



**HARBOUR POINTE**  
M I D D L E   S C H O O L

## Welcome to the 2023-24 School Year!

We are looking forward to an excellent year together. Harbour Pointe is your school and you are an important member of our school community! The Harbour Pointe staff is here to help you be successful as a person and as a learner.

At Harbour Pointe Middle School, we are committed to providing the very best learning environment possible. For that goal to be accomplished, it is important for you to know our expectations of you and what you can expect from the school. Both you and your parents need to become familiar with this handbook and the Mukilteo School District Student Rights and Responsibilities handbook. Please keep this handbook in the front of your binder at all times. It will become an invaluable tool in answering questions that may arise throughout the year regarding activities, rules, and expectations.

Mukilteo School District complies with federal and state rules and regulations and does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following individuals have been designated to handle questions or complaints of alleged discrimination: Title IX Officer: Bruce Hobert (425-356-1319), Section 504 Coordinator: Lisa Pitsch (425-356-1277), and the ADA/Access Coordinator: Karen Mooseker (425-356-1330). All located at 9401 Sharon Drive in Everett, WA 98204. Inquiries regarding ADA/Access issues at Sno-Isle TECH Skills Center should be directed to Maggie Bagwell, Director (425-348-2220) at 9001 Airport Road in Everett, WA 98204.

# Student Guidelines

In following our code of conduct, the students of Harbour Pointe Middle School, for the purpose of promoting good citizenship while on campus and/or representing the school in outside settings such as: field trips, community service opportunities, and competitions, are held to the following standards of behavior:

## ON CAMPUS

- Campus is considered open to all students from 7:35 am to 10 minutes after the student day, unless the student is attending a school-sponsored sport or club with adult supervision. Our campus opens to the community, including students who are not participating in a sport or club, at 4:30 pm until dusk, unless there is a sporting or other planned event, which would take priority.
- Be kind to others. Treat people the way you'd like to be treated.
- Follow classroom, school and district rules, and comply with state laws including laws preventing any misconduct on the basis of race, color, creed, national origin, sex, sexual orientation, physical or mental disability, political beliefs, or religious beliefs.
- Honor directions and decisions of parents, adults, and staff.
- Demonstrate good citizenship at all times.
- Strive to be the "best that we can be" as learners and as people.
- Come to school prepared with required materials.
- Make sure your clothing and possessions are not interfering with learning.
- Refrain from inappropriate public displays of affection including extended hugs, hand holding, and kissing
- Respect yourself and others.
- Respect diversity and build a sense of community for all.

## IN THE HALLS

- Walk in all areas (to include no sliding on banisters).
- Keep hands and feet to oneself, don't hang onto others' backpacks, and respect others' personal space.
- Be safe on the second-floor balcony of the Great Hall; never lean over or throw items. Throwing items from the balcony is a serious safety concern.

## IN THE CLASSROOM

- Be on time; come prepared for class and bring all materials.
- Follow all classroom rules as outlined and posted by individual teachers.
- Be seated and ready to work when the class begins.
- Listen attentively. Follow directions.
- Respect selves, other students, staff, personal and school property.

## AT LUNCH

- Remain seated in the commons for first 15 minutes of lunch and wait to be dismissed.
- Four students max are permitted on each cafeteria bench; please keep hands to self.
- Please do not purchase and/or distribute food to others.
- Dispose of trash in the garbage cans.
- Look for the posted “open” sign on the door in the commons before accessing the patio.
- Look for the posted green sign on the back door in the Great Hall before accessing the outside basketball court area the last 15 minutes of lunch (aka “Options Time”).
- Options for “Options Time” include basketball court area outside, library, Great Hall, cafeteria, and, on occasion, the patio outside of the cafeteria

## Citizenship and Behavior

### **Citizenship at Harbour Pointe**

We want our school to be a safe and caring place where all students can experience academic and social success. Sometimes students make choices that interfere with their own or others’ chances for that success. The Harbour Pointe citizenship system works with students and parents to help students change behaviors that interfere with the learning environment, safety, and/or well-being of others. It is the goal of our staff to administer fair and appropriate consequences for interfering behaviors.

