Jason Lee Staff

ADMINISTRATION
Principal - Mrs. Christine Brandt
Assistant Principal - Mr. Michael Knuckles
Dean of Students - Mrs. Mary Kate Grant

COUNSELORS
Mrs. Natasha Wyatt
Ms. Sharice Gilmore

OFFICE STAFF
Office Coordinator - Ms. Sue Reitner
Main Office Secretary - Ms. Lynn Nordi
Guidance Secretary - Ms. Carol Lowenstein
Attendance Secretary - Ms. Kendra Stewart

LIBRARIAN
Ms. Dawn Baughman

NURSE
Ms. Beth Nordstrom
Ms. Debora Buck

SECURITY
Mr. Mike Moore

CUSTODIAN
Mr. Tom Harris

School Phone Numbers

MAIN OFFICE ........................................ 571-7700
PRINCIPAL ........................................... 571-7700
ASSISTANT PRINCIPAL ......................... 571-7700
ATTENDANCE OFFICE ............................ 571-7693
GUIDANCE OFFICE ............................... 571-7740
LIBRARY .............................................. 571-7715
NURSE .................................................. 571-7750
TEACHERS ............................................ 571-7700

Teachers are available to speak with parents by telephone between 7:35 a.m. and 8:05 a.m. and 2:50 to 3:05 p.m. Teachers also have voice mailboxes for messages and are available for conferences by appointment. Please call 571-7700 if you need to speak to a Jason Lee teacher.

School Hours

The building opens for breakfast at 7:30 a.m. The first bell rings at 8:05 a.m. for students to go to lockers and get prepared for class. Classes start promptly at 8:10 a.m. each day. The school day ends at 2:50 p.m. Students must leave campus at this time, unless they are involved in athletics or other school sponsored and supervised activities.

Emergency School Closures

In the event of severe weather, school may be closed or school starting time may be changed. If this happens, an announcement will be made over several radio stations including:
KOMO (AM 1000)  KLAY (AM 1480)
KIRO (AM 710)  KMPS (FM 94.1)

Please listen carefully for announcements concerning “Tacoma School District #10.”

Emergency closure information is also available on our district website at:
www.tacomaschools.org
Welcome to Jason Lee Middle School!

Vision Statement
Equity and excellence for all.

Mission Statement
The mission of Jason Lee Middle School is to help students realize their potential by providing rigorous academics, equitable opportunities, and programs that allow for student creativity in a diverse community where all are accepted, valued and supported.

Beliefs
In order to achieve our mission and to become a productive middle school, members of the Jason Lee School Community believe:

• All students want to succeed and can achieve their highest educational goals.

• Barriers that limit equity and excellence will be removed and/or mitigated.

• Students and staff feel empowered to explore and grow in a safe, clean, healthy, and stimulating environment where diversity is respected and a spirit of shared ownership flourishes.

• Students and staff have numerous and varied opportunities to experience academic rigor, leadership development, success, and recognition for their efforts and accomplishments.

• Educators continuously acquire knowledge about their subject areas and the students with whom they work.

• Character development is essential and is taught and modeled by all.

• Students will be prepared to meet the challenges of a rigorous high school curriculum.
We are Bobcats.

We stand with pride.

We honor and respect ourselves and others.

We reach our goals through hard work and dedication.

We inspire, motivate and encourage each other to do and be our best.

We are powerful, yet peaceful.

We are forever Bobcats!
Tacoma Public Schools
2013-14 School Year Student Calendar
180 days

| Aug 30 | Non-School Day | Waiver Day (staff only, no students) |
| 2nd | Labor Day Holiday |
| 3rd | Non-School Day (PRS) (staff only, no students) |
| 4th | School Starts |

Aug: 1 day
Sept: 19 days

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N = Non-School Day  SS = School Starts  H = Holiday (no school)  S = Snow Make-Up Day  E = Early Release
X = Additional Snow Make-Up Days if more than the three days already scheduled (Feb 14, May 23, June 16) are needed
Aug 30 and Jan 21 are non-school days for students but are waiver days which are included in the 180 day count.
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## 2013–2014 Daily Bell Schedule

4 ALLOWED LOCKER VISITS AND 3 MINUTE PASSING TIMES

65 MINUTE INSTRUCTIONAL PERIODS

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
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<tbody>
<tr>
<td>7:30-8:05</td>
<td>Student Breakfast</td>
</tr>
<tr>
<td>8:05-8:10</td>
<td>LOCKER VISIT #1 ON WAY TO ADVISORY</td>
</tr>
<tr>
<td>8:10-8:35</td>
<td>ADVISORY (Allows for 5 minutes for Bobcat TV on Mondays and Fridays)</td>
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<td>8:38-9:43</td>
<td>2nd</td>
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<td>9:46-10:51</td>
<td>3rd</td>
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6TH GRADERS LOCKER VISIT #2 ON WAY TO LUNCH

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<tbody>
<tr>
<td>10:56-11:26</td>
<td>1st LUNCH-6th Grade</td>
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<tr>
<td>10:54-11:59</td>
<td>LOCKER VISIT #3 BELL @ 11:24</td>
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<tr>
<td>11:29-12:34</td>
<td>4th Instruction</td>
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7TH & 8TH GRADERS LOCKER VISIT #2 ON WAY TO LUNCH

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<th>Time</th>
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<tbody>
<tr>
<td>12:04-12:34</td>
<td>2nd LUNCH-7th &amp; 8th Gr</td>
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<tr>
<td>12:37-1:42</td>
<td>LOCKER VISIT #3 BELL @ 12:32</td>
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<td>1:45-2:50</td>
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6th

DISMISSAL

Extended

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<td>2:50-3:00</td>
<td>DISMISSAL</td>
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<td>3:00-4:20</td>
<td>Extended</td>
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School-Wide Expectations

Jason Lee Bobcats are expected to follow these rules at all times:

♦ Be safe. Keep “hands off” others and walk on the right side of the hallway. Running and play-fighting are not allowed.

♦ Be polite and respectful to others. Insults, threats, bad language, name-calling and put-downs are not allowed.

♦ Be “on time” to each class. Be in your assigned place before the bell.

♦ Be prepared. Bring school supplies to each class, and leave other items at home. Toys, electronics and other unnecessary items are not allowed. Keep jackets, backpacks, hats and bags in your locker.

♦ Keep our school and campus clean and in good condition. Food and drink are allowed in the cafeteria only. Gum is not allowed.

♦ Follow the directions of all teachers and all staff members the first time they are given.
2013–2014 Important Dates

September 16................................................................. Picture Day
September 19 ............................................................... Back to School Night
October 18 ................................................................. Picture Retake Day
November 11 .............................................................. Veterans Day (No School)
November 27-29 ....................................................... Thanksgiving Break
December 5 & 6 ......................................................... Student Led Conferences—All Grades
December 20-January 1 ............................................. Winter Break No School
January 2 .......................................................................... School Resumes
January 20 ............................................................... Martin Luther King Jr. Day No School
January 21 ................................................................ Waiver Day (No School)
January 27 ................................................................ Semester Break (No School)
February 14-17 ........................................................ Presidents Day Break
March 31-April 4 ........................................................ Spring Break
April 23-24 ................................................................. Student Led Conferences
May 23-26 ................................................................. Memorial Day Break
June 13 ........................................................................ Last Day of School Early Release
Uniform Policy

Students must arrive and leave each day in uniform. The articles listed below may be worn for the Jason Lee Uniform. Clothing may not be tight, oversized, or revealing. Clothing must be neat in appearance and worn appropriately. All staff members are responsible for monitoring uniform compliance.

A. TOPS: An official Jason Lee sweatshirt or t-shirt, or crew neck sweatshirt, turtleneck, sweater or polo shirt, having no more than 2-5 buttons with collars, must be worn at all times while on campus. Jason Lee clubs and organizations must order polo shirts, sweatshirts, or t-shirts in Jason Lee colors and be pre-approved by Mrs. Brandt.
   1. Jason Lee Middle School sweatshirts or t-shirts may not be altered or defaced, including adding markings, colors, or cutting/ripping the item.
   2. Crew neck sweatshirts, turtlenecks, and sweaters must be a solid color: grey, black, “true basic” red, or white.
   3. Polo’s must be a solid color: grey, black, “true basic” red, or white. Polos may not have logos or trim.
   4. If t-shirts are worn under approved shirts, they must be plain white only and undershirt sleeves may not hang out below the sleeves of the outer shirt and must be tucked in.
   5. The last Friday of every month will be College gear day. Clothing worn must have a college logo on it otherwise students are to be in uniform.
   6. On game days, sports jerseys must be worn with a polo.
B. BOTTOMS: Fabrics may be cotton, corduroy, or denim. Absolutely no fabrics containing spandex. “Skinny” pants are not acceptable at school for boys or girls.
   1. Solid grey, black, or tan (khaki) and dark blue or black denim are the only acceptable colors.
   2. Items must be plain in style with no added adornments or holes. Cargo pants are acceptable.
   3. Slacks, denim jeans and shorts must be securely worn at the waist.
      • NO SAGGING
      • A zip tie may be required if pants are not secured.
   4. Length of bottoms must be no higher than 2 inches above the knee. Cut-offs are not appropriate for school.
C. OUTERWEAR: In addition to bags, backpacks, and purses; outerwear items such as jackets, coats, fleece, non-uniform sweatshirts, vests, gloves, scarves, hats, and sunglasses must be kept in lockers during school hours.
   1. Outerwear may be worn to the cafeteria during breakfast and lunch and outside to the fields during lunch.
   2. Shoes are required to be worn at all times.
      • Slippers/slipper boots are not acceptable at any time.
      • No flip flops or slides.
      • No shoes with wheels.
D. ACCESSORIES:
   1. Hats, hoods and other head coverings are not to be worn inside the building. Religious/cultural items excluded.
   2. Sweatbands, bandanas and chains are not allowed. Lanyards may only be worn around the neck or not seen at all.
   3. No distracting hair accessories or head bands.
   4. Items that have any alcohol, drug, gang-related, sexual, or negative ethnic/racial comments or connotations are not allowed to be worn at school at any time.

Borrowed Uniform Clothing:
If students are out of uniform compliance, they may borrow uniform clothing from our clothing closet. The student’s non-uniform items will be kept in the Main Office. When the borrowed item is returned, freshly laundered, the student will receive their non-uniform item back. A weekly return reminder will be given to the student. After 30 days the non-uniform item will be donated to charity and the student will serve lunch detention.

Effective 07/01/13
Working together: Home, School, and Community

We believe that families, the community and the school working together will ensure quality experiences for our students. As part of our school improvement plan, we have a full slate of parent and community activities planned to address the needs and concerns of our biggest supporters. We encourage you to be involved with our school, please call 571-7700.

1. Jason Lee Middle School will take the following actions to involve parents in the joint development, review and improvement of its school parental involvement plan:
   a. Representation on School Improvement Team
   b. Representation on School Centered Decision Making Team
   c. Policy made available at all parents
   d. Policy made available for parents to review in main office
   e. Representation on District’s Parent Involvement Council

2. Jason Lee Middle School will take the following actions to involve parents in the process of school development, review and improvement of the school/parent compact.
   a. Representation on School Improvement Team
   b. Representation on School Centered Decision Making Team
   c. Compact made available at all parent/students events and parent conferences
   d. Compact will be posted in all classrooms and made available for parents to review in main office
   e. Compact will be printed in the Student Handbook

3. Jason Lee Middle School will at the request of parents, provide opportunities for regular meetings for parents to formulate suggestions and to participate, as appropriate, in decisions about the education of their children. The school will respond to any such suggestions as soon as practicably possible by:
   a. Individual requests through principal/counselors/teachers
   b. Open invitation for parents to attend community connections meetings
   c. Opportunity to serve on school decision-making committees
   d. Parent/Teacher Conferences

4. Jason Lee Middle School will provide each parent an individual student report about the performance of their child on State assessment in at least math, language arts and reading by:
   a. Parent/Teacher Conferences
   b. Individual requests by parents to counselors
5. Jason Lee Middle School will provide materials and training to help parents work with their children to improve their children’s academic achievement, such as literacy training and using technology, as appropriate, and ways parents may be more effectively involved, to foster parental involvement by:
   a. Math Nights
   b. Literacy Night
   c. Parent Involvement Coordinator

6. Jason Lee Middle School will, with the assistance of its parents, educate its teachers, pupil services personnel, principals and other staff in how to reach out to, communicate with, and work with parents as equal partners in the value and utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and schools, by:
   a. Partnering with the District’s School/Family/Community Partnership Program

7. Jason Lee Middle School will take the following actions to ensure that information related to the school and parent-programs, meetings and other activities is communicated to parents of participating children in an understandable and uniform format, including alternative formats upon request, and to the extent practicable, in a language parents can understand:
   a. School newsletter
   b. School calendar
   c. School Website
   d. Student Handbook
   e. Individual phone call made by staff and volunteers
**Discipline Policies**

Jason Lee's discipline philosophy is that all students practice behavior which contributes to a positive school climate and does not interfere with teaching and learning. Students are expected to take ownership of their own behavior, follow directions, treat each other with kindness and respect, and learn the value of productive work and good citizenship.

**The Discipline Referral Process**

Most discipline is handled by the classroom teacher or other staff member. If a student fails to correct his or her behavior, a student is then referred to the office. Repeated violations and exceptional misconduct are addressed by the building administrator or designee. Administrators make the final decision concerning consequences depending on the nature, severity, duration and mitigating circumstances in each situation. Repeat offenders can expect progressive consequences.

Each classroom teacher has a process for communicating and enforcing expectations. Usually, a teacher will give a warning, call the parent, or assign class detention during lunch or after school. If a teacher deems disruptive behavior to be severe enough to warrant removal from the educational environment, a referral to the assistant principal will be made. In cases in which a student's conduct substantially disrupts the classroom, a student may be sent immediately to the school office.

Substantial disruption occurs when speech, expression, or conduct results in the actual material disruption of learning activities or otherwise prevents the orderly operation of the school. School officials may also act to prevent student speech, expression, or conduct if they are aware of the facts that produce a reasonable forecast of substantial disruption.

**Progressive Discipline - Consequences for Inappropriate Behavior**

Discipline at Jason Lee Middle School is progressive, which means consequences get tougher as the offense becomes more severe or if you don't follow through with the consequences assigned for prior offenses.

