

TUMWATER MIDDLE SCHOOL
6335 Littlerock Road SW
Tumwater, WA 98512
360-709-7500

WELCOME

Welcome to what promises to be a super year! Throughout our halls walk the best students in the world - **YOU!** This is an excellent school because our students, staff, and parents make it that way!

What can you do to have a great year at Tumwater Middle School? You can make this a memorable and meaningful year by getting organized and involved. Keep assignments and events in your school planner, refer to the school expectations in the planner and use Skyward to keep current with your grades.

It is important to be organized so that you can be as successful as possible in all of your classes. Middle school goes by very quickly, so work hard and you will find that the adventure of learning has many rewards.

We encourage all of you to look inside for a list of student activities. Become a member of our yearbook staff, sign up for music, try out for the school variety show, or participate in sports. Set your goals high, make a plan to reach them and then follow through and do your part.

Best wishes to you for a wonderful school year!

Jon Wilcox,
Principal

Cathy McNamara,
Assistant Principal

STUDENT LEARNING GOALS These goals represent what we want students to learn. They reflect community input, are found in the District Strategic Plan, and are consistent with the learning goals for the state of Washington.

1. Read with comprehension, write with skill, and communicate effectively and responsibly in a variety of ways and settings.
2. Know and apply the core concepts and principles of mathematics; social, physical and life sciences; civics and history; geography; fine arts; and health and fitness.
3. Think analytically, logically, and creatively; and integrate experience and knowledge to form reasonable conclusions and solve problems.
4. Understand the importance of work and how performance, effort, and decisions directly impact future career and educational opportunities.
5. Be responsible for one's actions; develop positive self-worth and academic success through good work habits; show respect for others, participate as a citizen, and become a life-long learner.

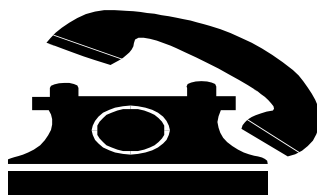


**DAILY SCHEDULE AT
TUMWATER MIDDLE SCHOOL**

First Bell **7:57 a.m.**
School Starts **8:00 a.m.**

BELL SCHEDULE	
7TH GRADE	8TH GRADE
1 st 8:00-8:55	1 st 8:00-8:55
2 nd 8:55-9:50	2 nd 8:55-9:50
OPPORTUNITIES 9:50-10:20	OPPORTUNITIES 9:50-10:20
3 rd 10:20-11:15	3 rd 10:20-11:15
LUNCH 11:15-11:45	4 th 11:15-12:10
4 th 11:45-12:40	LUNCH 12:10-12:40
5 TH 12:40-1:35	5 TH 12:40-1:35
6 TH 1:35-2:30	6 TH 1:35-2:30

SCHOOL HOURS School hours are 8:00 a.m. - 2:30 p.m. The Commons will be open to students 30 minutes before school, and the hallways and pods will be open 15 minutes before school. The hallways are closed during lunch and locked after school. Unless students are involved in after-school activities, or are taking advantage of our after-school homework center, they are expected to leave campus by 2:45 p.m



WHO TO CONTACT

WHAT	NAME	PHONE
ADMINISTRATOR	MR. WILCOX	709-7500
ADMINISTRATOR	MRS. MCNAMARA	709-7500
ASB/ATHLETICS/ACTIVITIES Fees, Fines, Payments	MRS. TAYLOR	709-7501
ATTENDANCE Planned Absence, Early Dismissal	MRS. PIDONE	709-7520
COUNSELOR SCHEDULES	MR. MCIVER	709-7506
REGISTRATION Student Records Grades New Students	MRS. RIDDLE	709-7503
WELLNESS CENTER	MRS. JOHNSON	709-7507
LIBRARY	MRS. RICHER	709-7510
LUNCH INFORMATION	KITCHEN STAFF	709-7561
CALENDAR	OFFICE	709-7500
TUMWATER SCHOOL DISTRICT TRANSPORTATION	TRANSPORTATION	709-7700
TUMWATER MIDDLE SCHOOL WEBSITE	http://tmsweb.tumwater.k12.wa.us/home/index.html	709-7500

TUMWATER MIDDLE SCHOOL ACADEMIC PROGRAM

COURSE SYLLABI AND GRADING Teachers explain course outlines, expectations, and their system for grading in each class. Parents have the opportunity to meet our teachers at our Curriculum Night in the fall. You will receive a report card at the end of every quarter. You can check Skyward for current grades through parent or student access.