While there is no tolerance for exceptional misconduct at school, sometimes middle school students make mistakes. When this is the case, teachers and/or other will implement a Tier 1 intervention—which can be as small a change as a simple warning or moving the student to a different seat, all the way to some time in the Focus Room and/or a lunch detention. Parents are notified when unacceptable behaviors persist and when a student misses any instructional time. If student misconduct continues, a citizenship referral is sent to school administration for a Tier 2 intervention, which could involve behavior planning and/or forms of exclusionary discipline, such as an in-school or out-of-school suspension, depending on the severity of the problem and the disciplinary history of the student at the middle school level. Exceptional misconduct may result in immediate disciplinary action, such as suspension.

In regards to the Focus Room, when a student’s behavior in class is keeping themselves and/or others from learning, she or he may be sent to the Focus Room for the remainder of the class period. When a student is removed from a class to the Focus Room for disruptive behavior, a student may process the disruptive choices by completing a Responsibility Form. Parents, again, will be notified regarding the behavior that resulted in lost instructional time.

### **Harassment, Intimidation, and Bullying**

Harassment, intimidation, and/or bullying are never acceptable at school. Harbour Pointe is committed to a safe and civil educational environment for all students that is free from harassment, intimidation, and bullying. Students or parents are encouraged to contact a teacher, counselor, or administrator to report problems; early intervention is important if the harassing behavior is to be changed. Complaints to counselors and administrators will be investigated when the alleged conduct:

- 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.

### **Exceptional Misconduct**

There are categories of behavior that are considered to be exceptional student misconduct. Behaviors such as those listed below, because of their impact on the school environment, may result in a suspension or expulsion without prior disciplinary interventions. If appropriate, law enforcement may be contacted. (See the “Mukilteo School District Rights and Responsibilities Handbook” for more detail.)

Academic Dishonesty	Indecency
Arson/Incendiary Devices	Interference with School Authorities
Bullying	Intimidation/Threats
Disruption of School	Intimidation of School Authorities
Drugs/Alcohol/Marijuana	Inappropriate/Malicious Use of Electronic
Engaging in the Act of Fraud	Information Systems
Extortion, Blackmail, Coercion	Physical Injury/Fighting/Assault
Gambling	Theft
Gang Activity	Tobacco/Vaping/Juuling
Harassment (Physical, Verbal, Sexual)	Trespass
Illegal Activity	Vandalism
Inappropriate Behavior	Weapons

*Administrators practice progressive discipline.  
Additional offenses of misconduct result in greater consequences.*

### **Search and Seizure**

- Students and students’ personal property and/or lockers are subject to search by school officials if an individualized reasonable suspicion exists that the search will yield evidence of a student's violation of the law or school rules governing student conduct. The Principal or Assistant Principal shall have an additional administrator or staff member present during the search.
- Any student search must be reasonably related to the discovery of contraband or other evidence of a student's violation of the law or school rules. For the purpose of this policy, "contraband" means items, materials, or substances that are prohibited by law or district policy, including but not limited to, controlled substances, alcoholic beverages, tobacco products, or any object that can reasonably be considered a firearm or weapon.
- Staff shall conduct searches in a manner which is not excessively intrusive in light of the age and sex of the student and the nature of the suspected infraction.
- If a student refuses to cooperate with any search, the student may be disciplined for failing to cooperate with and following directives of a school administrator.

**Drug/Alcohol Detection Dog Search**

- No student shall be subject to a search by a drug/alcohol detection dog unless there is an individualized reasonable suspicion that the student is under the influence or in possession of a controlled substance or alcohol.
- Canine detection inspections, however, may be used before, during and after the school day and at school events, for general campus inspections including but not limited to classrooms, student lockers, gym lockers, desks, school parking areas and automobiles parked on school property. Any such inspections will be conducted in the presence of school personnel by a properly trained and certified dog and dog handler.

