

# **2023-2024**

## **Toledo Middle School**

### **Student/Parent Handbook**



### **Home of the Riverhawks!**

**Creating independent learners striving to achieve success in life here and beyond  
Each child. Each day. Each classroom.**

**Toledo Middle School  
155 North 5<sup>th</sup> Street  
Toledo, WA 98951  
Phone: 360-864-2395  
Fax: 360-864-8147**

## **Welcome to Toledo Middle School!**

### **Vision Statement**

Creating independent learners striving to achieve success in life here and beyond

### **Mission Statement**

Toledo Middle School is a cooperative partnership of students, staff, parents, and community members working together to create an environment where learning and growing flourishes:

**Be Respectful**

**Responsible**

**Accountable**

**Virtuous**

**Engaged**

**Supportive**

### **Toledo School District Mission**

The mission of Toledo School District is to provide opportunities and meaningful experiences to empower students to achieve their goals. Each child. Each day. Each classroom.

Welcome to the 2023-24 school year here at Toledo Middle School. I am excited to be here serving as your principal. Everyone here at Toledo Middle School is here to help students and families have a positive experience. We value our students and the community they are a part of. Please never hesitate to call, email or stop by the school. Sometimes we are really busy, but we always want to hear from you! Our priority is our students and their growth and well-being. We focus on teaching respectful behavior and challenging academics so all students can be successful. We look forward to our continued partnership with families. Families, thank you for sharing your students with us, and students, thank you for just being you! We are going to have a wonderful year!

Miss Holter

## Toledo Middle School Staff

Miss Holter	<a href="mailto:sholter@toledoschools.us">sholter@toledoschools.us</a>	Principal
Mrs. Tauscher	<a href="mailto:rtauscher@toledoschools.us">rtauscher@toledoschools.us</a>	Secretary
Mrs. Ball	<a href="mailto:jenball@toledoschools.us">jenball@toledoschools.us</a>	Teacher
Mrs. Bannan	<a href="mailto:mbannan@toledoschools.us">mbannan@toledoschools.us</a>	Counselor
Mrs. Bundy	<a href="mailto:hbundy@toledoschools.us">hbundy@toledoschools.us</a>	Teacher
Mr. Croy	<a href="mailto:mjcroy@toledoschools.us">mjcroy@toledoschools.us</a>	Teacher
Mrs. Dobyns	<a href="mailto:cdobyns@toledoschools.us">cdobyns@toledoschools.us</a>	Teacher
Mr. Durham	<a href="mailto:jdurham@toledoschools.us">jdurham@toledoschools.us</a>	Teacher
Mr. Eriksen	<a href="mailto:jeriksen@toledoschools.us">jeriksen@toledoschools.us</a>	Teacher
Ms. Fraser	<a href="mailto:mfraser@toledoschools.us">mfraser@toledoschools.us</a>	Teacher
Ms. Grimm	<a href="mailto:jgrimm@toledoschools.us">jgrimm@toledoschools.us</a>	Teacher
Mr. Hoogkamer	<a href="mailto:dhoogkamer@toledoschools.us">dhoogkamer@toledoschools.us</a>	Band Teacher
Mrs. Landauer	<a href="mailto:jlandauer@toledoschools.us">jlandauer@toledoschools.us</a>	Teacher
Mr. Leggett	<a href="mailto:sleggett@toledoschools.us">sleggett@toledoschools.us</a>	Teacher
Mrs. Loya	<a href="mailto:sloya@toledoschools.us">sloya@toledoschools.us</a>	Library/Office
Mrs. Marick	<a href="mailto:jmarick@toledoschools.us">jmarick@toledoschools.us</a>	Teacher
Mrs. Pedersen	<a href="mailto:jpederson@toledoschools.us">jpederson@toledoschools.us</a>	Para-educator
Mrs. M. Piler	<a href="mailto:mpliler@toledoschools.us">mpliler@toledoschools.us</a>	Para-educator
Miss R. Piler	<a href="mailto:rpliler@toledoschools.us">rpliler@toledoschools.us</a>	Para-educator
Mrs. Schneider	<a href="mailto:kschneider@toledoschools.us">kschneider@toledoschools.us</a>	Para-Educator
Mrs. Southgate	<a href="mailto:dsouthgate@toledoschools.us">dsouthgate@toledoschools.us</a>	Para-educator
Mrs. Stead	<a href="mailto:sstead@toledoschools.us">sstead@toledoschools.us</a>	Teacher
Mrs. Wolfe	<a href="mailto:rwolfe@toledoschools.us">rwolfe@toledoschools.us</a>	Para-educator
Ms. D. Young	<a href="mailto:daryoung@toledoschools.us">daryoung@toledoschools.us</a>	Para-educator
Ms. P. Young	<a href="mailto:pyoung@toledoschools.us">pyoung@toledoschools.us</a>	Para-educator

### Custodians

Mrs. Banks  
Mr. Christiansen

### Kitchen Staff

Mrs. Brooks

## TMS Bell Schedules 2023-2024

Toledo Middle School Daily Office Hours: 8:30 AM to 4:00 PM

### Regular Bell Schedule

#### 9:10 - 3:40

Doors Open	8:30
Warning Bell	8:57
Homeroom	9:00
1st Period	9:10 - 10:08
2nd Period	10:12 - 11:08
3rd Period	11:12 - 12:08
1st Lunch	12:08 - 12:38
4th Period A	12:12 - 1:08
4th Period B	12:42 - 1:38
2nd Lunch	1:08 - 1:38
5th Period	1:42 - 2:38
6th Period	2:42 - 3:40

### Late Start Bell Schedule

#### with Advisory 11:10 - 3:40

Doors Open	10:30
Warning Bell	10:57
Homeroom	11:00 - 11:10
1st Period	11:10 - 11:41
2nd Period	11:45 - 12:16
1st Lunch	12:16 - 12:46
Advisory A	12:20 - 12:50
Advisory B	12:50 - 1:20
2nd Lunch	12:50 - 1:20
3rd Period	1:24 - 1:55
4th Period	1:59 - 2:30
5th Period	2:34 - 3:05
6th Period	3:09 - 3:40

### Early Release Bell

#### Schedule 9:10 - 1:40

Doors Open	8:30
Warning Bell	8:57
Homeroom	9:00 - 9:10
1st Period	9:10 - 9:48
2nd Period	9:52 - 10:28
3rd Period	10:32 - 11:08
1st Lunch	11:08 - 11:38
4th Period A	11:12 - 11:48
4th Period B	11:42 - 12:18
2nd Lunch	11:48 - 12:18
5th Period	12:22 - 12:58
6th Period	1:02 - 1:40

## **Policies and Information**

### **Academic Eligibility**

#### **Volleyball/Football/Cross Country**

Student athlete grade check will be conducted for all 8<sup>th</sup> graders using end of the year grades from the previous year. A student athlete will be ineligible to compete in competition (but can still practice) if he/she has less than a 2.0 GPA and/or is failing more than one (1) class at grade check. Students will be notified if they are on Academic Probation. The Academic Probation period will be for three (3) weeks. If he/she has at least a 2.0 GPA and are not failing one (1) or more classes at the probation check, he/she will become eligible for competition until mid-season grade check. All athletes will have a mid-season grade check and if they do not meet the same grade requirements to stay eligible, they will become ineligible for the remainder of that season.