- **Lunch Detention** – Student will be removed from lunch privileges
- **After School Detention** – Student will remain after school and released in time for the ASA bus.
- **In-School Suspension (ISS)** – Student will spend the day with the ISS supervisor doing class work.
- **Single-Class Suspension** – Student is removed from a particular class for the rest of the semester. This requires either late arrival or early dismissal daily.
- **Short-Term Suspension** – Student is removed from school for up to ten (10) days.
- **Long-Term Suspension** – Student is removed from school for eleven (11) or more days, or until the beginning of the next semester.
• Emergency Expulsion – Imposed when a student is considered a danger to himself/herself or others, or is considered a continuing disruption to the educational process. Student is removed from school and the principal or assistant principal will arrange a parent conference within three (3) days.
• Expulsion – Student will lose the right to attend District schools and programs, and will no longer be allowed on District property.

NOTE: Any student suspended from school is denied the right to be on any Tacoma School District property or to attend any district or school sponsored events, such as dances, athletic events, evening activities, etc.

**Discipline Transfers**
A principal may initiate an intra-district transfer when there is clear indication that corrective action alternatives have failed and a transfer to another school or program might correct a student’s behavior and establish a positive educational experience. Due process requirements related to a student’s rights are to be followed when an intra-district transfer for disciplinary reasons is proposed. (Policy 3131)

**Loitering**
A student shall leave the school campus at the official close of the school day unless permission to do otherwise has been granted. Offenders will be disciplined accordingly. Law enforcement may be notified.

**Protocols for Attending Events at Jason Lee**
After school events at Jason Lee Middle School are intended for the enjoyment of our community, students and staff. Students are expected to follow Jason Lee behavior expectations at all events. To ensure the safety and supervision of our students, the following protocols will be adhered to at events and activities that occur after the school day.

- Most events at Jason Lee will be for Jason Lee students only. Athletic events and concerts are for the public.
- Students must be in attendance during the majority of the school day to participate in school activities, including athletics, clubs, concerts, etc.
- Students must be in Jason Lee uniform for after school activities.
- For activities occurring right after school, students must arrive at the start of the event.
- Tickets for the event will not be sold at the door.
- To attend or participate in the event, tickets must be retained or bracelets worn for the duration.
- Once students leave the event, they may not return.
- Make transportation arrangements prior to the event. Pick students up promptly when the event ends.
Exclusion from School Activities
Students who demonstrate poor conduct at school may be excluded from participating in school events and activities. Students may not be able to attend field trips, assemblies, dances, athletic competitions, or special activities if they violate school rules or policies. School administration may remove or exclude a student from any activity if they believe the student’s conduct should prevent him/her from participating.

Fundraising/Selling Items
Students may only sell approved Jason Lee fundraising items on campus. The sale of any other personal or outside fundraising items is against school policy and ASB regulations. Offenders will be disciplined accordingly.

Use of Spray/Aerosol Items
For the safety of our staff and students, spraying items such as cologne, body spray, air freshener, etc. is prohibited. These items could cause an allergic or respiratory reaction and pose a health risk.

Body Markings
Marking on yourself or others is disruptive to the educational environment. Do not use pens, markers, etc. to draw on the face, hands, arms, or other exposed areas of yourself or someone else. Staff members have the authority to send students to the office when necessary to wash away body markings. Offenders will be disciplined accordingly.

Search and Investigation Policy
The principal, assistant principal, and/or an authorized representative possess the authority to investigate and correct student misconduct. To maintain order and discipline in the school and to protect the safety and welfare of students and school personnel, school authorities may search a student and his/her effects and may seize any illegal or unauthorized materials discovered in the search.

As used in this policy, the term “unauthorized” means any item dangerous to the health or safety of students or school personnel, any item considered disruptive to the functions and mission of the school, or any item described as unauthorized in the school rules cited in this handbook.

A student’s failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action.

All searches by school employees shall be reasonably related to the objectives of the search and not excessively intrusive. In other words, a student’s person and personal effects are searched only when a school official has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials.
Behavior Expectations for Students

At Jason Lee Middle School, students will:

- Follow directions.
- Be respectful at all times, using polite, appropriate language and actions.
- Wear the school uniform appropriately each day.
- Keep hands, feet, and objects to self.
- Keep the building neat, clean, and take care of school property.
- Be in the halls only during passing time or with a verified hall pass.
- Walk and talk quietly at all times.
- Behave in a courteous manner and settle conflict appropriately.
- Treat others with respect and refrain from physically harming or threatening.
- Identify themselves to any staff member who requests it.
- Report to classes, activities, and disciplinary assignments on time.
- Leave gum at home.
- Leave personal possessions at home.
- Do not possess or use alcohol, illegal drugs, or tobacco products.
- Abide by local, state, and federal laws.

In the cafeteria, students will:

- Follow the directions of the lunchroom supervisors.
- Use quiet voices and good manners.
- Keep lunch lines orderly, first come first served with no cutting.
- Show ID cards to purchase a lunch – Do not share ID number or card.
- Share responsibility for cleaning up spills or dropped food (no arguing or blaming, please).
- Not throw anything in the cafeteria at any time, including into the garbage can.
- WALK at all times, no running or horseplay at any time.
- Consume all food in the cafeteria. Food is not allowed outdoors, in hallways or classrooms.
- Be seated while eating.
- Not overcrowd a table – one person per seat.
- Deposit litter in garbage cans and always leave a clean table area.
- Remain in the cafeteria. Students may go to the library or a classroom with a pass, the office with permission, or into the courtyard with supervision.

In the cafeteria, students are to maintain polite behavior and exhibit proper table manners.
Tardies and Late Arrivals

Late arrivals interrupt everyone's learning. We expect all Jason Lee students to be on time to school and to all classes. If you are late to school, go directly to the Attendance Office. You will be given a late slip to bring to your 1st period teacher. Tardies (late arrivals) caused by illness, emergencies or medical appointments will be excused with a written note. Students must provide a written note for a tardy to be excused.

Tardies caused by oversleeping, missing a bus, babysitting, “running late” or other reasons will not be excused. Students will face disciplinary consequences for unexcused tardies. Tardies to other class periods will be handled by the teachers.

Be “on time” to each class.

Be in your assigned place before the bell rings.
School Security Officer
Jason Lee staff and students are very fortunate to have a great security officer on duty each day. Mr. Moore keeps our campus safe and orderly by supervising the hallways and school grounds. Mr. Moore also monitors the many security cameras on our campus. These cameras are used to monitor student activity, solve conflicts and keep us all safe.

Campus Safety
Be safe on campus by walking at all times in designated areas. Students are not allowed to play fight, wrestle or engage in horseplay on campus for safety reasons. Report unsafe behavior of any kind to your teacher, a staff member or to administration immediately.

Traffic Safety
Jason Lee is located on a very busy street. Please make good decisions and use common sense on your way to and from school. Always cross the street at crosswalks when the light says WALK. Do not jaywalk or run through traffic.

Weapons and “Look-a-likes”
The Tacoma School District will not tolerate the possession of weapons by students on any school district property or at any district-sponsored events.

Students who possess, carry, exhibit, display or draw any weapon or any item apparently capable of producing bodily harm to intimidate another or which causes alarm for their safety shall be subject to discipline up to and including expulsion.

Possession includes, but is not limited to, having a weapon (1) in a locker or desk; (2) on a student’s person (including on their body or in clothing, purse, backpack, gym bag or vehicle); (3) in a hidden place anywhere inside the school or on school grounds.

A weapon includes, but is not limited to:
- a firearm, airgun, or BB gun
- a sling shot or slug shot
- a sand club, chains or metal knuckles
- any knife including pocket knives
- any device commonly known as “nunchu-ka sticks”
- any look-alike (an item which looks like a weapon)

Intruder Procedures
Students and staff will be notified of an Intruder Alert if an unidentified person has been noticed on or near the Jason Lee Middle School campus. Staff members will lock all classroom doors, shut and cover windows, and remain in lock-down until notified. During a lock-down, students should follow their teacher’s directions at all times.
Emergency Procedures

Fire Procedures
1. When you hear a fire alarm, line up and follow directions given by your teacher.
2. Exit quickly and quietly according to the evacuation plan posted in your classroom.
3. Walk to your classroom’s designated area on the field and line up.
4. Your teacher or another staff member will take attendance on the field.
5. Wait for an announcement from the office stating that the emergency/drill is over before returning to the building.
6. **Follow the directions of your teachers at all times.**

If you hear a fire alarm during passing time, lunchtime or a special event listen for instructions from the adult supervisors and teachers in your area. Follow directions at all times.

Earthquake Procedures
1. At the beginning of an earthquake, students inside the building should “duck and cover,” crouching underneath desks and tables. If there are no tables or desks to crouch under, stay **away** from windows and **near** inner walls and doorways.
2. Students outside the building should immediately get as far away as possible from buildings, power poles, trees, power lines and other tall objects which might fall.
3. After an earthquake, students should stay where they are until a teacher or staff member gives them directions. Students should follow their teacher’s directions at all times.
4. Under no circumstances should any student approach or re-enter the school building until instructed to do so by a person in authority.
5. Under no circumstances should a student leave the school campus during or after an earthquake without permission from a person in authority.

Finding Your Student in an Emergency
We have special procedures in place to keep your student safe in an emergency. Please help us keep all students safe by following these procedures during emergencies.

1. Do not call your student on a cell phone during an emergency. Jason Lee staff members will provide students with directions on how to keep safe. Outside calls will be disruptive and confusing for everyone.
2. If your student calls you during an emergency, tell them to hang up the phone and listen to the directions of the Jason Lee staff member in charge.
3. If you want to pick up your student from school, come to the Attendance Office or the Student Release Center in the large parking lot on Sprague Avenue. School officials will locate your student and release him/her to you.
Health Services

Jason Lee has a nurse or a trained medical support person on campus every day. If you get hurt or feel sick, you should ask to see the nurse. If you get sick at school when a nurse is not in the building, report to the Main Office.

School Nurse
You must have a hall pass or escort to see the nurse. The nurse will only see students who:
- have a valid hall pass and escort
- need emergency medical care
- need prescribed medication

Students must report to the nurse and the attendance office before leaving school when they feel sick.

Medications
You must have a medical form completed and signed by your doctor with parent signature before bringing any medication to school. You may get these forms from the nurse or the main office. All medication, including “over the counter” medicine such as aspirin and allergy medicine, must be securely stored and administered to you by the nurse or attending designee. Never keep medicine in your locker, bookbag, or purse.

Very Important Note for Parents:
Medication bottles must match the prescription as written by the doctor on the medical form.

Accidents at School
While the Jason Lee staff works hard to prevent accidents, they occasionally happen. The school district does not have insurance to cover student injuries that occur at school. It is our suggestion that families purchase the low cost insurance program that is offered.

Also, because accidents do happen, please make sure that your parent or guardian’s home, work and emergency phone numbers are kept up to date on the school records. To add, delete, or change an address or phone number please call or drop by the counseling or attendance office. Except in life threatening situations, hospitals and physicians will not be able to treat you without parent permission.

Immunizations
State law requires that all students provide written documentation to prove that all necessary immunizations are current. Students will not be allowed to attend school if their immunizations are not current. Please call the Jason Lee Health Center at 571-7750 if you have questions about immunization requirements or where to go for free immunizations.
Bus Transportation
Students who live more than one radius mile from school are eligible for bus transportation at neighborhood bus stops. During the summer, the Tacoma School District mails each family a packet of bus information, including routes, schedules and a bus contract which must be signed and returned before a student can ride the school bus.

Students must ride their assigned bus each day, and are required to get on and off the bus at their assigned bus stops only. If you need help with Bus Information, report to the main office. Students need their school ID cards to ride the bus.

Bus route information is also available on our district website at www.tacoma.k12.wa.us. The district transportation department will send all families who are eligible for bus service a copy of the Parent Guide to School Bus Service. Please read and keep this important document.

Bus Rules:
1. While waiting for the bus, stay back from the street/curb and wait in an orderly manner.
2. Enter the bus in an orderly manner.
3. Follow the directions of the bus driver at all times.
4. Use low voices and avoid unnecessary conversation with the bus driver.
5. Be courteous and respectful to the bus driver, people in the community and other riders.
6. Food, drink and gum are not allowed on school buses.
7. Sit correctly in the bus seats. Face the front of the bus, and keep all objects and body parts inside the bus.
8. Leave the bus in an orderly manner. Follow the driver’s instructions and signals and watch for traffic.

Bobcat Reminder!!
Bus transportation is a privilege. If you fail to follow bus rules or the driver’s directions, you may be temporarily or permanently suspended from riding the school bus. If you lose your privileges you are allowed to have an appeal hearing with the District. Please contact the main office for questions about buses and transportation.
Closed Campus

Jason Lee is a “Closed Campus.” You are not to leave once you have arrived on campus. This applies before classes begin at 8:10 AM. If you arrive by bus or your parents drop you off earlier, then you are not to leave. Students leaving campus without permission may be considered truant and appropriate discipline will be applied.

Hall Passes

Hall passes are for emergencies and special situations only. Students are expected to use the bathroom and their lockers between classes. Hall passes during class time take away from everyone’s learning and are only to be used in emergencies and/or special situations.

If you need to leave the room, please remember the following rule:

The first fifteen and the last ten minutes of each period are the most important.

15/10

To maximize learning, no hall passes are allowed during the first fifteen minutes and the last ten minutes of each class period.

• In order to leave class, you must have an adult escort.

Give Me Five

1. Eyes on Speaker
2. Quiet
3. Be Still
4. Hands Free (put things down)
5. Listen
Dances
Jason Lee students look forward to school dances because they are a fun way to socialize with friends. These popular events will be scheduled throughout the year. At some dances, photographers will be there to take pictures for a small fee.

Dances are a privilege for responsible students. Therefore, only students who have demonstrated good citizenship traits and appropriate behavior can attend.

Tickets to the dance are sold during lunch time in the school store. Dances start at 2:50 pm and end at 4:00 pm. Activity buses are available for students with ID cards on these days.

Expectations for Dances
Teachers and parents supervise dances, and expect students to obey the following rules:
- Use the proper entrance and exits.
- Store your belongings in designated areas.
- Dance appropriately.
- Once the student enters the dance he or she may not leave until the end. (An exception will be made when the parent or guardian comes into the building to get the student.)
- Students are required to follow the supervisors’ directions at all times.
- Students are not allowed to bring guests to dances.