**Use of Video Cameras**

For purposes of promoting and maintaining a safe environment, protection of district property, and deterrence and prevention of criminal activity and conduct violations, the Mukilteo School District will utilize video cameras on school grounds and in District-provided school buses. Students, parents, staff, volunteers, and visitors may be videotaped while on school grounds or in District-provided school buses. Further information on the use of video cameras can be found in Policy 9321 located on the District website.

## Citizenship Outline

This citizenship outline is a guide for how student behavior infractions will be addressed at Harbour Pointe Middle School.

Tier 1 (Teacher/Staff Managed)	Tier 2 (Administration/Office Managed)
<p>Tier 1 offenses are <i>minor</i> in nature—meaning they do not substantially interfere with the learning of the student committing the infraction and/or other students in the class—and do not persist over time as a pattern. These are “teacher/staff managed” because the staff member does not need admin approval for the consequence. These consequences are those defined in your teacher’s classroom and syllabus, this handbook, and the student rights and responsibilities handbook sent home at the beginning of the year. Teachers may assign a tier 1 consequence up to assigning a single lunch detention per infraction and/or sending the student to the Focus Room for the period in which the offense was committed.</p>	<p>Tier 2 offenses are <i>major</i> in nature—meaning that they do substantially interfere with the learning of the student committing the infraction and/or other students in the class—and/or persist over time as a pattern. These are “admin/office” managed because they require administrator approval for any sort of extended and/or exclusionary discipline (e.g., week-long lunch detention or multiple periods/days of suspension from a class/school) or the infraction is best handled by a school counselor. The consequences can be multiple days of lunch-detention, suspension, or expulsion. We operate using “progressive discipline”—meaning your past infractions at the middle-school level impact the consequence of your next infraction. Note: Any exceptional misconduct* (denoted below with an asterisk) will result in immediate referral and progressive discipline.</p>
<ul style="list-style-type: none"> <li>• Defiance/insubordination/non-compliance</li> <li>• Disruption</li> <li>• Disrespect</li> <li>• Tardy</li> <li>• Truancy</li> <li>• Abusive/inappropriate language/threats</li> <li>• Academic dishonesty</li> <li>• Electronic device violation</li> <li>• Property damage/vandalism</li> <li>• Physical aggression</li> <li>• Dress code violation</li> <li>• Any other actions that fail to uphold our Hawk High Five traits</li> </ul>	<ul style="list-style-type: none"> <li>• Defiance/insubordination/non-compliance</li> <li>• Disruption</li> <li>• Disrespect</li> <li>• Truancy</li> <li>• Abusive/inappropriate language/threats*</li> <li>• Property damage/vandalism</li> <li>• Physical fighting/aggression*</li> <li>• Harassment/intimidation/bullying*</li> <li>• Theft*</li> <li>• Forgery/academic dishonesty</li> <li>• Weapons*</li> <li>• Electronic device and/or technology-use violation</li> <li>• Arson*</li> <li>• Drugs and/or alcohol*</li> <li>• Tobacco/Vaping*</li> <li>• Gambling</li> <li>• Gang activity*</li> <li>• Other illegal activity*</li> </ul>