#### **Girls' Basketball/Wrestling**

Student athlete eligibility will be determined by 1<sup>st</sup> trimester mid-term grades. A student will be placed on Academic Probation if he/she has less than a 2.0 GPA and/or is failing more than one (1) class at grade check. Students will be on Academic Probation for the first three (3) weeks of the season. A probation check will be made after the three (3) week period. Any student athlete who fails to meet the same grade requirements at the probation check will remain ineligible for the remainder of the season.

#### **Boys' Basketball**

Student athlete eligibility will be determined by 1<sup>st</sup> trimester grades. A student will be placed on Academic Probation if he/she has less than a 2.0 GPA and/or is failing more than one (1) class at grade check. A probation check will be made after the three (3) week period. Any student athlete who fails to meet the same grade requirements at the 2<sup>nd</sup> trimester mid-term will remain ineligible for the remainder of the season.

#### **Track**

Student athlete eligibility will be determined by 2<sup>nd</sup> trimester grades. A student athlete will be placed on Academic Probation if he/she have less than a 2.0 GPA and/or is failing more than one (1) class at grade check. A probation check will be made after the three (3) week period. Any student athlete who fails to meet the same grade requirements at the probation check will remain ineligible for the remainder of the season.

#### **Knowledge Bowl**

Grade checks will be conducted at the beginning of the season. A student will be placed on Academic Probation if he/she have less than a 2.0 GPA and/or is failing more than one (1) class at grade check. A probation check will be made after the three (3) week period. All students will have a grade check mid-season to determine eligibility for the remainder of the season.

#### **Science Olympiad**

Grade checks will be conducted at the beginning of the season (September) using the previous year's 3<sup>rd</sup> trimester grades. A student will be placed on Academic Probation if he/she have less than a 2.0 GPA and/or is failing more than one (1) class at grade check. A probation check will be made after the three (3) week period. All students will have a grade check at the end of the 1<sup>st</sup> trimester. A student will be placed on Academic Probation if he/she have less than a 2.0 GPA and/or is failing one (1) or more classes. A probation check will be made after the three (3) week period to determine eligibility for the remainder of the season.

#### **Student Council**

Student Council members will be subject to grade checks at mid-term and the end of each trimester. If a room representative or Officer has an 'F' or 'D' in any class at the mid-term grade check, that student must raise the grade to at least a 'C' by the end of the trimester or he/she will be dismissed from office. If at the end of the trimester, a room representative or officer receives an 'F' or 'D' for the final grade, he/she will be dismissed from office.

#### **Accidents**

Please be cautious on campus and try to avoid accidents or injuries. If you see something you think is unsafe, please report it to a teacher or administrator. Any accident or injury should be reported to a teacher immediately. If you need minor first aid, go to the main office.

### **After School Activities**

If students are not involved in an approved after-school activity, they should be off campus by 3:55 pm. If students are staying afterschool, they must be in a supervised classroom and have prearranged permission from a teacher or administrator.

### **AM Arrival**

The front doors will open at 8:30 AM. Students in the building are expected to report to their first period class when the 8:57 AM bell sounds. Students arriving after the 9:10 AM bell must report to the office window for a tardy slip. Students are considered tardy if they arrive to class after the 9:10 AM bell and will need a note from home to excuse their tardiness.

Students eating breakfast in the morning should do so as soon as they arrive at school. The gym is off limits to students before first period.

### **Annual Notifications**

To view any of the policies listed below, please visit [www.toledoschools.us](http://www.toledoschools.us) and visit the Toledo School District Board of Directors webpage.

Annual School District Report Card or Accountability Goals– Policy 2004 Child Nutrition Program-Policy 6700 Education of Homeless Children and Youth Enrollment Rights and Services-Policy 3115 Education of Students with Disabilities under Section 504-Policies 2162, 2163

Excused and Unexcused Absences-Policy 3122 Infectious Diseases-Policy 3414

Parent and Student Rights in Administration of Surveys, Analysis or Evaluations-Policy 3232 Pesticide Notification, Posting, and Record Keeping-Policy 6895P

Prohibition of Harassment, Intimidation, and Bullying-Policy 3207 Rights and Responsibilities-Nondiscrimination-Policy 3210 Student Fees, Fines, or Charges-Policy 3520

Student Records-Policy 3231

Supplemental Services to Students-Policies 2190, 2410, 3114

### **Attendance Policy**

The parent/guardian is expected to notify the school office on the morning of the absence or send a signed note of explanation with the student upon his/her return to school. If the school is not notified of an absence, Skyward automatically informs the parent. The office will also be calling to check on the student.

#### **Benefits of Regular School Attendance**

Regular student participation in daily classroom activities plays a significant role in a student's school success. Learning is a progressive activity; each day's lessons build upon those of the previous days. Students with regular attendance generally achieve higher grades and enjoy school more.

#### **Effects of Absenteeism**

Students who miss school are more likely to fall behind their peers. The more school a student misses, the lower their grades tend to be and the less likely they are to want to attend school.

#### **Excused and Unexcused Absences**

Students are expected to attend all assigned classes each day. Teachers and school staff will keep a record of absence and tardiness, including documentation of students' excused absences.

#### **Excused Absences**

The following are valid excuses for absences and tardiness. Assignments and/or activities not completed because of an excused absence or tardiness may be made up in the manner provided by the teacher.

**Participation in school-approved activity or instructional program.** To be excused this absence must be authorized by a staff member and the affected teacher must be notified prior to the absence unless it is clearly impossible to do so.

**Absence due to:** illness; health condition; medical appointment; family emergency; religious purposes; court, judicial proceeding or serving on a jury; post-secondary, technical school or apprenticeship program visitation, or scholarship interview; State-recognized search and rescue activities consistent with RCW 28A.225.055; and directly related to the student's homeless status.