NOTE: Purchase an ASB card ($15.00) and it will reduce the fee for all dances.

Assemblies
Assemblies are an important part of your education at Jason Lee Middle School. Each year, we will have school assemblies to celebrate important people, to remember others, to show our school pride and to learn. These assemblies are a privilege, and only students who act respectfully and responsibly will be allowed to attend.

Assembly Expectations
- Enter and leave the assembly through designated doors and in an orderly manner.
- Sit in your assigned seat or assigned seating area.
- Watch for the “Give Me Five” signal from the stage to start each assembly.
- Stay in your assigned seat until you are dismissed by an adult in charge.
- Be respectful to performers and speakers during the assembly.
Absences
If you are absent for more than one day, remind your parent or guardian to call and notify the school. When you return, you must bring a note stating the reason for your absence. If you do not bring a written excuse within three (3) days of your return, it will count as an unexcused absence.

When you return to school after any absence, you must report to the attendance office to get a re-entry slip. Bring your re-entry slip to each of your teachers for their signature.

Remember!!! If you miss school, it is your responsibility to speak with your teachers and get make-up work for the time you missed. Don't let absences affect your grades!!!

Unexcused Absences
If students miss school for reasons other than those listed as excused, the absence will be considered unexcused. The following reasons for absences will be counted as unexcused even when students bring a note from their parent or guardian: overslept, missed the bus, needed at home, babysitting and job interviews. Teachers may or may not allow students to make-up work missed during unexcused absences.

Excused Absences
Students must bring a note signed by a parent or guardian that explains the reason for their absence from school and states the exact dates the student was absent.

According to Tacoma School District Policy 3122, absences for the following reasons may be excused:
- personal illness or health condition
- medical or dental appointment
- approved family emergencies*
- appearances in court required by law
- suspensions or expulsions
- religious observances
- approved family activities*
- approved school activities*

All other reasons for absence are considered unexcused.

*These reasons for being absent must be approved by a school administrator before they will be excused. Approved family emergencies include significant family illness, death or funeral within the family and fire.

Attend School, Its the Law!!

Students are required to go to school in our state. Washington State Law allows schools to file a juvenile court petition if a student is absent without an excuse five times within one month. Washington State law requires schools to file a juvenile court petition if a student is absent without an excuse for more than seven times in one month or ten times in one school year. Juvenile court petitions ask the courts to enforce the mandatory attendance laws. Parents may be fined $25 per day if their students do not attend school.
Early Dismissals
Please follow these procedures when your student needs an early dismissal from school.

1. Send a note to school with your student, stating the time you will be picking him or her up for the early dismissal.
   • Please indicate if someone who is not on the student's contact list is picking up the student
   • Please indicate if the student is to walk home or ride the bus.
2. Have the student bring the note to the Attendance office in the morning before school.

Attendance prepares the paperwork and notifies the teacher to release the student at the designated time. The student comes to the Attendance Office to be signed out for the early dismissal.

NOTE: The Attendance Office does not release students to walk or ride the bus home when someone requests this with a phone call. The school requires written permission.

Truancies
A student is truant when he or she skips one or more classes during a school day. A truancy is an absence from school or class without the knowledge and/or consent of your parent or guardian and/or school officials. Truancy will result in disciplinary action. The following disciplinary actions will occur for truancy:

1. The first truancy of one to three periods will result in a conference with the student and a parent contact. The student will receive appropriate time in ISTP, after-school service or extended detention. (see Discipline section)
2. The second truancy will result in a parent contact and additional time in extended detention, after-school service or ISTP
3. The third truancy will result in parent contact and up to three (3) days of in-school suspension.
4. Additional truancies will be treated according to Tacoma School District Policy manual.
5. Teachers are not required to provide make-up work for students who are truant.
6. Teachers are not required to accept late work caused by truancy.
Breakfast and Lunch

Breakfast
Breakfast is served daily from 7:30 – 8:05 AM. Students arriving for breakfast should eat before the first bell at 8:05 AM.

Lunch
Jason Lee has two lunch periods. Students will be assigned lunch based on their 4th period class. Prices are as follows:

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<th></th>
<th>Regular</th>
<th>Reduced</th>
<th>Milk</th>
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<tbody>
<tr>
<td>Breakfast –</td>
<td>$1.75</td>
<td>free</td>
<td>55¢</td>
</tr>
<tr>
<td>Lunch –</td>
<td>$3.00</td>
<td>40¢</td>
<td>55¢</td>
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</tbody>
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20-Day Meal Tickets are available. Purchasing these tickets is easier than carrying cash everyday. The best time to purchase meal tickets is in the morning before 1st period. Students need their I.D. card (or number) to get lunch. Parents may pay for school lunches on-line (www.tacomaschools.org) by following the link to “Lunch Money Now”.

Expected Cafeteria Behavior
Students are expected to act safely, use good judgment and respect everyone in the cafeteria at all times. The cafeteria will be a great place for everyone if we work together and follow these procedures:

- Enter and leave through designated doors
- Find a seat and remain in the seat you choose until your table is released to the food lines
- Go to the end of the food line and wait with “hands off” others.
- Remain seated during the entire lunch time
- Be polite and respectful to all staff and students in the cafeteria
- Leave your eating area clean. Put all trash in trash cans.
- Keep all food and drink inside the cafeteria
- Talk, laugh and have fun, but use indoor voices
- Stay in designated areas (cafeteria, courtyard, basketball courts) during lunch
- Walk to and from the gymnasium on rainy days with inside activity time

APPLICATIONS FOR FREE OR REDUCED BREAKFAST AND LUNCH ARE AVAILABLE IN THE MAIN OFFICE AND GUIDANCE OFFICE.
Locks and Lockers

Regular School Lockers
You will be assigned a locker by your advisory teacher. If you have a problem with your locker, please report it to the counseling office.

- The lockers are school property and may be opened by school authorities at any time.
- You may not change lockers without permission from the office.
- **Keep your combination a secret!** Students will not be assigned a new locker because someone else knows the combination.
- The lockers should not be marked on or decorated inside with anything that cannot be easily removed. Lockers are not to be decorated on the outside.
- You should not keep money or other valuable items in your locker.
- Do not keep valuables in your locker! The school **is not responsible for your lost or stolen items**.
- Lockers must be closed and locked at all times.
- Sharing of lockers is not permitted at any time.

How to Open Your Locker

1. Begin at 0, TURN RIGHT three times past 0, stopping at the first number.
2. Then TURN LEFT, two times past first number, stopping at second number.
3. TURN RIGHT to last number.

P.E. Lockers
Your P.E. teacher will issue a P.E. lock to you at the beginning of the semester if you ask for one. The lock is your responsibility and you will be charged a fine if it is not returned. Do not tell your combination to other students. The school **is not responsible for your lost or stolen items**.

**Bobcat Reminder !!**

Lockers, desks and storage areas are the property of the school district. Lockers, desks and storage areas may be searched and/or inspected by district staff. School officials may also search any containers inside lockers if they have reason to believe that the containers may be hiding prohibited, illegal, dangerous or stolen property. “Containers” include clothing items, backpacks, bags, purses, gym bags, handbags or other items. (District Policy 3230)
General Information

Address or Telephone Change
If, for any reason, a student's telephone number or address changes, even temporarily, please notify the guidance secretary immediately. The office must have current information for emergency purposes.

Use of School Telephones
The office phones are for school business only. If you are sick, you can use the phone in the nurse's office to call home with the nurse's permission. The phones are available after school for emergencies only!!! Make your after school plans before coming to school in the morning. Students need permission from the principal or assistant principal to use office telephones.

Bicycles at School
Students who ride their bicycles to school are responsible to keep their bike safe. Students must bring a lock and lock their bike in the designated bike storage area. Students are to walk on the side of their bicycle once they reach campus. Bicycles will not be held in classrooms for students. Jason Lee Middle School is not responsible for lost, damaged or stolen bicycles.

ID Cards
We furnish an initial Jason Lee Identification (ID) card to each student at no cost. It is the responsibility of the student to keep this ID card with him/her at all times during school. ID cards are required to purchase meals and ride the bus. Although the first ID card is provided at no cost, there will be a $5.00 charge for each replacement card.

Flag Salute
Jason Lee Middle School adheres to the Washington State Law regarding the United States flag procurement, display and exercises. RCW 28A.230.140 states, in part, “They (School Board) shall cause appropriate flag exercise to be held in each classroom at the beginning of the school day, and in every school at the opening of all school assemblies, at which exercises those pupils so desiring shall recite the following salute to the flag: “I pledge allegiance to the flag of the United States of America and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all.” Students not reciting the pledge shall maintain a respectful silence. The salute to the flag or the national anthem shall be rendered immediately preceding interschool events when feasible.”
Before and After School
Jason Lee Middle School opens for breakfast at 7:30 AM. Students should enter the building through the doors in the cafeteria. In the morning, students may wait in the cafeteria, the courtyard or out on the basketball courts. Students will not be allowed into the main building until the 8:05 AM bell.

After school, students are required to leave campus or report to a supervised activity by 2:50 PM. Students are not allowed on campus after 3:05 unless they are part of a supervised activity.

The Main Office
Students who need to see the Nurse, the Assistant Principal or the Principal should report to the main office. Students must have a hall pass and escort to see the Assistant Principal, Principal or Nurse, and are required to sign in when they arrive at the Main Office. When a student arrives in the main office, they must first check in with one of the office staff.

Students should also report to the Main Office if they need help with ASB stickers, book fines, fines for sports equipment, bus assignments, lunch forms or questions, general questions or to purchase yearbooks.

The Guidance Office
Students who need to see their Counselor should report to the Guidance Office. Students must have a valid hall pass and escort to speak with their counselor. Students are required to sign in with Ms. Lowenstein in the Guidance Office when they arrive.

Yearbooks
Yearbooks may be purchased online directly from the publisher. Ordering information and prices will be available later in the school year. Yearbooks are distributed during the last week of school.

Lost and Found
Students are responsible for their own belongings at school. Each student has a locker, and personal items should be kept in lockers or left at home. The best time to ask is during lunch, before school, during passing time or after school. **The school is not responsible for your lost or stolen items, nor will we spend time searching for them. Small items will be sent to the office along with books and binders. Clothing will be sent to the Security office.**

Backpacks and Bookbags
Backpacks, bookbags, duffle bags, small backpacks, purses and other bags of any size must be kept in lockers during the school day. Bags will not be allowed in classrooms.
Personal Celebrations, i.e. Birthdays
In order to ensure the orderly operation of Jason Lee Middle School, we must take steps to eliminate personal celebration items that cause a significant disruption to the learning environment. Items such as, but not limited to: flowers, balloons, tiaras, cakes, cupcakes, cookies, etc. will no longer be acceptable in the building during the school day. Our office is not equipped to store such items and lockers have very limited space, so please do not have celebration items delivered to school. Please celebrate birthdays and other congratulatory occasions with your family outside of the school day.

PE Clothing and Lockers
Students are required to dress for Physical Education (PE) every day, unless excused by a doctor. Students are required to provide their own physical education clothes. You may provide your own gray t-shirt and black shorts or purchase PE suits or sweats from Jason Lee. Clothes should be non-confining and allow for freedom of movement. Hooded sweatshirts are not allowed to be worn in PE for safety reasons. Names should be written on the front of the shirt and inside the shorts. Tennis shoes should be marked with the student's last name. PE clothes should remain in assigned PE lockers until Fridays, at which time they should be taken home and laundered for the following week.

Make sure your locker is always locked when you are not present. If you love it, lock it!!
Jason Lee Middle School and Tacoma Public Schools are not responsible for lost or stolen items.

Electronic Devices
Students are advised to NOT bring electronic devices to school. Electronic devices include, but are not limited to, cell phones and personal listening devices such as portable CD/tape/radio players, MP3 players, “Walkmans,” electronic games, etc. Jason Lee Middle School is not responsible for any loss of electronic devices. Staff will confiscate and transmit to administration any electronic devices brought to school if they are seen, heard, or otherwise used, from the time you arrive on campus until the end of the school day at 2:50 p.m. The consequences for a violation will be progressive discipline, which may lead to suspension from school. Students can expect, at the minimum, the following consequences for violating this rule:

1st Violation  
Device will be confiscated and kept for the remainder of the day.

2nd Violation  
Device will be kept until a parent comes into school to pick it up from an administrator.

*Subsequent violations may result in progressive discipline which may include suspension from school
Disrespectful behavior/attitude demonstrated by the violating student may result in alternate/additional consequences. Administration may immediately impose more serious consequences on the first offense, including suspension, if they deem it necessary.

Visitors and Volunteers
Parents are welcome at Jason Lee Middle School during the day and in the evening for student events. Classroom visitations must be pre-arranged through the principal's office. Upon entering the building, visitors must sign in at the main office. Students attending other schools from within or outside the district will not be allowed to visit the building during school.

The Tacoma Public School's volunteer registration process requires all parents and community volunteers to complete a Volunteer Form and a Washington State Patrol Criminal History background check before being able to volunteer. Forms are available at Jason Lee in the Main Office. Volunteers must supply Jason Lee with a copy of their current driver's license. Forms should be completed a minimum of two (2) weeks prior to volunteering. Registration forms must be completed and approved if participating in any of the following ways at any time during the school year:

- observing in your student’s classrooms
- chaperoning on field trips
- chaperoning at dances
- coaching or assistant coaching a sport
- working in the building or classroom
- any other activity where students are present
Jason Lee Bobcats are intelligent, respectful and responsible young people. The Jason Lee staff acknowledges and honors their ongoing achievement and good citizenship. As a responsible Jason Lee student, you can look forward to being honored by:

- Awards and certificates
- Positive phone calls home
- Participation in field trips and school dances
- Participation in athletics and other extracurricular activities
- Notes and letters of recognition
- Public recognition at the Celebration of Learning Ceremony

Celebration of Learning
The Celebration of Learning Ceremony is for 8th grade students only and is an opportunity for Jason Lee staff, parents, and community members to honor students who have demonstrated a commitment to academic excellence. At this ceremony, Jason Lee students receive academic achievement medals, certificates and other awards.