## Citizenship Outline Examples

Tier 1 Examples	Tier 2 Examples
<p>The key elements of Tier 1 infractions are negligibility of the infraction and/or the lack of persistence over time. The following examples are intended to clarify the difference between the overlaps on the two tiers. They are not exhaustive lists.</p> <ul style="list-style-type: none"> <li>• Property damage/vandalism <ul style="list-style-type: none"> <li>◦ Drawing in pencil on a desk or a wall</li> </ul> </li> <li>• Truancy <ul style="list-style-type: none"> <li>◦ They left class to go to the bathroom and were gone for a long time</li> </ul> </li> <li>• Academic dishonesty <ul style="list-style-type: none"> <li>◦ First caught cheating, submit a referral so it's logged, and implement classroom consequence (e.g., lunch detention until test is retaken)</li> </ul> </li> <li>• Physical aggression <ul style="list-style-type: none"> <li>◦ Student smacks another student's hand</li> <li>◦ Student runs into someone at the door</li> </ul> </li> <li>• Dress code violation – not taking away from the learning environment <ul style="list-style-type: none"> <li>◦ Hood up</li> <li>◦ Ear buds in without approval</li> </ul> </li> </ul>	<p>The key elements of Tier 2 infractions are severity of infraction and/or persistent pattern of minor/major infraction. The following examples are intended to clarify the difference between the overlaps on the two tiers. They are not exhaustive lists.</p> <ul style="list-style-type: none"> <li>• Property damage/vandalism <ul style="list-style-type: none"> <li>◦ Breaking/destroying someone else's computer or their own in an intentional manner</li> <li>◦ Physically altering the state of an object in such a way that it cannot be repaired</li> </ul> </li> <li>• Truancy <ul style="list-style-type: none"> <li>◦ Skipping class altogether</li> <li>◦ Leaving class without teacher permission and school hall pass</li> </ul> </li> <li>• Academic dishonesty <ul style="list-style-type: none"> <li>◦ Patterns of cheating on assignments/tests/etc.</li> </ul> </li> <li>• Physical aggression <ul style="list-style-type: none"> <li>◦ Students engage in behavior that is intended to substantially harm someone else or such risky behavior that could substantially harm someone else</li> <li>◦ Repeated minor violations</li> </ul> </li> <li>• Dress code violation – <u>taking away</u> from the learning environment of self and others <ul style="list-style-type: none"> <li>◦ Racial slur</li> <li>◦ Booze/alcohol logo on shirt</li> <li>◦ Underwear/private parts showing</li> <li>◦ Repeated failure to follow other elements of the school dress code</li> </ul> </li> </ul>

# Activities and Athletics

## **Associated Student Body (ASB)**

The ASB is the student government organization at Harbour Pointe Middle School. Elections are held each spring for current 6<sup>th</sup> and 7<sup>th</sup> graders to run for the ASB cabinet. There is one big fundraiser each fall to raise money for student activities: the fundraiser involves the sale of Otis Spunkmeyer cookie dough. Money earned through the fundraiser supports non-curricular school activities for all students including school parties, intramurals and clubs, sports equipment, leadership camp for ASB cabinet members, WEB (6<sup>th</sup> grade transition program), field day, subsidizing yearbook purchases, and music department entry fees and trips.

The ASB meets regularly to approve expenditures of ASB funds and to discuss student life at our school. The ASB is led by the Cabinet, which includes an elected president, vice-president, secretary, and treasurer. ASB Cabinet members are scheduled into a yearlong leadership class as an elective. In the fall, each grade level elects Senators to attend monthly ASB meetings during lunch time to represent student interests for grade level activities.

## **ASB Card**

Students who participate in sports or after school clubs and activities must have ASB membership. The student ID card has a sticker to indicate ASB membership. ASB membership is free for the 22-23 school year.

## **Assemblies**

Throughout the year we have assemblies in the gym. Four times a year we have Hawk Pride assemblies, organized by the Leadership class and ASB cabinet. We also have educational or inspirational assemblies.

At assemblies, proper behavior is expected. Be respectful of the presenters. Applaud when appropriate. Do not stomp your feet or boo. Enter and exit the gym safely; stay seated until your row is dismissed, and use the aisles to exit, not the seats.

Parents and family members must check in at the main office. Siblings attending assemblies must be accompanied by an adult guardian at all times.

## **Clubs**

There are many clubs at Harbour Pointe Middle School to serve a diversity of student interests. Club activity begins in October. Examples of clubs that have been available are Intramurals, Builders Club, Ultimate Frisbee Club, National Junior Honor Society, Scrapbook Club, and a Book Club, and Sports Club. Students can also participate in Flag Team. There is a Spring Musical production which involves many students in its production. To participate in a club or the musical, students must be enrolled at Harbour Pointe Middle School.