Students fourteen years old or older who are absent from school due to testing or treatment for a sexually transmitted disease will notify the school of their absence with a signed note of explanation, which will be kept confidential. Students thirteen years and older may do the same for mental health, drug or alcohol treatment; and all students have that right for family planning and abortion.

A parent/guardian may request that a student be excused from attending school in observance of a religious holiday. In addition, a student, upon the request of his/her parent/guardian, may be excused for a portion of a school day to participate in religious instruction provided such is not conducted on school property. A student will be allowed one makeup day for each day of absence.

#### **Absence for Parental Approved Activities**

This category of absence will be counted as excused for purposes agreed to by the principal and the parent/guardian. An absence may not be approved if it causes a serious adverse effect on the student's educational progress. In participation-type classes (e.g., certain music and physical education classes) the student may not be able to achieve the objectives of the unit of instruction as a result of absence from class. In such a case, a parent or guardian approved absence would have an adverse effect on the student's educational progress which would ultimately be reflected in the grade for such a course. A student, upon the request of his/her parent/guardian, may be excused for a portion of a school day to participate in religious instruction provided such is not conducted on school property or otherwise involves the school to any degree.

#### **Absence resulting from disciplinary actions — or short-term suspension**

As required by law, students who are removed from a class or classes as a disciplinary measure or students who have been placed on short-term suspension will have the right to make up assignments or exams missed during the time they were denied entry to the classroom.

#### **Extended Illness or Health Condition**

If a student is confined to home or hospital for an extended period, the school will arrange for the accomplishment of assignments at the place of confinement whenever practical. If the student is unable to do his/her schoolwork, or if there are major requirements of a particular course which cannot be accomplished outside of class the student may be required to take an incomplete or withdraw from the class without penalty.

#### **Excused Absence for Chronic Health Condition**

Students with a chronic health condition which interrupts regular attendance may qualify for placement in a limited attendance and participation program. The student and his/her parent/guardian will apply to the principal or counselor, and a limited program will be written following the advice and recommendations of the student's medical advisor. The recommended limited program will be approved by the principal. Staff will be informed of the student's needs, though the confidentiality of medical information will be respected at the parent's request.

#### **Truancy**

The school may initiate procedures beginning with a parent conference and resulting in a court petition in cases of excessive excused absences which adversely affect the education of a student. If a student has five or more excused absences in a single month during the current school year, or ten or more excused absences in the current school year, the school district shall schedule a conference or conferences with the parent and child at a time reasonably convenient for all persons included for the purpose of identifying the barriers to the child's regular attendance, and the supports and resources that may be made available to the family so that the child is able to regularly attend school. This is in accordance with RCW 28A.225.018

#### **Unexcused Absences**

Unexcused absences fall into two categories:

1. Submitting a signed excuse which does not constitute an excused absence as defined previously; or
2. Failing to submit any type of excuse statement signed by the parent, guardian or adult student within 48 hours of absence. The following procedure will apply to students under the age of seventeen unless otherwise indicated:
  - a. Each unexcused absence will be followed by a warning letter to the parent/guardian of the student. Each notice will be in writing in English or in the primary language of the parent. A student's grade will not be affected if no graded activity is missed during such an absence.
  - b. After two unexcused absences within any month a conference will be held between the

parent, student and principal. At such a conference the principal, student and parent will consider:

- i. Adjusting the student's program;
  - ii. Providing more individualized instruction; preparing the student for employment with specific vocational experience or both;
  - iii. Transferring the student to another school;
  - iv. Assisting the student to obtain supplementary services that might eliminate or ameliorate the causes of absence; or,
  - v. Imposing other corrective actions that are deemed to be appropriate.
- c. Not later than the student's fifth unexcused absence in a month the district will enter into an agreement with the student and parents/guardians that establishes school attendance requirements, refers the student to a community truancy board or file a petition and affidavit with the juvenile court alleging a violation of RCW 28A.225.010.
- i. If the above action fails to correct the attendance problem, the student will be declared a habitual absentee. The principal will interview the student and his/her family and prescribe corrective action, which may include suspension for the current trimester and expulsion.
- d. No later than the seventh unexcused absence within any month during the current school year, or upon the tenth unexcused absence during the current school year, the district will file a petition and affidavit with the juvenile court alleging a violation of RCW 28A.225.010 by the parent, student, or parent and student.

A student who has been expelled for attendance violations may petition the superintendent for reinstatement. Such petition may be granted upon presentation of a firm and unequivocal commitment to maintain regular attendance.

Any student who presents false evidence, with or without the consent of his/her parent, in order to wrongfully qualify for an excused absence will be subject to the same corrective action that would have occurred had the false excuse not been used.

Students are expected to be in class on time. When a student's tardiness becomes frequent or disruptive, the student will be referred to the principal or counselor.

All sanctions imposed for failure to comply with the attendance policies and procedures will be implemented in conformance with state and district regulations regarding corrective action or punishment (See WSSDA model Policy 3241, *Classroom Management, Corrective Actions or Punishment.*)

#### **Assemblies**

Students should be courteous and attentive at all times whether guests are present or not. Each student is personally responsible for the impression made by the school as a whole. Unacceptable conduct includes whistling, uncalled-for-clapping, boisterous behavior and talking during a program. Students who exhibit unacceptable conduct will be removed from the assembly and may not be allowed to attend future assemblies.

#### **Bikes/Skateboards/Scooters**

TMS realizes that some students may rely on a bicycle as a means of transportation to and from school. Helmets should be worn when riding. Students are asked to walk their bikes when on school property because of safety reasons. It is students' responsibility to secure bikes in the proper area when they come to school.

Because of Toledo School District insurance and liability policies, skate boards, hover boards, roller blades, shoes with wheels, and scooters are not allowed on school district grounds at anytime.

#### **Bus Behavior**

Riding the school bus is a privilege. A student may lose the privilege to ride the bus if he/she does not follow directions or if school bus behavior rules are violated. Safety is the main reason all bus rules must be followed at all times.

If a student wants to ride the bus with a friend or needs to use a different bus stop, he/she must have a note from a parent/guardian and get a bus pass from the office. Students will not be able to ride an alternate bus without parent permission. Students must ride the bus to the high school from the middle school and are not allowed to walk to the high school to catch the bus.