STUDENT PROGRESS Parents with questions or concerns about student progress can contact the teacher by phone or e-mail to request a progress report. Parents may also view grades on the Internet through our family access program. Please contact Sally Riddle at 709-7503 for assistance in setting up your family access account.

ABSENT WORK Students are required to see their teachers during Opportunities, the day after being absent to make plans to catch up on missing work.

HOMEWORK QUESTIONS Please contact the teacher by phone or e-mail or by checking assignments at the schoolnotes.com web site, or the teacher website listed on the syllabus.

TECHNOLOGY The Tumwater School District expects all students to treat school equipment with proper care. Computer use is under the supervision of a Tumwater School District employee. Expectations set by the District will be followed at all times. School district policy states that Internet usage shall be for educational purposes only. Students not utilizing the Internet appropriately may lose Internet access or computer access.

PROCEDURE FOR CHANGING CLASSES If students or parents feel the need for a class change, the following process will occur:

1. Parents make an appointment with the teacher to discuss concerns regarding their student.
2. Strategies are developed.
3. A second meeting is scheduled to evaluate success of strategies.
4. During the trial period, the student has an opportunity to role play situations with a counselor.
5. If, following a good-faith effort to make the situation work, there are still problems; a class change will be considered.*

*Please note that any schedule change may impact the student's entire schedule.



LIBRARY The TMS library is delighted to provide student access to approximately 9,000 books and reference materials. You are welcome to use the library before or after school and during both lunches as well as during scheduled class visits.

Regular books and magazines are available for a checkout period of two weeks and you may check out up to three items at the same time. You can also check out library reference items such as, dictionaries, atlases and almanacs overnight. Please watch the "New Book" shelf for wonderful new additions.

On-line resources are even available to use from home through the TMS home page under the Library Resources link. Available resources include; TMS Library Catalog, World Book Encyclopedia, Proquest, eLibrary, Accelerated Reader list, the Timberland Library system and other helpful sites.

Welcome to Tumwater Middle School Library and Happy Reading!

Mrs. Marilyn Richer, Teacher-Librarian, 709-7510 marilyn.richer@tumwater.k12.wa.us

TEXTBOOKS Books are issued at the beginning of the year or each quarter. Students should record the book number in their planner. Books checked out to students become the personal responsibility of each student and must either be returned or paid for when books are collected. Payment for lost books will be refunded if the book is returned in good condition.

ATHLETICS AND ACTIVITIES

All TMS students have the opportunity to participate in a variety of extra-curricular activities. The activities include athletics, social events and fund raisers. The philosophy behind the TMS activity program is to encourage participation of all interested students. Students are encouraged to buy an A.S.B. card. The cost for this card is \$25.00. This wallet-sized card displays a current color photo, indicating the school year and identifies its owner as a Tumwater Middle School student. The revenue generated from the sales of our A.S.B. cards are used to enrich our student-body programs including sports. TMS also publishes a yearbook annually. The cost for the yearbook for the 2010-2011 school-years will be \$25.00 Students may participate on yearbook staff through our journalism class. The following is a list of some activities available to students:

- ASB Room Representative
- Fundraisers
- Leadership
- Journalism
- Yearbook
- Band
- Choir
- Orchestra
- Homesteaders

Athletics is an important and integral part of the total school program. Students are encouraged to participate in a variety of sports. Prior athletic experience is not required. Tumwater Middle School has a no-cut policy. Every participant will get to play. There is a \$30.00 participation fee per sport, however there are scholarships available for students in need.