Club existence from year to year depends on student interest and the availability of an adult advisor. The ASB funds club activities. Students who participate in club activities need to purchase ASB membership. If you and some friends have a special interest, talk to the Activities Coordinator about forming a club.

## **Interscholastic Sports**

Mukilteo School District students in 7<sup>th</sup> and 8<sup>th</sup> grades are eligible to turn out for interscholastic athletics at the middle school level; there are a few sports opportunities for 6<sup>th</sup> grade students. It is our aim to complement an excellent academic program with top notch athletic opportunities. Each season there are opportunities for both boys and girls to participate. Team practices are held before and after school; players need to arrange their own ride home as practices. An activity bus is available for all students after school and leaves at 4pm Monday-Thursday (no bus on Fridays).

In order to participate in interscholastic activities, each participant must:

1. Complete sports registration forms which include a physical form signed by a physician, a parent permission form, proof of medical insurance (insurance may be purchased—see Main Office staff or Athletic Director for more information), an emergency information card, and a signed Harbour Pointe Athletic Code of Conduct. All required forms are accessed via Harbour Pointe’s website, then click on “Athletics & Clubs.” All necessary athletic registration information is submitted via Final Forms—follow the link, “Online Submission” on the HP athletic website to get to the Final Forms submission page. Final Forms allows parents and guardians to input proof of insurance, parent permission, emergency information, sport specific rules, and Athletic code of conduct. The only hard copy form needed is the sports physical. Sports physicals are valid for 3 years.
2. Passing 5 of 6 classes; grade checks will be conducted monthly starting in October.
3. Purchase an ASB membership.

### **Interscholastic Sports Seasons**

<b>Sports Season</b>	<b>Sports available</b>	<b>Dates</b>
<b>Fall</b>	<b>Football – 7<sup>th</sup> &amp; 8<sup>th</sup> grade Cross Country – 6<sup>th</sup>, 7<sup>th</sup> &amp; 8<sup>th</sup> Girls Softball – 7<sup>th</sup>/8<sup>th</sup> grade</b>	<b>September-October</b>
<b>Winter I</b>	<b>Boys Basketball – 7<sup>th</sup> &amp; 8<sup>th</sup> grade Girls Volleyball – 7<sup>th</sup> &amp; 8<sup>th</sup> grade Boys Soccer– 7<sup>th</sup> &amp; 8<sup>th</sup> grade Girls Soccer– 7<sup>th</sup> &amp; 8<sup>th</sup> grade</b>	<b>November-January</b>
<b>Winter II</b>	<b>Girls Basketball – 7<sup>th</sup> &amp; 8<sup>th</sup> grade Wrestling – 6<sup>th</sup>, 7<sup>th</sup> &amp; 8<sup>th</sup> grade</b>	<b>February-March</b>
<b>Spring</b>	<b>Track and Field – 6<sup>th</sup>, 7<sup>th</sup> &amp; 8<sup>th</sup></b>	<b>April-May</b>

### **WEB – Where Everybody Belongs**

Each spring, there is an application process for current 7<sup>th</sup> graders to apply to become WEB leaders the following school year. Selected eighth graders will mentor groups of sixth graders, teaching them how to be successful middle school students. WEB students will run the sixth grade orientation at the beginning of the school year, and will meet with sixth graders on a regular basis throughout the school year to maintain their connection with their mentees.

# Harbour Pointe A-Z

## Attendance

School attendance in the State of Washington is compulsory. (See the “Mukilteo School District Rights and Responsibilities Handbook” for more detail.) All students enrolled in the Mukilteo School District shall attend punctually and regularly all scheduled classes to which they are assigned unless their absence meets WAC 392-401-020.