Bobcat students receive awards for the following accomplishments and achievements:

- High grade point averages
- Success in individual classes and subject areas
- Special Accomplishments
- Outstanding Effort and Dedication
- Achieving high scores on reading and math tests
Textbooks
Textbooks are on loan to you for use during the year. You are responsible for keeping these books in good condition for next year’s students. If you lose or damage a textbook, you or your parent must pay a fine to replace the book. To avoid fines, please do the following:

1. **Keep your books in good condition.**
   - Do not write or mark in textbooks.
   - Keep all textbooks covered all the time.
2. Write your name and your teacher’s name on the inside cover IN INK.
3. Keep your books locked in your locker when they are not in use.

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<th>Fine Policy</th>
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<tr>
<td>1. Students must pay fines for books that are lost or damaged.</td>
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<tr>
<td>- Pay full replacement cost for lost books or books that can not be reused.</td>
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<tr>
<td>- Pay half replacement cost on textbooks over five years old.</td>
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<tr>
<td>- Pay costs to repair damaged books if possible.</td>
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<tr>
<td>- Pay full replacement cost on any book with a missing or damaged bar code.</td>
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<td>2. Students owing fines at the end of each grading period will not recieve their report cards until the fines have been cleared.</td>
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<tr>
<td>3. Students who lose a textbook during the year will not be issued a new one until they have paid or made arrangements to pay for the lost book. If the lost book is returned, the student will be reimbursed.</td>
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Library
The Jason Lee library is a quiet place where students can use books, newspapers and magazines for school work and personal interest. The non-fiction and fiction sections of the library support our curriculum and the interests of middle school readers. Computers are also available for research and word processing. Internet access is available for school-related searches.

Our school librarian, Ms. Baughman, is available to help you with your learning needs.
Grades and Report Cards
The Jason Lee staff makes every effort to keep students and parents informed about student progress. Grades are reported throughout the year in a variety of ways:

Student Progress
REPORT CARDS are mailed home four times each year. Teachers calculate grades at the middle and end of each semester. Only semester grades stay in the permanent school records. Grades are mailed home about ten days after the end of each grading period.

Grading periods are:
- 1st Quarter Mid-Term
- 2nd Quarter (End of 1st semester)
- 3rd Quarter Mid-Term
- 4th Quarter (End of 2nd Semester)

MID-QUARTER PROGRESS REPORTS are estimates of student grades at the middle of each quarter. On progress report days, teachers will fill out progress reports and return them to each student to take home for parents. Parents should sign the progress report and send it back to school. The school keeps a copy of each report in student records.

STUDENT LED CONFERENCES:
During Fall and Spring conferences, students will be required to facilitate a conference to share their classwork with their parent/guardian.

Be Prepared! Bring School Supplies and Equipment
Jason Lee Bobcats come to school ready to learn with these school supplies:

- Pens and Pencils
- Notebook and Paper
- Textbooks and Reading Books
- Calculators, Rulers or other school items
- Backpacks or Bookbags
- Athletic Uniforms and Equipment for Team Sports

Students should also report to the Guidance Office to get progress reports, give the school their new phone number or address, or to ask questions about grades or report cards.
Homework
Homework is defined as school work that is done on your own time, after school hours. Homework can be done in the evening or on weekends. Homework is an important part of your learning. Students who complete their homework learn more, get better grades and are better prepared for high school.

To be successful at homework:
- Take home your AVID notebooks with all the material you need to complete the work.
- Set aside a time and a place to get the homework done.
- Complete and return the homework to your teacher on time.

Student Assistants
Students with good attendance, grades and behavior may be selected as student assistants.

After-School Tutoring
Students who need extra help on their school work have many opportunities to get special help after school. Jason Lee Middle School teachers and many community organizations offer tutoring and special help for students. Talk to your counselor for more information on how to get extra help.

Extended Learning
Other learning opportunities are available for some students after school hours. Students may be assigned Extended Learning by a teacher, counselor, or administrator if they are identified as needing support. Speak to your counselor for more information.

Guest Teachers
When Jason Lee staff members and teachers are not able to come to school, the Tacoma School District sends a qualified Guest Teacher to take their place. Guest teachers are valuable members of our learning community, and students are expected to treat them with respect, to follow their directions at all times and to learn with them.

Students who violate school and classroom rules will face disciplinary action. Show our guest teachers how wonderful our school is by demonstrating good conduct and effort.
Field Trips

Field trips are an important part of the educational program. Students are expected to follow all school rules on field trips. Failure to comply with field trip behavior expectations will result in, but not be limited to the following:

- returned to school
- detention
- suspension
- loss of future field trip privileges
- loss of end-of-the year activity privileges

Participation on certain field trips may be prohibited if one or more of the following apply:

1. The student does not have an ASB card.
2. The student owes a fine/obligation.
3. The student has been suspended.
4. The student has not had behavior acceptable to the classroom teacher or administration.

Students are expected to follow the instructions of the adults supervising the field trip. Students are to ride to and from field trips on District approved transportation.
Guidelines for
Student Use of Technology

Computers, Internet, and Network Use
- Students may not enter the system folder or change any part of the desktop on any computer without teacher permission.
- Students may not enter another student's folder or change any part of another student's document.
- Food, drink and gum are not allowed near any computers.
- Do not share your “password” with any other student.
- Ask your teacher for permission BEFORE printing documents.
- If you accidentally go to an inappropriate site on the Internet, leave the site and notify the teacher regarding the circumstances.
- Internet use during class must be limited to academic study.
- Using school computers is a privilege. All school rules apply to the computers and when using the Internet and Network.

Infractions and Consequences
Students who misuse computers, our network, or the Internet will lose all computer privileges. Students may be suspended from using all computers at school for up to one school year. Students may also face additional disciplinary consequences for using school technology improperly.

STUDENT ACCESS TO DIGITAL RESOURCES
Tacoma School District Regulation 6973R

“All students shall have the ability to access the Internet and other digital resources via district computers and/or other district equipment. . . . If a parent/guardian does not wish their student to participate in the use of Internet access, the parent must sign a “Student Internet Restriction” form. . . . This form is only valid for the student's stay at a particular school. A new “Student Internet Restriction” form must be signed when moving from one school to another or upon reentry to a school previously attended.”

See the “Parent Release to Restrict Release of Information and/or Access to Internet” form found on page 67 of this handbook. Please read, complete and return it to school.
Communication

It is extremely important for us to make certain that we communicate with our students’ parents and guardians. At Jason Lee Middle School, we use a variety of methods to accomplish this.

Tacoma Public Schools (TPS) has an extensive website at www.tacoma.k12.wa.us. Additional information specifically for Jason Lee is on the TPS website at www.tacoma.k12.wa.us/schools/ms/Jason Lee/ or at www.Jason Leewolverines.com.

- Planners – are located in the student’s AVID notebook and are a daily means of communication between school and home. Please check the planner daily to be aware of student activities and homework.
- Report Cards – will be mailed home at the end of each semester. Grades are computed at the end of each semester and mailed home about ten days later. Semester grades stay in your permanent school records.
- Progress Reports – will be mailed home at mid-semester.
- Online Grades – are available for students or parents to regularly view and continuously monitor academic process.
- Student Led Conferences – for students with their parents/guardians will be held in the fall and spring. Specific conference dates and times will be posted on our website.
- Classroom Websites – are available for viewing classroom information, obtaining homework items, and reading information posted by the teacher. Individual SWIFT sites can be accessed by clicking on Classroom Websites through Jason Lee’s website.
- Email – is an effective way to reach our teachers.
- Telephone Calls – may be made directly to the classrooms, where each teacher has voice messaging. Teachers will make every attempt to contact parents/guardians to inform them of any concerns they may have regarding their student.
- Special Progress Reports and Conferences – may be scheduled when a student is not progressing well in class. Counselors can assist in arranging conferences with teachers. Teachers may be contacted before or after school, or during their planning period.
- PTA – is a vital part of Jason Lee’s community. Important school events and issues are discussed at monthly meetings with the principal. There is a PTA box in the office to communicate with the PTA board members. Get involved!
Athletic Program

Philosophy and Guidelines
Tacoma Public School's philosophy on middle school activities is that “athletics is a vital part of the total school program.” Specific program guidelines are as follows:
1. The program should be challenging and stimulating for those students who are participating.
2. The program should offer as much participation as is feasible within available resources.
3. Coaches will attempt to develop among their players a sense of the value of clean, hard, yet friendly, competition.
4. The coach must teach the proper reactions toward winning and losing and, most importantly, to assist the athlete in developing a positive self-image.
5. Situations requiring additional coaches, teams, or quarters and/or games will be treated on a case-by-case basis and final approval granted by the Tacoma Public Schools Athletic Office.
6. Coaches work to ensure that all eligible athletes participate in contests. Individual sport guidelines will regulate playing time.
7. Student will ride home on the bus when transportation has been provided by the district to the contest or practice. Athletes will be released only to a parent or legal guardian provided prior written arrangements have been made with the coach. Each situation will be reviewed on a case-by-case basis.

Practice/Turnouts
1. Practice sessions are Monday - Friday, 3:05-5:00 PM. A 5:00 PM after school activity bus is provided for transportation after practice.
2. Turnouts shall be limited to school days after school.
3. Coaches may have additional requirements which must be approved by the building administration.
4. Attendance will be recorded on a roster sheet.

Equipment
1. Issued equipment belongs to the school’s ASB and must be returned at the completion of each season.
2. Loss of issued equipment is the student’s financial responsibility. Until the financial obligation is fulfilled, the student will not be allowed to participate in further competition.
3. Equipment issued to coaches is their responsibility.

Supervision
1. The building principal and the building Athletic Director are responsible for coordinating supervision of contests on their campus.
2. A school representative other than the coach will be in attendance at the Jamboree.
3. Visiting schools will not encourage their students to attend away contests.
4. No transportation will be provided for non-participants.
5. Athletes will be under direct supervision of their coach at all times before, during, and after a
contest, both at home and away.

**Transportation**
1. The Athletic Director will notify coaches and players of dismissal and departure schedules as
well as game locations. Teachers will be provided with this schedule prior to each athletic season.
2. The coach is responsible for players during bus loading.
3. Building level Athletic Directors coordinate the supervision of students waiting to ride the
ASA buses.

**Requirements for Participating in Sports**
The following must be complete BEFORE students participate in their first practice.
- Middle School Activities Contract & Eligibility Form
- Current for the entire season (within the last 13 months)
- Signed by parent and student
- Completed and signed by physician
- Wrestlers must have minimum weight circled
- Proof of Medical Insurance
- Included on the above form
- Must be personally insured or purchased through the school
- Emergency Medical Information card
- Concussion Information Form
The above forms are available online and in the main office at Jason Lee.

The following must be complete BEFORE students participate in their first competition.
- Purchase an ASB Membership
- View a mandatory video
- Have all fees and fines paid in full
- Complete 10 practices

In addition to the above, all student athletes must:
- Be drug, alcohol, and tobacco free
- Adhere to the district's grade/academic policy
- Students must attend a full day in order to participate in a competition
- Follow team rules
- Use positive sportsmanship
- Stay with the team at all times
- Ride the team bus to and from all games, unless parents have previously arranged in writing to
pick up their student
- Be responsible for the equipment and uniform issued, and return at the season's end
- Receive no out of school suspensions during the athletic season, as a minimal behavior standard
Extracurricular Activities

All students are encouraged to get involved in one or more activities at Jason Lee. We offer athletics for boys and girls throughout the year, afterschool clubs and programs, leadership opportunities and special events.

Student Fees
Student’s participating in after-school sports must purchase an ASB sticker for their identification card. An ASB sticker costs $15.00. The money we collect from selling these stickers supports our student body programs and helps us to purchase equipment for extracurricular activities. ASB stickers can be purchased in the main office from Ms. Reitner before or after school or at lunchtime.

Clubs and Special Activities
Jason Lee students have the opportunity to get involved in a variety of after school clubs and programs. Students should listen to school announcements and talk with their counselor about these special programs.

Associated Student Body (ASB)
ASB is a school group of elected student leaders. The purpose of ASB is to provide campus leadership, promote better student relations, raise funds for student activities and plan student events. ASB officers are leaders who represent their classmates and make important decisions about our school and about how to spend ASB money. Student Council is made up of a president, vice president, secretary, treasurer and grade level representatives. ASB is responsible for annual fundraisers, planning dances, organizing community service projects, and helping with school improvement projects.

To be an ASB leader, students must have a 3.0 GPA or higher, an ASB sticker, two teacher recommendations, and a signed parent release form. All students are encouraged to get involved. ASB elections are held after student candidates campaign and give speeches.

Bobcat Reminders
1. Students who are suspended from school may not attend any activities at any venue during the time of suspension.

2. Students may be excluded from school activities for poor behavior.
Basic Requirements

Students must be passing all classes with a “C” grade or higher (C or C+) throughout the season to be eligible to participate in games. This eligibility will be determined by progress reports. Progress reports will be completed throughout the season. If a student is ineligible to play they will be placed on academic probation. During this time, the student will be allowed to practice but will not be allowed to play in a game until all grades have improved to a “C” grade or higher.

Students must have good behavior and attendance to participate in athletics. Students who do not follow school rules will not be allowed to play on our teams. Students who are suspended or absent on game days will not be allowed to participate on the day they are absent. If a student has an excused absence for three periods or less on the day of the game they will be allowed to play.

Students must provide our athletic director with a current physical form, parent permission form, emergency medical information form and an ASB sticker to play on a team. Students need a new physical exam each year. If you are unable to purchase an ASB sticker, contact the athletic director at 571-7700.

Athletic Programs

SESSION ONE
Girls Varsity Soccer
Girls JV Soccer
Boys Varsity/JV Basketball
Boys C-Team Basketball
Girls Cross Country

SESSION TWO
Boys Varsity Soccer
JV Boys Soccer
Girls Varsity/JV Volleyball
Girls C-Team Volleyball

SESSION THREE
Girls Varsity/JV Basketball
Girls C-Team Basketball
Boys/Girls Wrestling

SESSION FOUR
Football 7/8 grade

SESSION FIVE
Boys Varsity Baseball
Girls Varsity Fastpitch
Boys/Girls Track & Field
Jason Lee After-School Expectations

Jason Lee students work hard during the school day and after school. Some Bobcats get their homework done in one of several tutoring programs offered at school or in the neighborhood. Other students belong to clubs or play sports.

All students who stay after school are required to follow some basic guidelines.