## Classroom and School Expectations

- Be Safe
  - Display appropriate, workplace-like behaviors
  - Hands and feet to self
- Be Respectful
  - Treat everyone with respect
  - Demonstrate respect at all times – class, lunch, recess, assemblies, passing time.
  - Use appropriate language
- Be Responsible
  - Pay attention and be prepared
  - School appropriate behavior

### Bathroom:

- No bathroom passes the first or last 10 minutes of class
- Wash hands

### Classrooms:

- Be in class on time with the needed materials
- Leave backpacks in lockers
- Don't enter room without teacher present

### Commons:

#### Before School:

- Be seated
- Remove hats
- Remain in Commons until released to lockers
- Clean up your area

#### Lunch:

- Clean up your area
- Stay in Commons unless you have permission to work in a classroom
- Walk
- If staying inside at lunch, find a place to sit and visit or read

### Hallways:

- Walk
- Quiet during classes
- Respect the learning of others
- Hands and feet to self

### Lockers:

- Quickly retrieve materials
- Be patient with those around you
- Sports/Club decorations only – created by school sponsored groups and approved by principal
- Graceful opening and closing; avoid hitting, banging, and slamming
- Only open as far as necessary

### Locker Rooms:

- Lock your possessions in locker
- Keep hands and feet to self
- Keep it clean
- Change quickly

### **Closed Campus**

Once students arrive at school, they are to remain on campus until the end of the school day. Those students who live near school and want to go home for lunch must bring a note from home, signed by a parent, giving permission to go home for lunch. Any student leaving the campus must be signed out by a parent/guardian and report to the main office upon returning. Occasionally, a student may be off campus for a class or school sponsored activity.

### **Communicable and Infectious Diseases**

The following conditions should be considered communicable. Parents should notify the school if their child has been affected by any of these conditions for advice on readmission to class:

Lice (Pediculosis)	Chicken Pox (Varicella)	Scabies
Strep Throat	Pink Eye	Ringworm
Measles (Rubella)	German Measles	Mumps
Meningitis	Poliomyelitis	Scarlet Fever
Hepatitis	Mononucleosis	Worms-Parasites
Impetigo-Staph	Whooping Cough (Pertussis)	Infection

### **Discipline**

Please see Toledo School District's Student Conduct Manual.

### **Discrimination Prohibited**

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

**Brennan Bailey, Civil Rights Coordinator, Title IX Officer and Section 504 Coordinator**  
**bbailey@toledoschools.us**  
**116 Ramsey Way/ PO Box 469**  
**360.864.6325**

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

<http://www.boarddocs.com/wa/toledo/Board.nsf/goto?open&id=ALAN9L5C3831>

### **Eighth Grade Awards**

The Eighth Grade Awards Assembly will be held on the last day of school. Eighth grade students will be recognized for outstanding achievements in each core subject area, activities, athletics, and other special achievements. Students will follow the school dress code when attending this assembly.

### **Electronic Devices/Personal Property**

Cell phones and other personal electronics are allowed at school with certain restrictions. We expect students to avoid disrupting learning and teaching. Personal electronics are allowed in the Commons before school, then must be put in lockers and not taken out until the end of the school day. Electronics/phones out at inappropriate times will be confiscated by staff members. Confiscated items are normally held by the principal and may be released to either the student or parent. Repeated confiscation of personal electronics will result in parent needing to pick up the item from the office. If students are in possession of items that are prohibited, illegal, disruptive, distracting, or otherwise inappropriate, the items may be confiscated. Illegal items will not be returned and will be turned over to the police. Toledo Middle School will not be responsible for lost or stolen electronic devices or personal items brought to school. If a student has something of value they can ask the office to secure it for the day.

### **Emergency Procedures**

Emergency Drills are held on a regular basis, at least once a month. By law, we must conduct drills for evacuation (fire), lockdowns, earthquakes and shelter-in-place. Drills are intended to prepare all of us to deal with emergencies we hope will never happen. Please treat these drills seriously – they have saved lives in other schools.

To acquaint you with the routine of evacuation, exit routes are posted in all classrooms. Exit the building quickly by the most direct route, but do not run. Stay clear of the building and do not enter the parking lot. Students will remain with their current teacher in an assigned spot outside in the event of a fire drill or if the building needs to be evacuated. In the event of an evacuation drill during passing time, students will return to their previous period teacher. In the event of an evacuation drill during lunch, students will report to their 4<sup>th</sup> period teacher.

In certain situations, a lockdown may be implemented for the safety of students and staff. This is a response to minimize the risks to staff and students. By law, we will practice lockdowns each year. During a lockdown:

- Please follow teacher instructions immediately and without question. Act quickly and calmly.
- Students not in classroom or safe area should go to the nearest classroom that has a teacher or staff. If you are in the hall, go to the nearest classroom.
- Wait for instructions from the teacher.
- Do not exit the building if the fire alarm sounds unless directed to do so by a staff member.

When the school is in a lockdown, parents will not be able to pick up or drop off students. Please don't come to the school or telephone if you know we are in a lockdown. We will communicate with parents afterward and share what information we can.

The Toledo School District follows ALICE protocols. Staff and students are trained yearly about how to respond to emergency situations.

### **Extra-Curricular Activities**

All students are encouraged to take an active part in the activities program either as a participant or spectator. Some activities offered by TMS include Football, Volleyball, Cross Country, Wrestling, Basketball, Track, Student Government, Knowledge Bowl and Science Olympiad. All students are eligible to participate in some WIAA activities/sports, though 6<sup>th</sup> graders cannot participate in Football. 6<sup>th</sup> graders can participate in community youth sponsored activities, unless otherwise specified.

### **Fees**

Students in some elective classes may be required to purchase some project materials. Participation in WIAA sanctioned sports and student council requires a purchase of an ASB card (\$20.00). Each sport has a district participation fee of \$35.00. A yearbook may be purchased by a TMS student for \$25.

### **FERPA**

A parent or guardian, or any student who is 18, has the right to not have such directory information shared with the public. If that is the case, the student or parent must notify the school district in writing of their desire to not have such directory information shared. This request must be made within 10 days following publication of this notice, or no later than 10 days following the enrollment of a student in the school district.

This written notice should be addressed to the principal of the school(s) involved. Certain provisions of federal law require that military recruiters have access to directory information as well. If you do not want directory information to be shared with military recruiters, you must so inform the principal of the school involved as described above.

The school district seeks to actively promote the accomplishments of our students. In many cases photos of our students or work samples (poems, art work, essays, etc.) appear in local media and in publications produced by the District. If you DO NOT wish for your child's photo image or work to be used in publicity initiated by the district, reproduced in school publications such as the school calendar and newsletter, or to appear on the District's web site, you must notify the school district in writing of your desire to not have such directory information shared.

### **Food/Beverages/Gum**

Gum chewing will be allowed as long as it does not become a clean-up problem. Some teachers and classes do not allow gum chewing because of safety and/or distraction reasons. Food /candy are allowed only in the commons during breakfast or lunch (or in a classroom if allowed by the teacher for special circumstances). Drinks in spill proof containers may be stored in lockers. Glass bottles should not be brought to school.