1. Illness, health conditions or medical appointment (including but not limited to, medical, counseling, dental, optometry, pregnancy and in-patient or out-patient treatment for chemical dependency or mental health) for the student or person for whom the student is legally responsible;
2. Family emergency including, but not limited to, a death or illness in the family,
3. Religious or cultural purpose including observance of a religious or cultural holiday or participation in religious or cultural instruction;
4. Court, judicial proceeding, court-ordered activity, or jury service;
5. Post-secondary, technical school or apprenticeship program visitation, or scholarship interview;
6. State recognized search and rescue activities consistent with RCW 28A.225.055;
7. Absence directly related to the student’s homeless or foster care/dependency status;
8. Absence related to deployment activities of a parent or legal guardian who is an active duty member consistent with RCW 28A.705.010;
9. Absences due to suspensions, expulsions or emergency expulsions imposed pursuant to chapter 392-400 WAC if the student is not receiving educational services and is not enrolled in qualifying “course of study” activities as defined in WAC 392-121-197;
10. Absences due to student safety concerns, including absences related to threats, assaults, or bullying;
11. Absences due to the student’s migrant status and;
12. An approved activity that is consistent with District policy and is mutually agreed upon by the principal or designee and a parent, guardian or emancipated youth.

If there is an absence, please excuse the absence by doing one of the following:

- 1) A written note from the parent/guardian for an excused absence must be received within two school days following a return to school. Administrators may request doctor’s verification for excessive absences.
- 2) A phone call from the parent or guardian if a student will be absent. **Email [HPAttendance@mukilteo.wednet.edu](mailto:HPAttendance@mukilteo.wednet.edu) or call the 24-hour attendance line at 425-366-5105.** When returning from an absence, a student should always get an “Admit to Class” pass from Student Services. Give this pass to your teacher. If the parent phoned in earlier, or if the student brings a signed excuse, the absence is excused. To avoid having the absence recorded as unexcused; students have one additional day after returning to school to bring a signed note from a parent or guardian.

If you know about an absence ahead of time, and it meets one of the 12 reasons listed above, parents may request a pre-arranged absence form from Student Services. Students who miss school due to a pre-arranged absence must submit work upon returning to school; additional time to complete work will not be provided for pre-arranged absences. Projects that were assigned prior to a pre-arranged absence are due on the assigned due date.

Students are to be in class, seated and ready to work when the bell rings. Students who do not meet these expectations will be counted as tardy. At the discretion of teachers, a citizenship referral may be submitted, and lunch detention assigned, for patterns of excessive tardies to class.

Students with excessive excused tardies to school will have tiered citizenship interventions (see “Citizenship Outline”) for excessive disruptions to their first period class; it is very disruptive to the learning environment when students regularly show up late. Parents, please help your student practice responsible attendance.

Tardy arrivals to school will be excused for:

1. Illness
2. Family emergencies
3. Prearranged medical or dental appointments
4. Authorized classroom or school activities

### *Late Arrival/Early Dismissal*

Students who are absent part of the school day must sign in or sign out at the Student Services office. A parent note or parent presence is required for students who sign in or out. Students who leave without following this procedure are considered truant; students returning within the same day must sign in to avoid being marked absent for the remainder for that day. **Any student who misses more than half the school day may not participate in extra-curricular activities on that day.**

### *Truancy*

Truancy can be a Tier 1 or Tier 2 offense. “Truancy” basically means that you are skipping class. This could mean that you left class without the school’s hall pass and, therefore, your teacher’s permission; it could also mean that you chose to not go to class at all and went to hid in the bathroom; it could also mean that you are not coming to school at all for a great number of days. Consistent attendance in your schools and classes allows you to be a present contributor to your academic and social-emotional learning. Also, because attendance at school is required by the State of Washington, there are serious consequences for students who skip school or for students with unexcused absences. Students will be subject to tiered citizenship interventions (see “Citizenship Outline”) for truancy. “Becca” papers may be filed with the Snohomish Juvenile Court for students with excessive absences - unexcused or excused.