The school year is divided into four approximately six-week seasons:

1. **Football/Volleyball** - Fall
2. **Girls' Basketball / Wrestling** – Early Winter
3. **Boys' Basketball/ Girls' Soccer** – Late Winter
4. **Co-ed Track** – Spring

ACADEMIC ELIGIBILITY An athlete, ASB Officer or ASB Representative must have passed all classes from the previous grading period with no more than one D, and remain in good academic standing for all grade checks in order to participate. If an athlete does not meet the minimum requirement, he/she may practice but not compete in games for a minimum of 5 days. Grades will be reviewed at three-week intervals. If an athlete fails to meet the grade requirement for the 2nd grade check, he/she will no longer be eligible to participate. If an ASB Officer or ASB Representative does not meet minimum grade requirement at grade check they will not be able to participate in ASB meetings and Activities until grades are passing. Prior to the first practice each year the following must be on file in the ASB office:

1. Insurance Information
2. Physical Form (Signed by physician and parent annually)
3. Concussion Form
4. Signed Co-Curricular Activity Code
5. Parent Consent Form (Each Sport)
6. ASB Card

ATHLETIC EVENTS If students wish to attend an athletic event as a spectator after school, they must have a signed permission slip to turn in to the after-school supervisor. Permission slips are available in the school office.

ATTENDANCE POLICY AT TMS

EXCUSED ABSENCES When a student is ill and will not be at school, a parent/guardian should call or contact the school attendance office at 709-7520 (24-hour line). All absences should be reported within 48 hours. Absences that are considered “excused” include: illness/health condition; doctor or dental appointments, religious observance; family emergencies; school assigned disciplinary action; and school approved activities.

Excused absences up to seven (7) days per semester allow the student one calendar day per absence time to make up missed assignments without reduction in grade or score.

- **Planned Absence:** If a student must be out of school for three or more days, he/she is to obtain a Planned Absence Form from the attendance office at least two days prior to the absence. The form is to be returned to the attendance office prior to the student's departure.
- **Absence resulting from Disciplinary Actions or Short-Term Suspension** affects students who are removed from class or classes as a disciplinary measure or students who have been placed on Short-Term Suspension for up to ten (10) days. Students suspended up to ten (10) days shall have the right to make up assignments at the place of supervision, whenever practical.
- **Extended Illness or Health Condition** is recognized if a student is confined to home or hospital for an extended period (20 school days or more). The school shall arrange for instruction and assignments at the place of confinement, whenever practical. If the student is unable to do his/her schoolwork, the student may be required to take an incomplete for the class without penalty.
- **Excessive excused absences** may affect student grades. This could result in legal notification of juvenile authorities under the Becca Bill requirements.
- **Unexcused absences** are a result of no notification to the TMS attendance office within 48 hours in writing or by telephone of a student's absence from school the absence will be marked unexcused.

BECCA BILL Senate Bill 5439, commonly referred to as the Becca Bill, sets requirements that school districts must follow regarding unexcused absences.

Tumwater Middle School is required to notify parents after one unexcused absence (defined as missing three or more periods in a school day). When students are marked absent in the morning, a reasonable effort is made to confirm the absence with the parent over the phone. On the second unexcused absence, we are now required by law to hold a conference to include an administrator, the parent(s), and student. The purpose of this meeting is to strategize ways to improve student attendance.

If the unexcused absences continue, the school and district are required by law to file a petition with the Juvenile Court system requesting the court's help. Should your child need to be absent due to illness or medical appointment, please be sure to call our attendance office assistant, Mrs. Pidone, at 709-7520 to verify that the absence is excused within 48 hours.

Early Dismissals: The student must bring a note from the parent or guardian before school stating the reason and time for early dismissal. A dismissal slip will be issued by the office, which is presented to the teacher at early dismissal time. Parents must come into the office to sign out students leaving campus.

Late Arrivals: Students who arrive late should report to the office for an admittance slip. If students have a note from their parent or guardian, it will be considered an excused tardy. If students don't have a note, an unexcused tardy will be recorded.