### Grading System

A	Excellent	S	Satisfactory
B	Above Average	U	Unsatisfactory
C	Average	I	Incomplete
D	Needs Improvement	P	Passing
F	Failing		

Report cards are mailed home at the conclusion of each trimester. Mid-term reports will be sent home with students near the middle of each trimester. Teachers will outline and explain grading systems and expectations of classes more thoroughly shortly after the beginning of school year. SKYWARD FAMILY ACCESS allows students or parent/guardians to keep track of academic progress throughout the year. The TMS Office can give you access to your Skyward account. We encourage you to use this valuable resource to help you be successful at TMS. A great way to keep in touch with your child's teacher is through email communication. Teacher email addresses are located at the beginning of this Student Handbook or on the Toledo Middle School website.

### Honor Roll Field Trips (Academic)

TMS offers an Honor Roll Field Trip for each of the first two trimesters for any students who meet the Principal's List/Honor Roll criteria. Students must have a permission slip signed by the due date by a parent/guardian to participate in any off-campus field trip.

### Honor Roll Qualifications

The following criteria must be met to earn the right to be included on the Principal's List or the Honor Roll for the quarter:

- A. Principal's List
  - 1. Have a GPA from 3.75-4.00
  - 2. Be enrolled for the entire trimester
  - 3. Have received no "D,F, I,U" in any class
- B. Honor Roll
  - 1. Have a GPA from 3.20-3.74
  - 2. Be enrolled for the entire trimester
  - 3. Have received no "D,F,I,U" in any class

### Hands on Behavior

To ensure the safety of all students, hands-on behavior and aggressive horseplay are prohibited on school grounds and at school activities except when specifically permitted under controlled conditions for competitions, sports, or physical education. Hands-on behavior includes, but is not limited to, pushing, tripping, water fights, keep-away (grabbing a possession of another student and not giving it back), throwing things at others, chasing and running down the halls, or action which could potentially cause injury. Aggressive horseplay includes such aggressive actions as hitting, kicking, choking, wrestling, arm or head locks, sparring, etc.

### Illness at School

If a student becomes ill during school, he/she should notify the office. Students will be allowed to go home only if parents are contacted and agree. The sick room will only be used in emergencies. Students must check in and out of the sick room through the office. Students who have a fever of 100 degrees or higher will not be sent back to the classroom and parents will be contacted. Students are to use the office phone rather than cell phones to call parents.

### Immunizations

In order to protect children against a number of childhood diseases, Washington Law (RCW 28A.210.060) requires that all children admitted to public and nonpublic schools be immunized against diphtheria, tetanus, pertussis, polio, measles, rubella, mumps, and Hepatitis B. Students may be excluded from school if they do not meet the immunization requirements. Exceptions are made for religious reasons.

### Initiation/Hazing

Initiations and/or hazing of students prohibited. Students who disregard this rule will be disciplined.

### **Insurance**

Student accident insurance is offered to all students. Parents may purchase insurance on a yearly basis. This insurance covers students while participating in interscholastic sports and intramural sports, as well as any accident which might occur during the school year. Check the insurance flyer in the office for specific details. (Any student participating in after school sports must have school or other insurance. If school insurance is not taken, a consent waiver must be signed by a parent or guardian specifying the company providing coverage for the athlete. This information will be kept on file in the school office.)

### **Late Work/Make Up Work**

If a student does not turn in an assignment on the due date, they will have until Monday of the following week to do so, but may only receive partial credit (no higher than "C"). As some classes have different pacing, teachers may choose to extend the late work deadline to the end of a unit, and will communicate that to students. After that, work may be completed and turned in, but no credit will be given.

Students who have received an excused absence will receive one day for each day missed to complete make-up work (unless other arrangements have been made with the teacher). Make-up work is the sole responsibility of the students. Here are a few suggestions to help you:

1. On your first day back to school, go to class early and ask the teacher for the assignment or ask for an appointment when he/she can meet with you.
2. If you cannot make it to class early, check with the teacher after class, after school or during class when convenient for the teacher.
3. If you know you are going to be absent, ask for the assignments in advance. Assignments requested and issued before the absence are due on the day you return to school.
4. Call a classmate for the assignments and an explanation or email your teacher. Have a friend bring your assignments home for you or check Skyward.

### **Library Rules**

1. All students are entitled to use the library facilities as long as they conduct themselves in an appropriate manner.
2. The library is a place of quiet study, reading, and research. It must not be used as a place to gather for recreational purposes. The computers in the library should be used for research.
3. Non-reference books may be checked out to students for a two-week period.
4. Reference books/ materials may be checked out overnight or weekends. This material must be returned by the first period of the date due and must be left in the library throughout the day except for brief periods when used in a specific class. The continued privilege of checking reference materials out of the library is dependent upon the proper use of this privilege.
5. A student who owes library fines or has overdue books will have grades withheld until obligations are fulfilled.
6. Students are responsible for library books/materials checked out to them. You are responsible if the book/materials are lost or damaged.
7. A student may not have more than three books checked out to him/her at any one time. Exceptions will be made only in unusual circumstances.
8. Under no circumstances will food/drink be allowed in the library.

### **Lockers**

Posters/signs may be made and placed on the outside of lockers for students participating in school athletics/clubs. All locker decorations will be done through school sponsored classes or activities and must be approved.

Lockers will be assigned by the office at the beginning of the school year. Students are not to change lockers without prior permission from the office. The lockers will be inspected at the end of the year. Students can be charged for any damage sustained by the locker. Students should keep their lockers locked at all times and not share their lockers or combinations with other students.

1. If a student is abusing locker privileges, that student may be subject to disciplinary action.
2. Student lockers remain the property of the school district and school officials retain the right and the

ability to inspect students' lockers at any time.

3. A student shall be free from searches by school officials of his clothing or personal property, unless there is reasonable cause to believe that something is concealed that may be of immediate danger to the student or other students or there is reasonable cause to believe a student is in possession of items that have been stolen or are illegal to possess.
4. At no time should a student switch lockers with another student without first gaining permission from the office.

#### **Lost and Found**

Lost and found clothing, lunch bags, etc. can be found in the commons area on hangers. Any items that are not claimed in a timely manner may be donated throughout the year.

#### **Medication**

Students are not allowed to carry any type of medication with them while at school. Parents/guardians need to bring all medications (prescriptions, over the counter medications, etc.) to the office so that it can be locked in the medicine cabinet. Office staff or the school nurse will give out medications to students. All medications require a doctor's order to be administered. A parent/guardian must have a medical professional complete a form to prescribe any medication at school. Parents/guardians must sign authorization.

