the council and these representatives are obligated to report to their class after each Student Council meeting.

## STUDENT MEDICATION

It is more desirable for medications to be taken at home. However, if it is necessary for a student to take medicine at school, it must be done in the office. All medicine, both prescription and nonprescription, must be checked in at the office by parent and requires a doctor's note.

## TELEPHONE

The office phone is not intended for student use and may only be used in case of emergency. (Forgetting one's homework or gym clothes does not constitute an "emergency"!) To use the office phone, a student must have a written pass from the teacher who excused the student. Requests to use the phone should also be cleared with a building secretary.

## VALUABLES

It is unwise to bring large amounts of money or items of value to school since the school will not be responsible for reimbursement should they be lost or stolen. Items such as baseball cards or electronic equipment which can be extremely valuable and for which ownership is difficult to determine, will not be allowed at NTMS.

## VISITORS

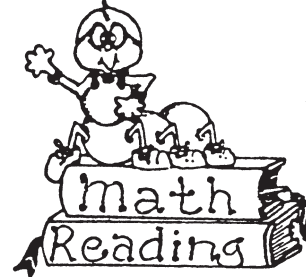
In the interest of student security, visitors must check in at the office before proceeding to their destination. Student visitors are not permitted any time during school hours or at student activities such as dances or field trips. Former students who wish to visit with staff are encouraged to do so after regular school hours.

## UNAUTHORIZED SALES

Sales of any item at school without the prior approval of the administration and the ASB is prohibited.

## WITHDRAWAL FROM SCHOOL

A student withdrawing from school must be accompanied by a parent or guardian or present a note from one. All fines must be paid before records will be forwarded to the next school.



## STANDARDS OF EXCELLENCE

The Dieringer School District Board of Directors adopted the Standards of Excellence in summer 2000 as a policy designed to improve the academic performance of students. The Standards of Excellence also ensures that students graduating from Dieringer schools will have the skills and knowledge required for successful performance in high school. Answers to some of the questions you may have about how the Standards of Excellence will work and what you can do to meet these new higher standards are given below.

*Why were standards for each grade level created?*

**Our community, teachers and parents know that in order for students to be successful in the 21st century they will need to work their hardest in school to learn the skills that are being taught. High school students in our state will also soon be expected to obtain a "Certificate of Mastery" as a requirement for graduation. Our standards were also established to prepare students to meet this requirement.**

*What are the standards that students must meet?*

**Report card scores, two special projects and exit exams for grade eight are used as a measure to determine if students are learning the skills they need to be successful.**

*How are report card grades and special projects scored?*

**Each grading period, report card grade point averages are added to achieve a total report card score. Scores for the special projects (0- 4 points each) are added to the report card score to determine total points each year.**

*How does the exit exam work?*

**Eighth grade students take an exit exam that covers the most important things teachers have taught during the year. Results on this test are also a part of Standards of Excellence scoring.**

*How difficult is it to be successful?*

**The goal is not to prevent students from moving ahead but to ensure that they are ready to be successful at the next level. Strengths may be used to students' advantage. For example, higher scores on projects or the exit exam may offset slightly lower scores on report cards.**

*How do students know if they are falling behind or if they are doing well?*

**If you are falling behind, the student and parents are notified throughout the year. This is done using progress reports, report cards, conferences and letters from the dean and principal.**

*Are the scores used to determine if students graduate or if they are retained or promoted?*

**To participate in graduation exercises or to be promoted at the end of eighth grade, students must show that they have met the requirements of the Standards of Excellence.**

*What will happen if students do more than what is expected?*

**If report card scores and project scores are exceptional, students are eligible to receive a special diploma upon graduation from the Dieringer School District. This diploma explains that through hard work they have received commendation for outstanding performance.**

*What can students do to make sure they stay on track?*

**It's important to come to school every day on time and ready to learn. Students should pay attention in class and ask questions if they don't understand. Students should make sure they turn in their assignments on time and be sure to set aside time to study for tests.**

*What can students do if they fall behind?*

**There will be many different interventions or ways that students can find the help that is needed. If students do fall behind, they should first ask to meet with their teacher outside of class to talk about things they can do to catch up. Be prepared to come before or after school to work on assignments or to get the help needed. If students need even more help, they may be able to work with a tutor. Summer school may also be an option if students have fallen too far behind to catch up by the end of the year. It is also wise to speak to the dean or principal if they have questions about their progress.**

*How many standards points are possible?*

**Look at the chart below to find out how many points are required.**

Item	Points
Research Report	4
Math Project	4
Qtr GPA Sum	16
Exit Exam:	4
<b>Possible Points</b>	<b>28</b>

*How many points must 8th graders earn to meet the standard?*

**The chart below shows how many points must be earned to meet the standard.**

### **Standards of Excellence Action Plan**

(Includes Exit Exam) Points Earned	Recommendation
0-16	Intervention/Retention
17-24	Meets Standard
25-28	Commendation

### **Prohibition of Harassment, Intimidation and Bullying**

North Tapps Middle School is committed to providing a safe and civil environment free from harassment, intimidation and bullying (HIB). HIB includes any intentional written, verbal or physical act including those motivated by characteristics such as race, color, religion, ancestry, national origin, gender, sexual orientation or mental or physical disability when the act:

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

Many behaviors that do not rise to the level of HIB may still be prohibited by other building or classroom policies. This policy is a component of the building's responsibility to maintain a safe, civil, respectful and inclusive learning community and is accompanied by comprehensive training of staff. Depending on the frequency and severity of the conduct, intervention, counseling, correction, discipline and/or referral to law enforcement will be used to remediate the situation. False reports or retaliation for HIB also constitute violations of this policy.

### **Procedures**

#### **Informal Complaint Process:**

Anyone may use informal procedures to report to any building staff member complaints of HIB. Complaints will be investigated and resolved informally if possible using any of the following steps;

- An opportunity for the complainant to explain to the alleged perpetrator that the conduct is unwelcome, disruptive or inappropriate either in writing or face to face;
- A statement from a staff member to the alleged perpetrator indicating the conduct is not appropriate and could lead to discipline if proven or repeated or;
- A general statement from an administrator without identifying the complainant.

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

#### **Formal Complaint Process:**

Anyone may initiate a formal complaint of HIB even if the informal complaint process is being used. Complainants will not be promised confidentiality since it cannot be predicted what will be discovered or what kind of hearings may result. Additional provisions include;

- All formal complaints shall be in writing
- A district appointed compliance officer shall investigate all formal, written complaints of HIB and will provide a written report with results of the investigation
- The superintendent or designee shall respond in writing within thirty days stating;
  - i That the district intends to take corrective action; or
  - i That the investigation is incomplete to date and will be continuing; or
  - i That the district does not have adequate evidence to conclude that HIB occurred.

Students will be provided with age-appropriate information on the recognition and prevention of HIB and their rights and responsibilities under this and other district policies and rules at student orientation sessions.