### **Backpacks**

Student backpacks can be very heavy when filled with textbooks and supplies. Students are encouraged to carry only those items immediately needed; keep the rest in your locker. Small rolling backpacks (not suitcase size!) are an option for avoiding strain and injury from carrying a heavy backpack. Remember that your backpack does need to fit in your locker. Locker dimensions are: 9” Deep x 8” Wide x 32” Tall

Students may not take backpacks to the PE locker room, as the lockers are too small to hold backpacks. Do not leave backpacks untended or leave them in areas such as the lost and found, hallways, or the music practice rooms.

### **Bathroom Use**

We want students to be able to use the bathroom as the need arises. To ensure that this is our practice, we need to keep our bathrooms safe and clean. Here are some rules for the bathroom:

- Use the bathroom for relieving yourself, washing your hands, and/or briefly checking your appearance.
- No more than one person in a stall at a time.
- No repeated, frequent bathroom use during class, Options, or morning Great-Hall time. If you just went into the bathroom, you will not be allowed to return during that time frame—e.g., morning Great-Hall time, Options Time, or that class period.

- Toilet paper and feminine products are to be used only for personal hygiene.
- If you see anyone vandalizing the bathroom or using/selling tobacco, vape products, illegal drugs, and/or alcohol in the bathroom, we need you to report it to the main office or student services immediately.

Violation of these rules will result in disciplinary consequences.

### **Bus Information**

School bus transportation is available to students whose residences qualify them to ride a bus. All school rules apply at bus stops and on buses. Failure to maintain safe and expected behavior may result of discipline or exclusion from the bus. For your safety, please stay behind the yellow line on the sidewalk while the buses are picking up or dropping off students.

You may not ride a Mukilteo School District bus unless it is your assigned bus, or you have a bus pass. A bus pass can be obtained from Student Services before school or during lunch if you would like to ride home with a friend; a note from a parent/guardian is required. The note must include the date, the student's name, name of the friend, the bus number, and the bus stop. **Permission must be in writing – absolutely no permission will be taken over the phone.**

We do offer an activity bus for students who stay after school for a school-related activity such as a club, sports, drama rehearsal, etc. Students must have a bus pass for the activity bus, or they will not be permitted to ride it. The activity bus pass is available from an adult supervising your activity or from the Student Services office.

### **Cell Phones and Other Smart Technology (e.g., earbuds and smart watches)**

Student cell phones/headphones shall be silenced and put away upon entering the school in the morning. Students that have cell phones out or audible between 7:35 a.m. - 2:45 p.m. will have a tiered citizenship intervention (see "Citizenship Outline"). **It is at the discretion of classroom teachers to allow cell phone/headphones use for instructional purposes. Earbuds are only allowed inside classrooms only with teacher permission; earbuds are never allowed outside classrooms.** All smart watches should be set to silence any notifications—texts, notifications, etc. **It is the students' responsibility to put away and silence devices upon leaving a classroom that allowed cell phones/headphones. Parents, your student is always able to use the phone in Student Services if a need to talk with a parent/guardian arises; please do not text your student throughout the day and expect them to answer.**

### **Closed Campus**

After arriving at school, students are to remain on campus until the end of the school day unless they have school or parent/guardian permission to leave early. Students are not allowed in the building before 7:35 a.m. Zero period students may enter the building at 7:00 a.m. After school, all students should be off campus no later than 10-minutes after the conclusion of the student day, unless they are participating in a school-sponsored club or sport that has adult supervision.

Parents who wish to eat lunch with their students must check in at the main office. Volunteers must sign in at the main office.