Students who use asthma inhalers or epi-pens for severe allergies should see the nurse and office and arrange to have a spare inhaler or epi-pen kept at the school. Students who self-carry inhalers or epi-pens must have appropriate medical orders on file in the office.

The Toledo School District has a contracted nurse assigned to the district two days a week. The nurse is responsible for medications and emergency health plans, but is not in attendance to provide regular health care and advice. At Toledo Middle School, office staff provides minor first aid.

#### **Office**

The office is maintained as a work area. Consequently students are not to loiter in or near the office and should go to the office only for business or when directed by a staff member.

Any student wishing to pay fees in the office should go to the student window (fees should be paid before school, at lunch, or after school). Students should conduct office business through the window during regular school hours. Students bringing a note or arriving at school late should present the note at the office window to receive written pass to go to class.

#### **Pets at School**

Pets on school grounds are a great nuisance and can be dangerous. It is illegal for dogs/pets to be loose on school grounds. Please do not allow your dog to follow your child to school. Many people are extremely allergic to animals. Please respect the health and safety of others by not bringing pets to school and not letting animals into the building. Pets are allowed to visit the school only with teacher permission and administrator approval.

#### **Pledge of Allegiance/National Anthem**

Washington Law requires that the flag of the United States be displayed in classrooms and the Pledge of Allegiance be recited in each classroom at the beginning of the day. When the Pledge of Allegiance is recited, upon standing you may choose to participate or maintain a respectful silence. The Pledge of Allegiance or National Anthem will also begin each assembly.

#### **Posters/Signs**

Students must receive permission from the office or teacher before they place any poster/sign in a hall or in the gym.

#### **Public Displays of Affection**

Public displays of affection (PDA) such as sitting on laps, arms around the waist, kissing, hand holding or hugging are not appropriate for a school setting and are not allowed at Toledo Middle School.

#### **School Closing**

A decision to close the school may be necessary at different times of the year. School closure information will be communicated through School Messenger phone and email messages.

Primary contacts will receive phone and email messages regarding any school closures or delays if current phone and email information has been provided to the district. Information is also regularly posted on the Toledo School District Facebook. In case of emergency or early dismissal, the students will be delivered to the address of record unless prior arrangements have been made through the school office.

### **School Dances/Fun Nights**

School dances at TMS are open only to TMS students in 7<sup>th</sup>/8<sup>th</sup> grades. The doors will be closed 30 minutes after the start of the event. A student arriving after that will not be allowed to enter without prior arrangements with principal. Once a student enters, he/she may not leave until the event is over unless a parent/guardian comes to the door to get the student. If a student leaves without permission, he/she will not be allowed to re-enter and he/she will not be able to attend other events. Events are chaperoned by school personnel and parents. Students who arrive at events under the influence of any substances or attempt to use alcohol, tobacco or drugs, including vape devices, while at the event, will be subject to the same disciplinary action as during the school day. Fun nights are planned for 6<sup>th</sup> graders, rather than dances. Any decorations for dances must be pre-approved by the principal. Decorating may begin after the end of the school day on the day of the event.

### **School Dress**

Toledo Middle School will promote and encourage among its student body the individual qualities of neatness and cleanliness of dress and personal grooming. Student dress, personal appearance, and conduct are required to be of such character as not to disrupt or distract from the educational environment of the school or tend to diminish instructional effectiveness or create an unsafe condition.

- Nothing that directly or indirectly references, promotes, or advertises sex, alcohol, tobacco, profanity, gangs, racism, violence, drug use, or illegal acts.
- Nothing that is plainly offensive or might cause disruption or encourage violence, including racist, gang-related, or hate-group related clothing or symbols — specifically prohibited are bandanas, swastikas, and Confederate flags.
- No plunging necklines which extend beyond the mid-point of the breastbone (i.e., line between armpits).
- No shirts with excessively enlarged or cut out armholes.
- Shorts, skorts, or skirts must be below the student's finger tips when arms are relaxed at the side.
- No see-through fabrics, backless clothing, or pajamas. No clothing with holes that show underwear or skin from armpits to mid-thigh.
- Sleeveless shirts (tank tops) must have 2-inch wide straps. Multiple narrow straps do not count.
- Your midriff **may not** be visible.
- Your underwear **may not** be showing!
- Items that might easily become a weapon are prohibited, including chains or jewelry with sharp points.
- Sun glasses may not be worn inside the building.
- Hats and hoods may not be worn inside the building.
- Dress code applies at all school events, including athletic events (home and away) and dances.

### **School Meals**

Students will have the option of going outside during the last 15 minutes of the lunch period. While outdoors, students are allowed to play on the main grass field down to the end of the maintenance building, play shed and blacktop areas. Students may sit and visit on the cement steps. All other areas are off-limits.

Those students who choose to stay in the lunch room must remain seated. Students may not be in the classrooms during lunch without teachers' permission. Students should not be in the hallways during lunch time (unless given permission from lunch supervisor).

Everyone is responsible for helping keep the commons and play areas clean. All trash will be thrown away and all areas will be cleaned up prior to students returning to class.

### **Searches of Students and Belongings**

Students have the constitutional right to be free of unreasonable searches and seizures. That right is balanced against the duty of the school to maintain a safe and orderly learning environment. When there is reasonable belief that a student has something prohibited by school rules or law on their person or in their belongings, state law (RCW 28A.600.210) allows school authorities to conduct a search. This includes electronic devices and

student vehicles on school grounds and student belongings at any school event or activity. Lockers and desks are school property, and may be generally searched at any time. Student belongings inside the lockers or desks will not be searched without suspicion. School staff may seize items which violate school rules or the law.

Administrators will inform a student of the cause of their suspicion when asking a student to submit to a search. Refusing to consent to a reasonable search is assumed as an admission a student has contraband. Refusal to consent to a reasonable search will result in disciplinary action, suspension, or expulsion depending on the circumstances.

Strip searches and invasive searches by school officials are prohibited by law, however, students may be frisked by officers if they are arrested at school, or if it is believed they have dangerous weapons on their person. Students may be asked to submit to a breathalyzer or similar test if there is suspicion they are under the influence of alcohol or drugs.

### **Sexual Harassment**

Students and staff are protected against sexual harassment by anyone in any school program or activity, including on the school campus, on the school bus, or off-campus during a school-sponsored activity.

**Sexual harassment is unwelcome behavior or communication that is sexual in nature when:**

- A student or employee is led to believe that he or she must submit to unwelcome sexual conduct or communications in order to gain something in return, such as a grade, a promotion, a place on a sports team, or any educational or employment decision, or
- The conduct substantially interferes with a student's educational performance, or creates an intimidating or hostile educational or employment environment.