- Students must either leave the building or report to their assigned activity by 3:05 p.m..
- Students must follow all school rules after school.
- Students must follow their supervisor’s directions after school.
- Food, drinks and gum are not allowed at school events in any classroom, the library, auditorium or gymnasium without special permission of the supervisor.
- Students and participants must remain in designated areas for after school activities.
- Students who leave after school activities will not be allowed to return.

Fans and spectators are welcome to attend official events and competitions. Practices and meetings are for participants only. Students are not allowed to stay after school to watch practices or meetings, or to wait on campus for friends who are involved in after school activities.

Activity Bus
An Activity Bus will be available for students participating in after school activities each day. This bus will leave at 4:20 p.m. and will drop off students at nearby elementary schools. Students must show Bobcat ID to ride! Athletic buses will leave at 5:00 PM.

Bobcat Reminder!!
The activity bus is only for students who are in athletics, clubs, or tutoring after school.

Special Rules for Jason Lee Scholar-Athletes
Jason Lee athletes represent our school all over the city of Tacoma. Bobcat athletes must show good sportsmanship and have a positive attitude at all times.

Athletes are expected to follow these special rules:

- Athletes must be passing all of their classes with a “C” grade or higher to participate and compete.
- Athletes must complete and turn in all required paperwork.
- Athletes must follow all team rules.
- Athletes must ride the team bus to and from away games.
- Students leaving a game with a parent or guardian must have written permission.
- Athletes are responsible for returning all uniforms and equipment in good condition. Fines will be charged for lost or damaged uniforms and/or equipment.
- Athletes must follow all regular classroom and school rules.

Violations of these rules are cause for discipline including suspension, temporary or permanent removal from a team or activity, or consequences assigned by a coach or supervisor.
CODE OF PROHIBITED CONDUCT

NOTICE TO STUDENTS AND PARENTS REQUIRED
BY FEDERAL DRUG-FREE SCHOOLS AND
COMMUNITIES ACT OF 1989

Tacoma Public Schools prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by students on school premises or as part of school activities. Compliance with this rule is mandatory; students who disregard the prohibition will be long-term suspended or expelled. The possession and use of illegal drugs and the unlawful possession and use of alcohol are wrong and harmful to health and education. Tacoma Public Schools can assist in arranging access to, drug and alcohol counseling, rehabilitation, and re-entry programs; for further information contact your school's principal or counselor.

EXCEPTIONAL MISCONDUCT

Standard discipline for a first violation of any Exceptional Misconduct offense is suspension. The Safety and Security Department may be notified for violations of offenses in this section. If appropriate, Tacoma Police will be notified. Special education student discipline will conform to all IDEA laws and regulations and may differ in degree, type, or severity if the behavior in question is determined in a Manifestation Determination Review to be a function of the student’s disabilities.

Please note the following procedures are used in this document. The title of the offense is in bold face type. The definition of the offense immediately follows. If additional paragraphs are present they will provide an explanation about the corrective action expected, or circumstances when progressive discipline may not be appropriate and the administrator may reasonably start with a more severe corrective action than District standards normally allow.

CONTROLLED SUBSTANCES

Selling or Distribution of Alcohol, Illegal Drugs, and Controlled Substances

Selling, or intending to sell, drugs or controlled substances (or look-a-likes) including prescription or over-the-counter drugs and any food item with illegal drugs in it.

High school and middle school violators will be Emergency Expelled and long-term suspended up to the length of one semester. Student(s) will be required to obtain an assessment by a certified drug and alcohol counselor drug/substance abuse program and attend all required meetings and directives of the evaluator at the parent’s expense before returning to any regular school. The student and parents/guardians must agree to fulfill the recommendation of the evaluator as soon as possible and submit verification to the principal. The principal may consider shortening or holding the student’s suspension in full or partial abeyance if the student complies with evaluation/treatment recommendation. If recommended by the pre-assessment or evaluation, the student, upon re-admittance into school, may be required to become involved with the Student Assistance Program.

Possessing a substantial amount (more than an amount considered to be only for personal use) of a prohibited/controlled substance or possessing multiple individual packages of a prohibited or controlled substance may be considered evidence of intent to sell.

The school may be able to provide information about low or no-cost options for appropriate services available in the community.

A student may be expelled for the first offense without regard to progressive discipline when there is good reason to believe that other forms of corrective action would fail if employed.

Good reasons to believe that other forms of corrective action would fail if employed include:

- Causing a student to be seriously injured or psychologically or emotionally harmed, even unintentionally.
- Selling to younger students
- Selling drugs in a manner that creates a material and substantial disruption to the school or educational environment.

Students who are expelled will also be required to obtain an evaluation by an approved drug/substance abuse professional and participate in and satisfactorily complete any recommended drug/substance abuse program at parent expense before returning to any school the following school year.
Possessing or Using Alcohol, Illegal Drugs and Controlled Substances
Possessing, using, or being under the influence of illegal drugs or controlled substances, or any food item with illegal drugs in it, and/or possessing drug paraphernalia.

Students may be disciplined for being under the influence of a controlled substance based on their behavior or appearance as determined by an administrator, school nurse, or other properly trained official regardless of whether they have a controlled substance or drug paraphernalia in their possession. Coming to school or a school event while under the influence is not allowed.

High school and middle school violators may be Emergency Expelled and short or long-term suspended. Student(s) will be required to obtain an assessment by a certified drug and alcohol counselor drug/substance abuse program and attend all required meetings and directives of the evaluator at the parent’s expense before returning to any regular school. The students and parents/guardians must agree to fulfill the recommendations of the evaluator as soon as possible and submit verification to the principal. The principal may consider shortening or holding the student’s suspension in full or partial abeyance if the student complies with evaluation/treatment recommendation. If recommended by the pre-assessment or evaluation, the student, upon re-admittance into school, may be required to become involved with the Student Assistance Program.

A second violation will result in a long-term suspension until the end of the semester. Subsequent violations may result in expulsion. The school may be able to provide information about low or no-cost options for appropriate services available in the community.

FIRE AND FALSE ALARMS

Arson
Arson is intentionally setting a fire or causing an explosion.

False Alarm
A False Alarm is activating a fire alarm or calling 911 for other than the intended purpose of the alarm.

Careless Burning
Setting a fire, using matches, lighters, or other materials, whether in play or through carelessness, is against Tacoma School District policy. This includes lighting matches or flicking a lighter in play even if nothing else is set afire. Setting anything else afire is considered to be arson and must be immediately reported to the Fire Department.

ASSAULT
Being physically violent, using unwarranted force, and demonstrating the deliberate and immediate intent to be physically violent, toward another person, including domestic violence.

Intent is defined as taking deliberate actions toward physically harming another person such that the person has an immediate expectation that his/her personal safety is in jeopardy.

Assault does not include incidental contact unless it is flagrant, purposeful, repeated, and/or results in serious injury.

Domestic violence as Assault includes physically harming, threatening, physically restraining, or stalking a romantic or dating partner.

A student may be expelled for the first offense without regard to progressive discipline when there is good reason to believe that other forms of corrective action would fail if employed.

Good reasons to believe that other forms of corrective action would fail if employed include:
- Prolonged attack on a student such that the student suffers injury.
- Causing life-threatening injury to another person by any means of physical violence.
- Multiple assaulters physically harming a single student.
- Assaulting a school staff person by hitting, roughly touching, pushing shoving, restraining, kicking, or poking the staff person such that the staff person is afraid for his/her personal safety. The size and weight of the staff person and the student will be a contributing factor. No serious injury need have occurred.
FIGHTS, THREATS, HAZING

Fights
Deliberately arranging a fight or willingly participating in such an arranged fight that creates a substantial risk of serious physical injury to the participants. If the fight or any prefight activity occurs on school grounds the school will have the right to respond. Fighting includes the following:
- Engaging in mutual physical contact involving anger or hostility or premeditation.
- Teasing, harassing, threatening or intimidating others resulting in physical contact involving anger or hostility.
- Retaliating physically for teasing, harassing, threatening, or intimidating behavior.
- Verbally inciting or physically supporting a fight by one’s encouragement or presence.

Threats of Violence
Communicating threats of violence or harm to an individual or group of individuals, directly or indirectly, whether by physical, verbal, written, telephone, or other electronic means, which cause the other person to believe his or her life, safety, or property is in danger, or which cause a listener to believe that another person's life, safety, or property is in danger. It is not necessary that the threat be communicated to the intended victim.

A student may be expelled for the first offense without regard to progressive discipline when there is good reason to believe that other forms of corrective action or punishment would fail if employed.

Threats toward Staff
Making threats of violence or harm toward any person acting in their official capacity as an employee and/or agent of the Tacoma School District is against Tacoma School District policy.

Staff has the right to work in a safe and non-threatening atmosphere. Tacoma Public Schools has no tolerance for students threatening staff persons. If there is a risk of violence to the staff person, the student may be expelled.

Hazing
Assault may be charged for hazing behaviors that involve physical violence.

Initiating or harassing another student with meaningless, difficult, dangerous, or humiliating tasks through behaviors that cause, or are likely to cause, physical injury, endangerment or emotional distress. In hazing situations, club advisors, coaches, and administrators likely have not been told what will occur and have not given their approval to the activity. Targeted students may not feel that they have the choice to opt out of this activity or the opportunity to quit at any time. Evidence of hazing that falls into this category may include, but is not limited to, activities with any of the following components:
- Physical harm or restraints.
- Reckless endangerment or life-threatening stunts, e.g., being forced to jump off a bridge or structure, or ingest substances that may cause an allergic reaction.
- Unsafe activities, such as being left alone to get out of a harmful situation at the end of the activity, e.g., in a park at night or from a locked room.
- Property damage.
- Illegal activity.

FIREWORKS, EXPLOSIVES, CHEMICALS, AND INCENDIARY DEVICES
Fireworks include, but are not limited to, firecrackers, sparklers, smoke bomb or stink bomb, cherry bomb, M80, bottle rocket, other explosive, incendiary or poison gas, or gas pen/gas pencil

Possessing or using fireworks or an explosive, chemical, or incendiary device on school property, school-provided transportation, areas of facilities being used exclusively as school district property, or at school-sponsored events or activities is against Tacoma School District policy. A student may be expelled for the first offense without regard to progressive discipline when there is good reason to believe that other forms of corrective action would fail if employed.

Good reasons to believe that other forms of corrective action would fail if employed include:
- Seriously injuring a student or staff person, even unintentionally.
- Using the device in a dangerous and intimidating manner.
- Creating widespread fear or substantial disturbance by having the device on school district property.
A weapon includes, but is not limited to:

1. a firearm
2. an airgun or any item which appears to be a realistic firearm or airgun look-alike
3. a device commonly known as throwing stars, nunchucka sticks; air gun; slung shot; sand club; metal knuckles; any knife having a blade which opens, or falls, or is ejected into position by the force of gravity, or by an outward, downward, or centrifugal thrust or movement; or any dagger or dirk furtively carried, or any portable device manufactured to function as a weapon and/or which is commonly known as a stun gun, including a projectile stun gun, that emits an electrical shock, charge, or impulse
4. any knife which is a cutting or stabbing instrument with a sharp blade set in a handle. This includes pocket knives.

Possession of a weapon, firearm, airgun, or “look-alike” will result in disciplinary action up to and including expulsion from any Washington State public school.

The Board of Directors of the Tacoma Public School has declared its intent not to tolerate possession of weapons by students on district property or at district sponsored events. See, RCW 9.41.010 and 18 U.S.C. § 921 for a complete definition of firearm.

No tolerance for weapons means that disciplinary action should be imposed for possession of weapons, but, with the exception of firearms, there is no specific sanction that must be imposed in every case. Rather, discipline should be imposed that is appropriate based on the circumstances.

**Firearm – One Year Mandatory Expulsion**

Carrying a firearm onto, or possessing a firearm on, school property, school-provided transportation, areas of facilities being used exclusively as school district property, or at school-sponsored events or activities is illegal. Tacoma Public Schools has a policy of no tolerance for weapons.

Firearm is defined as a weapon from which a projectile or projectiles may be fired by an explosive such as gunpowder. It also includes an explosive, incendiary, or poison gas bomb, grenade, rocket, missile, or mine. Violators will be expelled from Tacoma Public Schools for not less than one calendar year. See, RCW 28A.600.420. The Superintendent or his or her designee may modify the expulsion on a case-by-case basis.

**District Identified Dangerous Weapons**

Carrying a dangerous weapon onto, or possessing a dangerous weapon on, school property, school-provided transportation, areas of facilities being used exclusively as school district property, or at school-sponsored events or activities are against Tacoma School District policy.

District-defined dangerous weapons include: BB gun of any type, pellet gun of any type, soft air gun, slingshot, hand club, sandbag, chaco sticks, metal pipe or bar used or intended for use as a club, billy club, black jack, switchblade knife, fixed blade knife (e.g., kitchen knife, steak knife, and hunting and military-type knives that do not fold), large folding knife with a blade over 2-1/2 inches long; any knife with a blade that locks open; any knife with more than one blade; razor blade; box cutter; blowgun, tazer gun, bullets, and pepper gas/spray.

The definition of a dangerous weapon also includes any object that can reasonably be used to inflict serious bodily injury when a student uses such an object with the intent to harm or intimidate someone, or when there is no other reasonable purpose for possessing the object except to use it as a weapon.

A laser pen may be considered to be a dangerous weapon if the light is deliberately aimed at another person’s eyes, whether or not there is intent to cause harm.

The normal discipline for a first-time possession of a dangerous weapon is a long-term suspension. The administrator can elect to give a lesser corrective action because of the particular facts and circumstances. For example, if a student has a dangerous weapon in his or her backpack that has not been used in a threatening or intimidating manner, the administrator may elect to use a lesser discipline. Mitigating circumstances may warrant no discipline.

**EXTORTION, BLACKMAIL, COERCION**

Obtaining money, property or other consideration by violence or threat of violence or forcing someone to do something against his or her will by force or threat of violence.

A student who participates in extortion, blackmail and/or coercion may be short or long term suspended depending upon prior incidents during the school year and level/degree of participation.
THEFT AND VANDALISM

Robbery
Taking another's property by force or threat of force is against Tacoma School District policy.

Theft
Stealing school district property or the property of a staff member, student, or school visitor is against Tacoma School District policy. This includes theft of intellectual property, such as, but not limited to, looking at or taking a teacher's test or notes for a test, artwork, or any other teacher or student intellectual property.