Tardy: Students are tardy when they are not in their seats when the final bell rings. The teacher records unexcused tardies, and may issue an infraction or refer students to administrators for disciplinary action.

GENERAL STUDENT INFORMATION **2010-2011**

INCLEMENT WEATHER/POWER OUTAGE If we have inclement weather or a power outage, the following radio stations will have information about school-scheduled changes:

1. AM Stations: KGY-1240, KQUE-920, KMAS-1030, and KELA-1470.
2. FM Stations: KXXO-96.1, KELA-103, KAOS-89

CLOSED CAMPUS Tumwater Middle School has a closed campus policy. Once students arrive on campus in the morning, they may not leave until dismissed in the afternoon or until a parent or guardian has signed them out in the office.

WELLNESS CENTER: If an illness or injury occurs after a student arrives at school, he/she is to report to his/her instructor and then to the wellness center. Our health assistant is in the wellness center every day from 8:00 a.m. to 2:30 p.m. The nurse is in the building on Tuesdays and on call at all other times. Please keep the office informed of address and phone number changes.

MEDICATION AT SCHOOL Under Washington Law when any medication must be given during school hours, proper forms must be filled out by the parents and a licensed health professional. The forms may be obtained from the office. All medication, prescription and over-the-counter, is to be kept in the wellness center. Medication is to be in the original container with the student's name and dosage clearly marked. Students carrying any unauthorized medication will be subject to disciplinary action. This includes inhalers for asthma.

IMMUNIZATION Students attending middle school must meet the following minimum immunization standards in order to attend school:

1. Four doses of diphtheria/tetanus/. Pertussis or three doses tetanus/diphtheria with the last doses on or after the fourth birthday.
2. Three doses polio with the last dose on or after the fourth birthday and two doses of measles/mumps/rubella given on or after the first birthday and at least 28 days apart.

This information must be provided and a completed Washington Certificate of Immunization (CIS) form must be on file **BEFORE** the child attends school. The month, day and year of all immunizations are required. **No child may attend school until the CIS is completed to the legal standards.**

FRESH AIR at TMS Maintaining the health of our students and staff is one of our primary concerns. We work and study in buildings that re-circulate the air we breathe. When someone wears perfume or cologne, everyone has to inhale the chemicals from which it is made. Some people do become very ill because of this. Please limit your use of these products and **do not bring bottles or cans of them to school.**

LOST AND FOUND Students should turn in all found items to the TMS office. Students who have lost an item may fill out a lost item form in the office. Unclaimed lost and found items may be donated to charity at the end of each semester.

VISITORS Visitors and Parents are welcome anytime. All visitors, students and adults, must report to the school office to sign in and obtain a visitor badge. Individuals who are not on approved business are not permitted on school property.

If a parent wishes to visit classes, please make arrangements in advance through the administration.

TELEPHONE Students may use the designated office phone before school, during lunches or after school. **Students may also ask to use their cell phone with permission from a teacher or office staff if during the school day.**

CELL PHONES/ELECTRONICS Cell Phones should remain on silent or turned off from 8:00 am – 2:30 pm. Cell phones should not be seen or heard during the school day. We strongly urge students to leave electronic devices at home, such as i-pods, and electronic games. These are also to be turned off and put away from 8am-2:30pm.

LOCKERS are available upon request. Students who wish to have a locker must provide their own lock. Students should not give their locker combination to anyone. School personnel may check the contents in a student's locker for reasonable cause at any time. Students are encouraged to leave at home all valuable items not needed in school. Students are expected to keep their lockers clean.

PAYMENT OF FEES Any checks for fees or purchases must be for the exact amount with checks made payable to Tumwater Middle School. Lunch money should be paid in the lunch room before school.

LUNCHES TMS uses an automated system for cashiering the meals program. Account numbers are assigned to students. Parents may send checks made out to TMS, or they may send cash each day. All lunch money should be taken to the cooks in the kitchen. A verbal reminder by the supervisor will be given to students as they get to a zero balance.

A reduced price and free meal program is available for qualifying families. Please ask at the TMS office for the proper forms. Reduced lunches are .40 per day.