**Examples of Sexual Harassment:**

- Pressuring a person for sexual favors
- Unwelcome touching of a sexual nature
- Writing graffiti of a sexual nature
- Distributing sexually explicit texts, e-mails, or pictures
- Making sexual jokes, rumors, or suggestive remarks
- Physical violence, including rape and sexual assault

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

<http://www.boarddocs.com/wa/toledo/Board.nsf/goto?open&id=AK6P6V6326C8>

COMPLAINT OPTIONS: DISCRIMINATION AND SEXUAL HARASSMENT

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

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

#### **Complaint to the School District**

##### ***Step 1. Write Our Your Complaint***

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

##### ***Step 2: School District Investigates Your Complaint***

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



### **Step 3: School District Responds to Your Complaint**

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

#### **Appeal to the School District**

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

#### **Complaint to OSPI**

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

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

**Email:** [Equity@k12.wa.us](mailto:Equity@k12.wa.us) | **Fax:** 360-664-2967

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

#### **Sportsmanship**

Toledo Middle School is proud of our athletes and teams, and we show respect for them on the field, court, track, etc. by promoting good sportsmanship. We have a tradition of modeling good sportsmanship that we expect you to uphold. Please follow these guidelines for positive sportsmanship:

- Respect the rights of all spectators.
- Show respect for officials by accepting their calls and decisions as final.
- Consider it a privilege and duty to encourage everyone to embody the spirit of fair play and sportsmanship.
- Be modest in victory and gracious in defeat.
- Display appropriate respect to the flag, during the national anthem, and associated ceremonies.

Please refrain from these **unsportsmanlike** behaviors that don’t reflect Brave spirit and pride:

- Booing or jeering officials or players at any time.
- Applauding errors by opponents or penalties inflicted on them.
- Participating in derogatory chants or cheers.
- Yelling for withdraw of any player.
- Using profane language at any time during the game.
- Throwing objects on the field or court.
- Criticizing players or coaches

#### **Student Body Activities/ASB**

Admission to all TMS and THS home games are covered by the TMS ASB Card. This activity card can be purchased for \$20.00 per student. All students are expected to purchase an ASB. This money funds some of our field trips and fun activities throughout the year. Seventh and eighth grade students participating in a school sport must purchase an ASB card before the first competition. In addition, there is a district family pass available for purchase for \$55.00. This will allow entrance to all TMS and THS home games.

#### **Student Council**

The Student Council consists of student body officers and class representatives. ASB elections will be held in the

spring for the following year's student body officers (President, Vice-President, Secretary/Treasurer). Class representatives are chosen from 1<sup>st</sup> period class in September. A monthly meeting will be held to discuss TMS activities, business, and allocation of ASB funds. The authority of the principal and faculty governs any student organization.

#### **Student Phone**

Students who need to make a personal call must go to the office and get permission. The student phone can be used for local calls only. Students should not ask to be excused to make a phone call in the middle of a class except in case of illness or emergencies. Students may use cell phones with permission from the office.

#### **Tardy**

Students are expected to be in class on time. In between each class, students are provided 4 minutes to transition to their new class. If students accumulate multiple tardies, the following steps will be taken.

- 3 tardies = lunch detention
- 6 tardies = phone call home with lunch detention
- 10 tardies = after school detention
- 11+ = parent conference

#### **Textbooks**

All basic textbooks are loaned to students for their use during the school year. Textbooks and workbooks are to be kept clean and handled carefully. Fees will be assessed for damage to books that go beyond the normal wear and tear. Students are expected to keep their books / materials in their locker or in their possession at all times. Books/materials should not be left unattended in the halls, commons, outside, etc. Students who habitually leave books out throughout the school will receive progressive discipline beginning with a lunch detention.

#### **Title I**

Parents may request information regarding the professional qualifications of your student's classroom teachers and para educators, as appropriate.

#### **Transfers/Withdrawals**

If a student plans to withdraw or transfer to another school, he/she should notify the office in advance with a written note from the parents stating when the student will be leaving and where the student will be going. The student will be given a final withdrawal sheet on his/her final day and will present it to the librarian and each teacher for a signature. It is required that a parent/guardian come to the office to sign the withdrawals.

#### **Vending Machines**

These machines have been provided for the students' benefit before and after school and during lunch. Students are not allowed to have open beverages in the halls at any time. Vending machines may not be used during class time or passing periods. Violations of these rules or abuses of the privilege may result in discipline and possibly the machines being turned off. The principal reserves the right to deny the privilege of using these machines.

#### **Visitors**

Any visitor to the school must report to the office. Visitors will be asked to wear a visitor's sticker for identification. All visitors are expected to leave promptly when their business is completed. Students who are not enrolled at Toledo Middle School will not be permitted to visit during school hours. Parents who would like to visit a classroom must pre-arrange it with the office and teacher.

#### **Warning to Student Athletes and Parents**

By its very nature, competitive athletics may put student/athletes in situations in which serious, catastrophic, or perhaps fatal accidents may occur.

Many forms of athletic competition result in violent physical contact among players. Strenuous physical exertion or improper use of equipment may result in increased exposure to the risk of injury which can be inherent in competitive athletics

Students and parents must assess the risks involved in such participation and make the choice whether to participate in spite of those risks. No amount of instruction, precaution, or supervision will totally eliminate all risk of injury. The obligation of parents and student/athletes in making this choice to participate cannot be overstated. There have been accidents resulting in death, paraplegia, quadriplegia and other very serious permanent physical impairment as a result of athletic competition.

By granting permission for your son/daughter to participate in athletic competition, you, the parent or guardian, acknowledge that such risks exist.

Student/athletes will be instructed in the proper techniques to be used in athletic competition and in the proper utilization of all equipment worn or used in practice and competition. Student/athletes must adhere to that instruction and must refrain from improper uses and techniques.

If any of the preceding is not completely understood please contact Grady Fallon, Athletic Director, at Toledo School District for further information.

### **Weapons and Prohibited Items**

All property of the Toledo School District is a weapons-free zone. Items which may be disruptive to learning or which are dangerous are prohibited on school property. The list below includes items that have commonly been a problem, but is not all-inclusive. Possession or use of weapons or dangerous weapons by students is prohibited by school rules, state law, and federal law. Possession includes items in your vehicle.

Because of tragic events like Columbine, state and federal laws mandate harsh discipline for students who possess firearms or dangerous weapons at school. Please make sure you are not carrying or transporting items that could be considered weapons. Use common sense and leave all potentially dangerous items at home.