Burglary
Unauthorized or forced entry or remaining unlawfully in a district building or room in the building for the purpose of taking property is against Tacoma School District policy.

Trespass
Trespassing is being unlawfully present on Tacoma School District property or in District buildings.

Possession of Stolen Property
Knowingly receiving, retaining, possessing, concealing, or disposing of stolen property. Property includes:
- District, teacher, student, or visitor possessions
- Intellectual property, such as a teacher's test or notes for a test, artwork, or any other teacher or student document or object, physical or electronic.

Malicious Mischief
Intentionally causing damage, including writing, painting, drawing, or otherwise marking graffiti on any district, school or staff property is against Tacoma School District policy. This includes damage to intellectual property, such as, but not limited to, damaging or destroying a staff person's or student's work, whether artistic, written, or electronic.

INTERFERENCE WITH SCHOOL AUTHORITIES

Interfering, or attempting to interfere, with the discharge of the official duties of district personnel by using direct, deliberate, or focused threats, force, or violence, such that the staff person believes his or her safety or the well-being of his or her property is in danger.

Interfering with the discharge of the official duties of district staff by:
- Using force or violence that is non-deliberate and not focused on the staff person, such as attempting to continue a fight when a staff person is trying to stop the fight and inadvertently striking that person, or
- Disobeying the orders of school officials to leave school property or disperse as instructed, or
- Heckling or harassing school authorities engaged in any lawful task, function, process, or procedure of the school District such that it interferes with their ability to maintain order or complete their lawful duties.

False Reporting
False reporting is knowingly and maliciously reporting an incident (fight, harassment, etc.) or falsely corroborating misbehavior of others that did not occur, including spreading a false rumor maliciously at school, or school grounds, on school-provided transportation, or at a school-sponsored function.

Conspiracy
Students who conspire to break rules may have the same consequences assigned as the offender. Examples of conspiracy include, but are not limited to:
- Encouraging someone to break the rules, i.e. if two people are in a hostile argument and you say something like “fight, fight” instead of getting help from an adult or leaving the area. Therefore the situation gets more violent, resulting in a fight.
- Covering up for someone who has broken rules.
- Withholding information before or after a violation has occurred. (Not telling everything you know or not telling the truth)
- Knowing a fight or assault is being planned and failing to report it.
- Attending a fight or assault involving others, even if you are not physically involved.
HARASSMENT
Policy No. 5266

Sexual Harassment

It is the policy of Tacoma School District No. 10 to maintain a working and learning environment for all its employees, students, parents, volunteers and others involved in school district activities which provides for fair and equitable treatment, including freedom from sexual harassment. This policy also covers anyone else who engages in sexual harassment on school property or at school activities.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal and/or physical conduct of a sexual nature when:

- submission to the conduct or communication is either explicitly or implicitly made a term or condition of an individual's employment, grades, work opportunity or other benefit;
- submission to or rejection of the conduct or communication is used as a factor for employment/grade decisions or other school-related decisions affecting an individual; and/or
- such conduct or communication has the purpose or effect of substantially interfering with an individual's work or school performance or creates an intimidating, hostile or offensive working/school environment.

Sexual harassment can occur adult to student, student to adult, student to student, adult to adult, female to male, male to female, female to female, and male to male. The district will take prompt, equitable and remedial action on reports and complaints that come to its attention, either through formal or informal channels. Allegations of criminal misconduct will be reported to the appropriate law enforcement agency and suspected child abuse will be reported to law enforcement or Child Protective Services. Individuals found to have been subjected to sexual harassment will have reasonable and appropriate school district services made available to them and adverse consequences of the harassment shall be reviewed and remedied, if appropriate. Engaging in sexual harassment will result in appropriate discipline or other appropriate sanctions against offending students, staff, and contractors. Anyone else engaging in sexual harassment on school property or at school activities will have access to school property and activities restricted, as appropriate. Retaliation against any person who makes a complaint or is a witness under this policy is prohibited and will be subject to appropriate disciplinary action. Individuals who knowingly report false allegations of sexual harassment or corroborate false allegations will be subject to appropriate disciplinary action.

All staff are responsible for receiving informal complaints and reports of sexual harassment and informing appropriate district personnel of the complaint or report for investigation and resolution. All staff are also responsible for informing complainants of the formal complaint process. Staff members who fail to take prompt action to report allegations or violation of this policy shall be subject to appropriate discipline. Administrators, managers and/or supervisors who fail to take prompt action upon receiving an allegation of sexual harassment shall be subject to disciplinary action up to and including termination. The process for responding to allegations is outlined in Regulation 5265R -Discrimination Complaint Procedure.

Information regarding this policy will be provided in student, staff and volunteer orientation. All students will receive information relative to this policy during the first semester of each school year. Each school shall develop a process for discussing the district’s sexual harassment policy. The process shall ensure the discussion addresses the definition of sexual harassment and issues covered in this policy.

This policy shall be reproduced in each student, staff, volunteer and parent handbook. All parents will receive copies of this policy as a part of the Student Rights, Responsibilities and Regulations Handbook. This policy shall be posted in each district building in a place available to staff, parents, volunteers and visitors. A copy of the policy shall appear in any publication of the school or school district setting for the rules, regulations, procedures, and standards of conduct for the school or school district.

The superintendent shall make an annual report to the board reviewing the use and efficacy of these policies and related procedures. Recommendations for changes to these policies, if applicable, shall be included in the report. All administrators, managers, and supervisors shall receive training in these policies. Such training shall be conducted no less than every three years. New administrators shall receive training within ninety (90) days of their first day of work in the new position.

Questions concerning the application of these policies are to be referred to the Equity and Diversity Office, P.O. Box 1357, Tacoma, Washington 98401-1357, telephone (253) 571-1292. Questions regarding Section 504 of the Rehabilitation Act of 1973 are to be referred to the Coordinator, Comprehensive Guidance Programs, PO Box 1357, Tacoma, Washington 98401-1357 – telephone (253) 571-1063.
Individuals with complaints or concerns regarding application of this policy are encouraged to first contact the Equity and Diversity Office. For complaints or concerns regarding Section 504 of the Rehabilitation Act of 1973, contact the Coordinator, Comprehensive Guidance Programs, PO Box 1357, Tacoma, Washington 98401-1357. Complaints will be resolved in accordance with Regulation 5265. An individual may also contact the U.S. Department of Education, Office for Civil Rights (OCR); Equal Employment Opportunity Commission (EEOC), Region X, Seattle; Washington State Human Rights Commission (HRC), Olympia; or seek private legal advice.

PROHIBITION OF HARASSMENT, INTIMIDATION AND BULLYING

The board of directors is committed to a safe and civil educational environment for every student, staff member, parent/legal guardian, family member and guest, free from harassment, intimidation or bullying. A safe and civil educational environment prohibits harassment, intimidation or bullying by integrating training, prevention and intervention into schools and support sites through a coalition of students, staff members, parents/legal guardians, families and the community.

Harassment, intimidation or bullying means any intentional electronic, written, verbal, auditory or physical act, including, but not limited to one shown to be motivated by any characteristic of race, color, religion, ancestry, national origin, gender, sexual orientation, including gender expression or identity, mental or physical disability or other distinguishing characteristics such as, but not limited to, physical appearance, clothing or other apparel, socioeconomic status, marital status or weight, when the intentional electronic, written, verbal, auditory or physical 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.

Nothing in this section requires the affected student to actually possess a characteristic that is a basis for the harassment, intimidation or bullying.

“Intentional act” refers to the individual’s decision to engage in the act rather than the ultimate impact of the action(s).

Behavior/Expressions

Harassment, intimidation or bullying can take many forms including, but not limited to: slurs, rumors, jokes, innuendoes, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats, hazing or other written, verbal, auditory, physically or electronically transmitted messages or images.

This policy is not intended to prohibit expression of religious, philosophical or political views, provided that the expression does not substantially disrupt the educational environment. Many behaviors that do not rise to the level of harassment, intimidation or bullying may still be prohibited by other district policies or building, classroom or program rules.

The goals of this policy are to foster a safe and civil educational environment through training, prevention and intervention strategies and to support targeted student(s), victims and/or others impacted by the violation. The district will intervene promptly and equitably within its authority on reports, complaints and grievances alleging harassment, intimidation or bullying that come to the district’s attention, either formally or informally.

Education

Comprehensive education of students and staff shall be implemented to support the district’s responsibility to create and maintain a safe, civil, respectful and inclusive educational environment.

Prevention

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

Interventions are designed to remediate the impact on the targeted student(s), victims and/or others affected by the violation, to change the behavior of the aggressor(s) and to restore a positive educational environment.

The district will consider the frequency of incidents, developmental age of the student(s) and severity of the conduct when determining intervention strategies.

Interventions will range from counseling, providing direction to change behavior, discipline, to law enforcement referrals.

Students, staff or other school visitors who engage in harassment, intimidation or bullying will receive appropriate discipline, sanctions or other appropriate interventions.

False reports or retaliation for harassment, intimidation or bullying also constitute violations of this policy. Coercion, discrimination or reprisals taken against persons filing complaints or persons acting as witnesses to complaints shall result in appropriate disciplinary action or sanctions according to district policy or other applicable laws or regulations. Persons who knowingly file false allegations or report or corroborate false allegations shall also be subject to appropriate disciplinary action or sanctions according to district policy or other applicable laws or regulations.

In accordance with applicable laws and regulations, students, parents/legal guardians, families, staff and other interested parties shall be informed of this policy and the accompanying regulation pertaining to the filing of complaints. The policy shall be posted in each district building and information regarding it will be provided in student, staff and parent/legal guardian handbooks. District staff will be provided with appropriate information on the recognition and prevention of harassment, intimidation and bullying including electronically transmitted messages or images and their rights and responsibilities under this policy.

**Compliance Officer**

The superintendent will appoint a compliance officer as the primary district contact to receive copies of all formal and informal complaints and ensure policy implementation. The name and contact information for the compliance officer will be communicated throughout the district. The superintendent is authorized to direct the implementation of regulations addressing the elements of this policy.

Annually, for the first three years after adoption of this policy, the superintendent or designee shall convene an ad hoc committee composed of representatives of certificated and classified staff, students, community members and parents/legal guardians to review the use and efficacy of this policy and regulation. The superintendent's designated compliance officer will be included in the committee. The superintendent shall make an annual report to the board reviewing the use and efficacy of this policy and related regulations. This report will include recommendations for changes to the policy and regulation, if applicable.

Cross-references:  
Policy 3200  Student Rights and Responsibilities  
Policy 3205  Safety & Civility in Schools  
Policy 3210  Nondiscrimination  
Policy 3240  Student Conduct  
Policy 3241  Classroom Management, Corrective Action or Punishment  
Policy 5265  Nondiscrimination  
Policy 5266  Sexual Harassment

Legal Reference:  
RCW 28A.300.285 Harassment, intimidation, and bullying prevention policies

Management Resources:  
 policies, April 2008 Cyberbullying Policy Required
SCHOOL OFFENSES

DISRUPTIVE CONDUCT
Flagrantly and substantially interfering with teaching or learning in the classroom or at school activities, or extracurricular activities is against Tacoma School District policy. This includes the obstruction of any school function, refusal to comply with a staff person’s directive (defiance), or using vulgar or profane language.

GANGS OR HATE GROUP BEHAVIOR
Belonging to an organized gang, hate group, or similar organization or group and knowingly engaging in gang/hate group activity on a school grounds or during school activities or functions is against Tacoma School District policy. A gang or hate group is defined as a group of two or more persons with identifiable leadership who regularly conspire and act in concert for criminal purposes.

Gang/Hate Group activity includes, but is not limited to:
- Advocating discrimination, intimidating others, soliciting or recruiting members to the group or organization is against Tacoma School District policy.
- The use of hand signals, graffiti or the presence of any apparel, jewelry, accessory, or manner of grooming which, by virtue of its color, arrangement, altered symbol, or any other attribute, may indicate membership or affiliation with a gang. Hand signals or other behavior which may be accompanied by these indicators present a clear and present danger to students, staff and patrons are prohibited.

Students who engage in gang-related activity will be subject to appropriate discipline.

A student may be expelled or long-term suspended until the end of the semester for the first offense without regard to progressive discipline when there is good reason to believe that other forms of corrective action would fail if employed or there is a significant risk of imminent violence without immediate and further interventions.

Good reasons to believe that other forms of corrective action would fail if employed include:
- Use by a gang member of direct, deliberate, or focused threats or intimidation, such that the student or staff member believes his or her safety or the well-being of his or her property is in danger.
- Use by a gang member of threats, force, assault, or violence to advocate the purposes of the gang such that school administrators believe students or the school community is endangered.
- Violent victimization by a gang member, including but not limited to, physical attacks or taking of property from the student or staff member directly by force, weapons or threats.

Good reasons to believe that there is a significant risk of imminent violence without immediate and further interventions include:
- Ongoing violent retaliatory statements or gestures.
- Continued lack of remorse for violent activity.

MISREPRESENTATION
Misrepresentation includes, but is not limited to, the following behaviors:
- Forging a parent’s, guardian’s, or any other person’s signatures on any letter to the school, on any school document or form, or on any other document or form used by the school.
- Changing grades or attendance records on official District forms, including attendance reporting sheets and grade books, for any student without authorization of a school official.
- Providing a false name when asked to identify oneself to a school authority.
- Providing false information to school personnel, or impersonating another person verbally or in writing to provide false or misleading information, regarding a student’s attendance or absence from school, including, but not limited to, falsely excusing absences or authorizing a student to be excused early from class or school.

PLAGIARISM
Cheating, or copying the work of other persons, or turning in another person’s papers, projects, computer programs, etc., as your own.

Plagiarism includes:
- Using another writer’s words or ideas without proper citation, or merely rearranging or changing a few of the author’s words and presenting the result as your own work, or not using quotation marks when citing a source;
- Having someone else write your paper, program, or project, including asking friends, paying someone, using a paper writing service, or taking information verbatim off the Internet.
- Copying another student’s work during a test, lab, or classroom activity and turning it in as your own. This is cheating.
USING OR POSSESSING TOBACCO PRODUCTS
It is against state law and school district policy to use or possess any tobacco products in or on public school property, on school buses, and at school-sponsored activities. Additionally, minors in possession of tobacco may be subject to criminal sanctions and a $75.00 mandatory fine and court appearance. School discipline will be imposed for violation of the tobacco policy.