STUDENT DRESS Any article of clothing that causes a disruption to the educational process at Tumwater Middle School is inappropriate and will lead to the student being sent home to change or a request that a parent bring appropriate clothing to school. Tumwater Middle School has a **NO HAT POLICY** for student safety. The following clothing items are prohibited:

- ◆ Items directly or indirectly depicting or referring to drugs, alcohol, tobacco, violence, death, profanity, nudity, vulgarity, obscenity;
- ◆ Revealing or provocative clothing, such as tops that expose bare midriff, shoulders, cleavage, and/or undergarments; or clothing normally worn as an undergarment or pajamas.
- ◆ Tops which have spaghetti straps or are backless;
- ◆ Sagging pants that fall below the hip bone;
- ◆ Shorts/skirts with high slits or that expose more than half of the thigh, short/skirts that are shorter than fingertips when arms are extended downward while standing;
- ◆ Excessive metal accessories (multiple chains, spikes); and
- ◆ Gang symbols, as interpreted with the assistance of local law enforcement.

In addition, shoes must be worn at all times.

Binders and book bags are considered to be part of your attire. Any pictures, drawings, or written words displayed on binders and book bags are subject to all dress code rules.

BICYCLES AND SKATEBOARDS Students may choose to ride their bicycles to school. Bicycles will be locked in our bike stand in front of the office during the school day. Skateboards may be stored in oversize lockers upon request. The school cannot assume any responsibility for bicycles or skateboards that are lost or stolen. Students should wear protective helmets and **walk bikes on and off campus.**

DEMOCRATIC COMMUNITY LIVING MODEL

Tumwater Middle School has four primary Community Responsibilities that govern our student management and discipline program. They are:

- 1. Act in a Safe and Healthy Way**
- 2. Treat all Property with Respect**
- 3. Respect the Rights and Needs of Others**
- 4. Take Responsibility for Learning**

The classroom teacher or other staff will deal with behavior infractions that occur in the classroom or hallway. If a teacher gives prior warning(s), he/she may issue an infraction slip to a student which results in a lunch detention and loss of privileges with our Honor Level Rewards Program. If a student has had multiple warnings or is displaying dangerous behavior, an office referral may be written, which will result in other consequences.

CONSEQUENCES

Please refer to Tumwater School District's Student Rights and Responsibilities booklet.

HONOR LEVEL REWARDS PROGRAM

Honor Level Rewards is the name of our Honor Reward Program which enables us to track student behavior and reward students who follow our school/community responsibilities on a regular and consistent basis. Tumwater Middle School staff members expect that all students can accept responsibility for their behavior. We believe that positive student behavior creates a safe academic and social environment conducive to learning. The Honor Level system we use is found in many schools throughout Washington and across the nation to track student behavior.

Positive student behavior is recognized through reward activities ranging from an early dismissal to lunch to an in-school dance. The vast majority of students at TMS earn reward activities throughout the school year (93% at our last activity). Students enjoyed a variety of Honor Level reward activities so far this year including; receiving breakfast bars, participating in a free activity period, viewing an appropriate movie of the students' choice, and having their names posted around the school to recognize their Honor Level One status.

Students who make inappropriate choices face progressive disciplinary actions. They receive infractions and/or referrals to the office by staff members and serve an immediate consequence the following day. The first infraction for all students is a 15 minute lunch detention. Honor Level One students have 0-2 demerits and consistently make good choices and can participate fully in all reward activities. Honor Level Two students have 3-8 demerits and may participate in some reward activities. Honor Level Three students have received 9 or more demerits and may not participate in reward activities or extra-curricular activities including sports. All students who fall below Honor Level One have the opportunity to return to Honor Level One by demonstrating a positive change in behavior and avoiding additional infractions for 14 calendar days. Each infraction drops from their active record after 14 calendar days (which includes weekends, holidays and vacations), and they may qualify to move back to Honor Level One.

This program provides consistent expectations for all students and rewards students for making good choices and contributing to a positive environment where all staff and students can teach and learn. For more detailed information, please see our website.