Weapons include those items that are used, threatened, or intended to be used to inflict harm or cause fear of harm. Administrators must use reasonable judgment to determine whether an item is intended to be a weapon, and the circumstances of each case will affect the decision.

In some cases, state and federal law define certain items as 'dangerous weapons'. Possession of these items is a crime and will result in referral to the police as well as school discipline, up to and including expulsion. These items are specified as dangerous weapons or illegal for students to have at school by state law:

- \* All firearms, whether loaded or not
- \* Switchblade knives and spring-operated knives
- \* Concealed fixed-blade knives or daggers
- \* Nun-chucks, throwing stars, and similar items
- \* Sling shots, sand clubs, or metal knuckles
- \* Explosives, of any kind, including fireworks
- \* Stun guns or tasers

### **Other items prohibited at school include:**

Firearm look-alike items (air guns, air-soft guns, starter pistol, and paint ball guns)

Knives (including pocket knives) and other sharp tools such as axes, hatchets, etc.

Matches, lighters, torches

- \* Medications, illicit drugs, look-alike drugs, alcohol
- \* Drug paraphernalia
- \* Obscene materials, pictures, items
- \* Lasers including laser pointers
- \* Hunting weapons including bows, muzzleloaders
- \* Vaping paraphernalia
- \* Tobacco products

If you find you mistakenly have a prohibited item in your possession and you come forward voluntarily to the administration, in most cases you will not be disciplined. Prohibited items will be confiscated, and in most cases will only be returned to parents. Illegal items will be turned over to police.

**Toledo Middle School Behavior Form**

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

**Minor Violations:**

- |   |   |
|---|---|
| <input type="checkbox"/> Disruptive Behavior/Off Task         | <input type="checkbox"/> Hands On/Unsafe Behavior |
| <input type="checkbox"/> Defiance                             | <input type="checkbox"/> Harassment/Bullying      |
| <input type="checkbox"/> Skipping/Leaving Class               | <input type="checkbox"/> Disrespect               |
| <input type="checkbox"/> Minor Destruction of School Property | <input type="checkbox"/> Other: _____             |

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Interventions Prior to Pink Slip:**

- |  |   |
|--|---|
| <input type="checkbox"/> Discussion with student | <input type="checkbox"/> Proximity      |
| <input type="checkbox"/> Special Seating         | <input type="checkbox"/> Parent Contact |
| <input type="checkbox"/> Change of Seat          | <input type="checkbox"/> Other: _____   |

Issuing Staff's Signature: \_\_\_\_\_ Student Signature: \_\_\_\_\_

Parent Contact Made by : \_\_\_\_\_ Date: \_\_\_\_\_

- A. If the staff person feels the offense is serious enough in nature, a form is completed.
- B. The staff person signs the form as well as the student. The student takes the completed form to the office to be copied.
- C. The student takes the form home for a parent to sign. The form is to be returned to the office the following day.
- D. If the student has after-school detention or in-school suspension on the day of a game or activity, serving the detention takes priority. The coach/advisor will have the right to limit participation in game or activity, as a means of discipline because of improper school behavior.

**Possible Discipline Options for Minor Violations:**

- |   |  |
|---|--|
| <input type="checkbox"/> Restorative Conference | <input type="checkbox"/> School Service                        |
| <input type="checkbox"/> Noon Detention         | <input type="checkbox"/> Noon Detention with Parent phone call |
| <input type="checkbox"/> Afterschool Detention  | <input type="checkbox"/> Parent Conference                     |
| <input type="checkbox"/> In-School Suspension   |  |

**Toledo Middle School In-School Suspension/Out-of-School Suspension**

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

**Major Violations:**

- Fighting
- Leaving
- Tobacco
- Profanity and/or Vulgarity
- Other: \_\_\_\_\_
- Theft
- Major Destruction of School Property
- Abusive Behavior
- Ongoing Harassment/Bullying

Repeated Major Violations of school rules listed above (either at school or at a school sponsored event) may result in additional ISS, Short-Term, or Long-Term Out-of-School Suspension, or Expulsion.

**Weapons**

RCW 9.41.250 makes it unlawful to possess or carry any object that can reasonably be considered a firearm, air gun, or a dangerous weapon. Knives or sling shots are considered dangerous weapons. Violation of this rule will result in an automatic minimum one year expulsion, unless modified by the Superintendent (subject to appeal). The police and parents will be notified. Parents, it is imperative that students do not bring guns, knives (even toy ones), or sling shots to school. Please be sure that your child understands this.

**Alcohol/Drugs**

The use, sale, and/or possession of alcohol or illegal drugs on school grounds or at a school sponsored event will result in suspension or expulsion. The police may be notified.

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

TMS Staff Signature: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Toledo School District Harassment, Intimidation or Bullying

Incident Report Form

Reporting person (optional): \_\_\_\_\_

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

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

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

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

Name(s) of aggressor(s) (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/Cafeteria
- Sport field
- Gym
- Parking lot
- School bus
- Online/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 aggressor did. Please choose all that apply.

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Blocked movement                  | <input type="checkbox"/> Gestures (Explain)               | <input type="checkbox"/> Racial slur(s)                   |
| <input type="checkbox"/> Damage to my property             | <input type="checkbox"/> Gossip                           | <input type="checkbox"/> Repeated behavior                |
| <input type="checkbox"/> Derogatory comments               | <input type="checkbox"/> Intimidation directed at me      | <input type="checkbox"/> Sexual stories/jokes/pictures    |
| <input type="checkbox"/> Disrespectful comments            | <input type="checkbox"/> Name calling                     | <input type="checkbox"/> Sexual Orientation Slurs         |
| <input type="checkbox"/> Electronic / Cyberbullying        | <input type="checkbox"/> Offensive writing or graffiti    | <input type="checkbox"/> Slurs, rumors, jokes             |
| <input type="checkbox"/> Excluding me from activities      | <input type="checkbox"/> Physical harm or threats of harm | <input type="checkbox"/> Spreading rumors                 |
| <input type="checkbox"/> Hazing (Club, team, class, other) | <input type="checkbox"/> Pranks                           | <input type="checkbox"/> Threats (to me, friends, school) |
| <input type="checkbox"/> Gender slurs                      | <input type="checkbox"/> Put downs                        | <input type="checkbox"/> Touching / grabbing              |

Other: (Please describe.)

Why do you think this occurred?

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

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

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

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Are there any notes, pictures, texts, screen shots or other evidence of the event(s) you are reporting?

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Is there any additional information you can add?

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Thank you for reporting!

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

Received by: \_\_\_\_\_

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

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

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

Circle one:    Resolved        Unresolved

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