GAMBLING
Playing cards, dice, or games of chance for money or other things of value will be considered gambling and is against Tacoma School District policy.

GRAFFITI
Knowingly writing, painting, drawing, scratching, or otherwise marking any inscription, figure, or mark of any type on any District owned or staff or student property, unless the student has obtained the express permission of a school official or the staff person.

INAPPROPRIATE BEHAVIOR
Lewd Conduct
Engaging in inappropriate sexual or social behavior, such as sexual acts, either singly or consensually with another person, including sexual intercourse, oral sex, sexual touching, indecent exposure, or voyeurism.

Possession of Explicit Material
Displaying, possessing, or distributing material of a sexual or otherwise inappropriate nature, whether it is published, written or electronic is unacceptable in Tacoma Public Schools.

Inappropriate Liberties by Students
Inappropriate liberties by students on school district property will not be tolerated, even if the inappropriate liberties are meant as a “joke.” This type of behavior will result in severe consequences. Students engaging in inappropriate liberties may be suspended.

Inappropriate liberties include, but are not limited to:
- Prolonged hugging
- Kissing
- Inappropriate touching
- Bra snapping
- Fondling
- Body rubbing
- The intentional exposure of one’s own undergarments or private areas
- Any behavior that is of a sexual nature or has sexual overtones

TECHNOLOGY TAMPERING AND MISUSE
Intentionally misusing or tampering with a Tacoma Public Schools computer system, database or other technology resources.

Misuse or tampering with any district technology is against Tacoma School District Policy.
Improper use of district technology includes but is not limited to:
- Stealing, hacking, deleting, interfering with, or copying software, systems, or programs.
- Transmitting a virus or other material that is wholly inconsistent with the fundamental values of public school education.
- Changing of school, District, or student records without authorization.
- Accessing a district or teacher’s computer without authorization.
- Using a proxy site or other Internet site from a District computer to deliberately evade District filters, or instructing others on how to deliberately evade District filters.

The use of computers belonging to Tacoma Public Schools and access to Internet service from District-provided computers are privileges that may be revoked by school or District administrators at any time for abusive conduct or violation of Tacoma Public Schools policies.
OFF CAMPUS BEHAVIOR

 Discipline may be imposed for an off-campus act of misconduct if the discipline is reasonable under the circumstances and closely connected to the educational process. The following criteria should be considered to decide whether an act of misconduct is sufficiently connected to the educational process:

1. Location of the misconduct (proximity to school grounds or to a school activity);
2. Hour and date of the misconduct (during school hours, but off-campus; immediately before or after school hours; on district-sponsored transportation, directly before entering or after leaving district-sponsored transportation, or during school-sponsored activities);
3. Effect on other participants or victims to the misconduct (did the misconduct involve or affect other students or school district personnel);
4. Severity of the misconduct and its likely connection to student or school district personnel safety (e.g., fighting or other violent or destructive acts, the selling of a controlled substance, or possession of a weapon); and
5. Extent to which the off-campus activity affects the environment or safety of the school (e.g., students are afraid to come to school or afraid at school because of it; it is disruptive to the school atmosphere in that special precautions or actions need to be taken to protect students and staff; the arrangements for the activity were made on campus but conducted off campus, such as drug sales, a fight or assault, etc.; or there are likely repercussions such as students from other schools or non-students coming onto the campus to effect retribution.)

The District will respond to off-campus student speech that causes or threatens to cause a substantial disruption on campus or interference with the right of students to be secure and obtain their education. Substantial disruption includes, but is not limited to, significant interference with instruction, school operations or school activities, violent physical or verbal altercations between students, or a hostile environment that significantly interferes with a student’s education.

ADOPTION OF RULES BY TACOMA SCHOOL BOARD

The Tacoma School District follows the substantive and procedural due process rights guaranteed by the Office of Superintendent of Public Instruction under RCW 28A.600.015. See, WAC 392.400. A copy of the regulations can be requested by contacting the Discipline Appeals Office at 253-571-1142.

Tacoma School District Policies and Regulations

- Prohibition of Harassment, Intimidation and Bullying – Policy 3207 and 3207R
- Notification of Threats of Violence or Harm – Policy 4314 and 4314R
- Sexual Harassment – Policy 5266
- Nondiscrimination – Policy 3210 and 3210R
- School Climate – Policy 3235R
- Grading/Progress Reports – Policy 2420 and 2420R
- Excused/Unexcused Absences – Policy 3122 and 3122R
- Student Uniforms/Dress Code – Policy 3224 and 3224R
- Weapons on Campus – Policy 4210
- Digital Resources/Acceptable Use – Policy 6973
- Excerpts from RRR (Student Rights, Responsibilities and Regulations)
- Consequences for Exceptional Misconduct in Tacoma Middle Schools
### Procedural Violations

Consequences will be according to teacher progressive discipline plans.

**Chronic, repeated violations will result in parent contact and a referral to the office.**

<table>
<thead>
<tr>
<th>Violation</th>
<th>Consequences</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gum, food, drink violations</td>
<td>Consequences given according to teacher classroom discipline plan. Students will put food/drink/gum in the trash and not re-offend.</td>
</tr>
<tr>
<td>No textbooks or classroom supplies</td>
<td>Consequences according to teacher classroom discipline plan.</td>
</tr>
<tr>
<td>Hallway/Classroom Misconduct</td>
<td>Redirection. Then, consequences according to teacher classroom discipline plans.</td>
</tr>
<tr>
<td>- Running, horseplay, yelling, pushing, putting hands/feet/objects on others</td>
<td></td>
</tr>
<tr>
<td>Lunchroom Misconduct</td>
<td>Redirection. Consequences could include any of the following: School service, ISS, Loss of lunchroom privileges, assigned seating, etc.</td>
</tr>
<tr>
<td>- Leaving garbage</td>
<td></td>
</tr>
<tr>
<td>- Throwing food</td>
<td></td>
</tr>
<tr>
<td>- Running, horseplay, yelling, creating a disturbance</td>
<td></td>
</tr>
</tbody>
</table>
| Electronic Devices or other items unnecessary at school (including but not limited to cell phones, toys, electronic games, listening devices, cameras, cards, games) | Staff will confiscate any item seen or heard during regular school hours.  
  **1st Offense:** Device kept remainder of day  
  **2nd Offense:** Device kept until picked up by a parent/guardian  
  **3rd Offense:** Device kept until picked up by a parent and a conference is held with administration.  
  **Subsequent Offenses:** May result in suspension from school. |
| Truancy, Class Cuts, Chronic Unexcused Tardiness | Progressive consequences based on the severity of the offense, up to and including: redirection, parent contact, detention, ISS, schedule change, referral to truancy specialist, alternative discipline |
| Dress Code Violations                        | Call home to bring appropriate clothing, borrow items from school uniform supply and return the next day. The student will be placed in ISS until the violation is corrected.  
  **Chronic violations will result in progressive discipline up to and including detention and/or suspension.** |
| Abuse of Internet/Computer Privileges        | Parent contact, detention, Internet and/or computer privileges may be revoked, suspension (short or long term)  
  See Policy 6973R, TPS Regulations |
# Progressive Discipline for School Offenses

<table>
<thead>
<tr>
<th>Offense</th>
<th>1&lt;sup&gt;st&lt;/sup&gt; Offense</th>
<th>2&lt;sup&gt;nd&lt;/sup&gt; Offense</th>
<th>Additional Offenses</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Insubordination</strong></td>
<td>Lunch detention, class suspension, or ISS</td>
<td>ISS or suspension</td>
<td>Short or Long Term Suspension</td>
<td></td>
</tr>
<tr>
<td>Willful disobedience - refusal to follow the directions of administration, teachers or other staff members</td>
<td>1&lt;sup&gt;st&lt;/sup&gt; Offense: Lunch detention, class suspension, or ISS</td>
<td>2&lt;sup&gt;nd&lt;/sup&gt; Offense: ISS or suspension</td>
<td>Additional Offenses: Short or Long Term Suspension</td>
<td>Any severe incident will result in immediate suspension.</td>
</tr>
<tr>
<td><strong>Abusive Disrespect</strong></td>
<td>Lunch detention, class suspension, or ISS</td>
<td>Class suspension, ISS or suspension</td>
<td>Short or Long Term Suspension</td>
<td></td>
</tr>
<tr>
<td>Rude, disrespectful behavior directed at teachers, administration, guest teachers or other staff members</td>
<td>1&lt;sup&gt;st&lt;/sup&gt; Offense: Lunch detention, class suspension, or ISS</td>
<td>2&lt;sup&gt;nd&lt;/sup&gt; Offense: Class suspension, ISS or suspension</td>
<td>Additional Offenses: Short or Long Term Suspension</td>
<td>Any severe incident will result in immediate suspension.</td>
</tr>
<tr>
<td><strong>Obscenity</strong></td>
<td>Lunch detention, class suspension, or ISS</td>
<td>ISS or suspension</td>
<td>Short or Long Term Suspension</td>
<td></td>
</tr>
<tr>
<td>Includes but is not limited to inappropriate gestures, comments, expressions, depantsing or indecent exposure of self or others</td>
<td>1&lt;sup&gt;st&lt;/sup&gt; Offense: Lunch detention, class suspension, or ISS</td>
<td>2&lt;sup&gt;nd&lt;/sup&gt; Offense: ISS or suspension</td>
<td>Additional Offenses: Short or Long Term Suspension</td>
<td>Any severe incident will result in immediate suspension. Note: Depantsing and/or indecent exposure is a severe incident and will result in suspension.</td>
</tr>
<tr>
<td><strong>Reckless Endangerment</strong></td>
<td>Lunch detention, class suspension, or ISS</td>
<td>ISS or suspension</td>
<td>Short or Long Term Suspension</td>
<td></td>
</tr>
<tr>
<td>Any behavior that endangers the physical or emotional safety of others, including dangerous behavior such as hitting, pushing, minor physical aggression, and horseplay</td>
<td>1&lt;sup&gt;st&lt;/sup&gt; Offense: Lunch detention, class suspension, or ISS</td>
<td>2&lt;sup&gt;nd&lt;/sup&gt; Offense: ISS or suspension</td>
<td>Additional Offenses: Short or Long Term Suspension</td>
<td>Any severe incident will result in immediate suspension.</td>
</tr>
<tr>
<td><strong>Tobacco Possession</strong> - Possession of tobacco, lighters, matches and related items</td>
<td>1&lt;sup&gt;st&lt;/sup&gt; Offense: Short Term Suspension</td>
<td>1&lt;sup&gt;st&lt;/sup&gt; Offense: Short Term Suspension</td>
<td>Additional Offenses: Suspension up to and including Long Term Suspension</td>
<td></td>
</tr>
<tr>
<td>State law and district policy violation – may include criminal sanctions and a $75 fine – Report to Law Enforcement</td>
<td>2&lt;sup&gt;nd&lt;/sup&gt; Offense: Additional ISS or suspension</td>
<td>Additional Offenses: Short or Long Term Suspension</td>
<td>Any severe incident will result in immediate suspension.</td>
<td></td>
</tr>
<tr>
<td><strong>ISS Misbehavior</strong></td>
<td>Warning</td>
<td>Additional ISS or suspension</td>
<td>Short or Long Term Suspension</td>
<td></td>
</tr>
<tr>
<td>1&lt;sup&gt;st&lt;/sup&gt; Offense:</td>
<td>1&lt;sup&gt;st&lt;/sup&gt; Offense: Warning</td>
<td>2&lt;sup&gt;nd&lt;/sup&gt; Offense: Additional ISS or suspension</td>
<td>Additional Offenses: Short or Long Term Suspension</td>
<td>Any severe incident will result in immediate suspension.</td>
</tr>
</tbody>
</table>
## Progressive Discipline for Exceptional Misconduct

<table>
<thead>
<tr>
<th>Misconduct</th>
<th>1st Offense:</th>
<th>2nd Offense:</th>
<th>3rd Offense:</th>
<th>4th Offense:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arson</td>
<td>Emergency Expulsion and/or 1-5 day Suspension</td>
<td>Emergency Expulsion and/or 5-10 day Suspension</td>
<td>Emergency Expulsion, Long Term Suspension</td>
<td>Any severe incident will result in immediate Emergency Expulsion, Suspension and/or Long Term Suspension</td>
</tr>
<tr>
<td>Assault</td>
<td>Emergency Expulsion and/or 1-5 day Suspension</td>
<td>Emergency Expulsion and/or 5-10 day Suspension</td>
<td>Emergency Expulsion, Long Term Suspension</td>
<td>Any severe incident will result in immediate Emergency Expulsion, Suspension and/or Long Term Suspension</td>
</tr>
<tr>
<td>Assault on Staff</td>
<td>Report to Law Enforcement</td>
<td>Report to Law Enforcement</td>
<td>Report to Law Enforcement</td>
<td>Report to Law Enforcement as Warranted</td>
</tr>
<tr>
<td>Bomb Threat</td>
<td>Emergency Expulsion, Suspension and/or Expulsion</td>
<td>Emergency Expulsion, Suspension and/or Expulsion</td>
<td>Emergency Expulsion, Suspension and/or Expulsion</td>
<td>Emergency Expulsion, Suspension and/or Expulsion</td>
</tr>
<tr>
<td>Burglary</td>
<td>1-3 day Suspension</td>
<td>3-5 day Suspension</td>
<td>5-10 day Suspension</td>
<td>Emergency Expulsion, Long Term Suspension</td>
</tr>
<tr>
<td>Theft</td>
<td>1-3 day Suspension</td>
<td>3-5 day Suspension</td>
<td>5-10 day Suspension</td>
<td>Emergency Expulsion, Long Term Suspension</td>
</tr>
<tr>
<td>Robbery</td>
<td>1-3 day Suspension</td>
<td>3-5 day Suspension</td>
<td>5-10 day Suspension</td>
<td>Emergency Expulsion, Long Term Suspension</td>
</tr>
<tr>
<td>Possession of Stolen Property</td>
<td>1-3 day Suspension</td>
<td>3-5 day Suspension</td>
<td>5-10 day Suspension</td>
<td>Emergency Expulsion, Long Term Suspension</td>
</tr>
<tr>
<td>Malicious Mischief</td>
<td>1-3 day Suspension</td>
<td>3-5 day Suspension</td>
<td>5-10 day Suspension</td>
<td>Emergency Expulsion, Long Term Suspension</td>
</tr>
<tr>
<td>Vandalism</td>
<td>1-3 day Suspension</td>
<td>3-5 day Suspension</td>
<td>5-10 day Suspension</td>
<td>Emergency Expulsion, Long Term Suspension</td>
</tr>
<tr>
<td>Destruction or Defacement of School District Property</td>
<td>1-3 day Suspension</td>
<td>3-5 day Suspension</td>
<td>5-10 day Suspension</td>
<td>Emergency Expulsion, Long Term Suspension</td>
</tr>
<tr>
<td>Disruptive Conduct</td>
<td>Warning and/or appropriate discipline up to Short or Long Term Suspension, Emergency Expulsion, or Expulsion</td>
<td>Warning and/or appropriate discipline up to Short or Long Term Suspension, Emergency Expulsion, or Expulsion</td>
<td>Warning and/or appropriate discipline up to Short or Long Term Suspension, Emergency Expulsion, or Expulsion</td>
<td>Warning and/or appropriate discipline up to Short or Long Term Suspension, Emergency Expulsion, or Expulsion</td>
</tr>
<tr>
<td>Extortion</td>
<td>1-5 day Suspension</td>
<td>5-10 day Suspension</td>
<td>Emergency Expulsion, Long Term Suspension</td>
<td>Emergency Expulsion, Long Term Suspension</td>
</tr>
<tr>
<td>Blackmail</td>
<td>1-5 day Suspension</td>
<td>5-10 day Suspension</td>
<td>Emergency Expulsion, Long Term Suspension</td>
<td>Emergency Expulsion, Long Term Suspension</td>
</tr>
<tr>
<td>Coercion</td>
<td>1-5 day Suspension</td>
<td>5-10 day Suspension</td>
<td>Emergency Expulsion, Long Term Suspension</td>
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**Note:** Any severe incident will result in immediate Emergency Expulsion, Suspension and/or Long Term Suspension. Progressive Discipline will be used in cases of disruptive conduct.
| **False Alarm** | 1st Offense: 1-3 day Suspension  
2nd Offense: 3-5 day Suspension  
3rd Offense: 5-10 day Suspension  
Report to Law Enforcement |
| **Includes false calls to 911** | **NOTE**: The fire department charges $1000 to those who make false 911 calls or pull fire alarms resulting in a fire department visit to the school. |
| **Fighting** | 1st Offense: 1-3 day Suspension  
2nd Offense: 3-5 day Suspension  
3rd Offense: 5-10 day Suspension  
4th Offense: Emergency Expulsion, Long Term Suspension |
| **Note**: Includes students who encourage or provoke fights between other students; carry rumors, messages or invitations to fight; are in attendance at a fight |
| **Fireworks/Bullets** | 1st Offense: 1-3 day Suspension  
2nd Offense: 3-5 day Suspension  
3rd Offense: 5-10 day Suspension  
4th Offense: Emergency Expulsion, Long Term Suspension |
| **Includes firecrackers, trick/novelty devices, stink bombs and ammunition** |
| **Interference with School Authorities/Conspiracy** | 1st Offense: 1-3 day Suspension  
2nd Offense: 3-5 day Suspension  
3rd Offense: 5-10 day Suspension  
4th Offense: Emergency Expulsion, Long Term Suspension |
| **Misrepresentation, lying, withholding information, impeding an investigation, covering up for someone who has broken the rules, encouraging someone to break the rules** |
| **Intimidation/Threats** | Warning and/or appropriate discipline up to and including Short or Long Term Suspension, Emergency Expulsion, Expulsion |
| **Harassment** | Progressive Discipline will be used in cases of intimidation and harassment. |
| **Bullying** | Report to Law Enforcement |
| **Sexual Harassment** | Report to Law Enforcement |
| **Possession, use or evidence of use of alcoholic beverages, illegal drugs and/or controlled substances** | 1st Offense: Suspension and/or Emergency Expulsion  
2nd Offense: Long Term Suspension or Expulsion |
| **(See Regulation 3240R)** | All students will be referred to the Student Assistance Program for evaluation and treatment recommendations. |
| | Report to Law Enforcement |
| **Distribution, possession with the intent to distribute, sell or attempted distribution of alcoholic beverages, tobacco, illegal drugs and/or controlled substances** (See Regulation 3240R) | **1st Offense:** Suspension and/or Emergency Expulsion  
**2nd Offense:** Long Term Suspension or Expulsion  
All students will be referred to the Student Assistance Program for evaluation and treatment recommendations.  
Report to Law Enforcement |
|---|---|
| **Trespassing** | **1st Offense:** 1-3 day Suspension  
**2nd Offense:** 3-5 day Suspension  
**3rd Offense:** 5-10 day Suspension  
**4th Offense:** Emergency Expulsion, Long Term Suspension  
Report to Law Enforcement |
| **Weapons or Explosives**  
Includes possession or use of a weapon, explosive, or other item apparently capable of causing bodily harm | Emergency Expulsion and Suspension or Expulsion  
Report to Law Enforcement |
All Tacoma School Board Policies and Regulations can be found online at: http://www.tacoma.k12.wa.us/information/schoolboard/Pages/PolicyManual.aspx. Below is a listing of all School Board Policies and Regulations, as of July 1, 2013. Please note that new School Board Policies and Regulations can be adopted at any time, and that changes can be made to existing School Board Policies and Regulations during the course of the year. Checking the website will ensure that you have the most current documents available. If you would like a copy of any specific policy or regulation or are unable to access our website to review out School Board Policies and Regulations, you can request copies of School Board Policies and Regulations at the main office of your child’s school or through the District’s Public Information Office at 253-571-1015.

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Academic & Behavior Standards Contract

We are proud of our school. The school community is committed to providing you with a safe and orderly environment where you can learn and practice good choices and habits that will ensure success. No one is allowed to interrupt your education nor will you be allowed to interrupt another’s. We invite you to join the Jason Lee Middle School staff by committing yourself to success.

Student Name _______________________________         Grade ______________

Parent/Guardian Name _____________________________________________

Home Phone _________________ Work Phone_____________________

Message Phone or Cell Phone __________________      E-mail________________

By signing this contract, I understand and accept the expectations and responsibilities required to pursue and complete my middle school education at Jason Lee Middle School.

By signing this contract, I understand that I am responsible to read and accept the Academic Standards and Behavior Standards set forth in the Student/Parent Handbook.

By signing this contract, I assure Jason Lee Middle School that I will take responsibility to:

- Contribute to a safe and orderly school environment
- Dress appropriately in compliance with the school dress code
- Demonstrate successful attendance practices
- Use appropriate social behaviors
- Maintain habits appropriate for Jason Lee Middle School
- Do my best work

I understand and accept the consequences if I fail to comply.

Student Signature _________________________________ Date __________

Parent / Guardian Signature ___________________________ Date __________

Return to Advisory Teacher
Parent/Student Request to Restrict Release of Information and/or Access to Internet

If you do not wish photos or directory information to be released about your child, or if you do not want your child to have access to the Internet, or information about your child released to military recruiters, you must complete this form and return it by the date below.

Please enforce the following restrictions on release of information and/or access to the Internet for my child.*

☐ Do not release directory information about my child without my permission. (Directory information is described in “Student Records, Photographs and Information” in the Student Rights, Responsibilities and Regulations (RRR) handbook). This includes yearbooks.

☐ Do not release information, including photos, about my child in the school’s yearbook.

☐ Do not release my child’s name, address or telephone number to military recruiters.

☐ Do not provide my child access to the Internet at school. (Access to the Internet is described in “Use of Digital Resources” in the RRR handbook)

☐ Do not allow photographs/videotapes of my child for television, newspaper or school district publications without my permission.

Student Name ____________________________________________________________

School ___________________________________________ Grade ______________

Student’s Address __________________________________________________________

Parent/Guardian Name* (please print) ________________________________

Parent/Guardian Signature* _______________________________________________

*Students who are 18 years of age sign their own request form.

Student Signature** ______________________________________________________

**Students may sign to opt out of release of information to military recruiters.

Date ___________________________ Daytime phone number ____________________

RETURN THIS FORM TO YOUR SCHOOL OFFICE
BY SEPTEMBER 30, 2013.

Distribution: File original in student folder, after updating proper fields in student database.
Teacher Email List

- Mr. Amo    camo@tacoma.k12.wa.us
- Ms. Brandt  cbrand1@tacoma.k12.wa.us
- Ms. Baughman dbaugh1@tacoma.k12.wa.us
- Ms. Coats   acoats@tacoma.k12.wa.us
- Ms. Ferrin  tferrin@tacoma.k12.wa.us
- Ms. Gilmore sgilmor@tacoma.k12.wa.us
- Ms. Givens  ngivens@tacoma.k12.wa.us
- Ms. Grant   mgrant@tacoma.k12.wa.us
- Ms. Hall    khall@tacoma.k12.wa.us
- Ms. Hawkins ahawki1@tacoma.k12.wa.us
- Mr. Herzberg jherzbe@tacoma.k12.wa.us
- Ms. Hess    bhess1@tacoma.k12.wa.us
- Mr. Jaap    wjaap@tacoma.k12.wa.us
- Ms. Jackson sjacks1@tacoma.k12.wa.us
- Ms. James   mjames4@tacoma.k12.wa.us
- Ms. Keller  kkelle5@tacoma.k12.wa.us
- Mr. Knuckles mknuckles@tacoma.k12.wa.us
- Mr. Lawson  blawson@tacoma.k12.wa.us
- Ms. Lee     klee@tacoma.k12.wa.us
- Ms. Marchio gmarchi@tacoma.k12.wa.us
- Ms. Mladenich smladen@tacoma.k12.wa.us
- Mr. Moore   mmoore@tacoma.k12.wa.us
- Ms. Moser   tmoser1@tacoma.k12.wa.us
- Ms. Nelson  knelson@tacoma.k12.wa.us
- Ms. Pelander lpeland@tacoma.k12.wa.us
- Ms. Quiles  amorale@tacoma.k12.wa.us
- Mr. Reiser  wreiser@tacoma.k12.wa.us
- Ms. Rice    krice@tacoma.k12.wa.us
- Ms. Ronhovde pronhov@tacoma.k12.wa.us
- Mr. Sayer   assayer@tacoma.k12.wa.us
- Ms. Sharp (Liston) ksharp@tacoma.k12.wa.us
- Ms. Shumate dshumat@tacoma.k12.wa.us
- Mr. Somnis  msomnis@tacoma.k12.wa.us
- Ms. Stegeman cstegem@tacoma.k12.wa.us
- Ms. Varnell jvarnel@tacoma.k12.wa.us
- Ms. A. Wilde awilde@tacoma.k12.wa.us
- Ms. Wood    jwood@tacoma.k12.wa.us
- Ms. Wyatt   nwyatt@tacoma.k12.wa.us
- Ms. Zhang   ezhang@tacoma.k12.wa.us
Tacoma School District complies with all federal and state laws and regulations and does not discriminate on the basis of race, color, religion, sex, gender identity, sexual orientation, national origin, or ancestry, the presence of any sensory, mental or physical disability or use of a trained guide dog or miniature horse by a person with a disability, age, familial or marital status, honorably discharged veteran or military status. This applies to all educational programs and extra-curricular activities. Inquiries regarding the application of the above should be directed to the Assistant Superintendent of Human Resources, telephone 253-571-1252. Inquiries regarding the application of the above to students and the application of Title IX should be directed to the Director of Student Life, telephone 253-571-1123. Inquiries regarding the application of Section 504 of the Rehabilitation Act (concerning students with disabilities who are not eligible for special education) should be directed to the Executive Director of Student Services, telephone 253-571-1224. These individuals may be contacted by mail at P.O. Box 1357, Tacoma, WA 98401-1357.
District Information and News

KTPS TV
Watch for frequent bulletins and educational programming on KTPS TV, which you can find on the following cable channels:

• Comcast (Channel 26)       • Click! (Channel 25)

To watch school board meetings and other KTPS TV productions online, go to the Watch KTPS TV section of the district website at tacomaschools.org.

School Closures for Inclement Weather
The decision to close schools due to inclement weather or bad road conditions is made by the superintendent as early as possible, usually around 5:30 a.m. The district will announce the decision to close schools in a variety of ways to help parents get the information quickly and accurately. These include:

• A large banner on the top of the district’s website home page (tacomaschools.org)
• A post on the district’s Facebook page (facebook.com/tacomaschools)
• A tweet to the district’s Twitter followers (twitter.com/tacomaschools)
• Recorded phone message sent to all households in the district
• An update posted on www.schoolreport.org.
• A recorded message left on the district information line at 253-571-1000 by 6 a.m.

While you will find inclement weather updates most quickly through these methods listed above, you also may see or hear the announcements on most television and radio news stations including:

KIRO (97.3 FM)       KOMO Radio (1000 AM)       KIRO TV (Ch. 7)
KING TV (Ch. 5)       KOMO TV (Ch. 4)       KCPQ TV (Ch. 13)

Please contact the main office at your child’s school to ensure the school has your most current contact information so you will receive the district’s recorded messages.

Mission Statement
In partnership with parents and community, we will provide a comprehensive educational experience that is rigorous, individualized and enables students to contribute to a changing and diverse world.

Vision Statement
We will be an outstanding school district in which all students exhibit high standards of achievement and critical thinking skills, and are socially responsible, contributing members of their community.

No Child Left Behind Legislation
The federal No Child Left Behind (NCLB) Act of 2001 requires states to establish student achievement standards; establish assessment systems to measure student progress toward those standards; and have all students reach those standards by 2014.

In 2011, the U.S. Department of Education (ED) invited each state educational agency (SEA) to request flexibility regarding specific requirements of NCLB in exchange for state-developed plans designed to improve educational outcomes for all students, close achievement gaps, increase equity, and improve the quality of instruction. In July 2012, Washington state’s request through the Office of the Superintendent of Public Instruction (OSPI) for NCLB flexibility was conditionally approved through the end of the 2013-2014 school year.

The district and teachers are working hard to close the achievement gap and help students meet the NCLB standards. However, they cannot do it alone. The district seeks the partnership of parents and community for student success. Please check the Tacoma Public Schools website, tacomaschools.org, for information on our district improvement efforts, current data and ways in which parents can assist the district in meeting adequate yearly progress and closing the achievement gap.

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GO BOBCATS!