### **Contraband/Prohibited Items**

Items that compromise student safety are never allowed at school. In addition, items that distract students from their work are not appropriate to have out at school. Some but not all examples of contraband/prohibited items are:

- Electronics such as cell phones (see section "Cell Phones" above for details), cameras, laser pointers, electronic games, smart watches are allowed if notifications set to silent

- Headphones/earbuds are not allowed to be out, unless allowed by teacher/administrator for instructional purposes, and should be stored in a backpack during school hours (see section “Cell Phones” above for details)
- Gambling items
- Toys or devices disruptive to the learning environment
- Flowers and balloons
- Gang-related clothing, paraphernalia, or drawings
- Obscene or pornographic materials or drawings
- Weapons, look-alike weapons, explosives (including fireworks, matches, lighters), air soft guns, stink bombs
- Tobacco products, alcohol, drugs (including e-cigarettes, vaping products, JUUL products)
- Antiperspirant/body sprays or other strong perfumes – as many people are allergic
- Gaming devices (Nintendo Switch, other handheld gaming devices, etc.)

Contraband/Prohibited items may be confiscated from students. Parents may have to come in to claim the item. A tiered intervention may be imposed for possession of contraband/prohibited items, and law enforcement may be contacted.

### **Counseling Services**

Harbour Pointe has three full-time counselors, a student support advocate, an intervention specialist, and a full-time psychologist who works with special education students. Counselors help the same group of students all the way through the three years of middle school, looping with each student grade level. This year, Ms. Newman is our 6<sup>th</sup>-grade counselor, Mr. Fleming is our 7<sup>th</sup>-grade counselor, and Ms. Francisco is our 8<sup>th</sup>-grade counselor. Our counselors serve in many ways such as scheduling classes, individual counseling, group counseling, conducting mediations, and welcoming new students. Counselors are busy, so appointments should be made. Students can do this by filling out a self-referral card in the Student Services office. A counselor will call you out of class as soon as time permits. In emergency situations, students should notify an adult immediately.

### **Deliveries**

Items to be delivered to a student during the school day may be placed in the appropriate grade-level bin located in Student Services for student pick-up at passing or lunchtime. Staff is not responsible for deliveries or messages unless there is an emergency. Flowers, balloons, and special food treats are not permitted at school due to disruption of learning.

### **Dress Code**

**Students should dress casually and comfortably for school, while wearing clothing that is well-suited for a school environment.**

Dress Code Requirements:

- Clothing shall cover private parts and undergarments.
- Clothing choices shall not create a health or safety hazard, nor shall they contribute to a hostile or intimidating school environment.
- No hoods are allowed. If opting to wear a hat, ears and eyes must always be visible, unless headgear is for specific religious purposes or other special exceptions.

\*A violation of the dress code will require a change of clothing. Special circumstances will be considered on a case-by-case basis.

## **Emergency Drills**

Harbour Pointe has a comprehensive, well-organized plan for emergencies. We practice evacuation and safety drills throughout the year so that if a real emergency occurs, everyone will know what to do and where to go. First period teachers will review the procedures with their students. When we evacuate to the football field for a fire drill, students must exit the building silently and in an orderly manner. It is important to stay quiet during the entire drill so that everyone can hear instructions. This is also important during in-building earthquake and intruder drills.

## **Food Services**

Our kitchen staff prepares and serves breakfast and lunch daily. Breakfast is served from 7:35-8:00 a.m. for \$2.00 and milk for \$.50. Lunch costs \$3.50 and milk \$.50. For students who have Free/Reduced Lunch status, lunch, breakfast, and milk are provided at no cost to the student/family. A variety of foods are offered, including a daily hot lunch special, pizza, hamburgers, sandwiches, and salad. Other items are available for sale à la carte.

Students may pay cash for lunch. They can also deposit a check or cash into their lunch account, and access the account with their student ID card. Additionally, parents/guardians may deposit money into their child's lunch account using a phone/web-based app: <https://www.myschoolbucks.com>.

Students can apply for free or reduced-priced meals. (Pick up an application in the Main Office if you are interested in this program.) A student's ID card is used when paying for school meals.

## **Hawk Pride Cards**

Staff members reward positive behaviors by giving out Hawk Pride cards. These cards can be turned into the grade-level boxes in The Commons during lunchtime. Students are encouraged to always write their full names on their Hawk Pride cards in ink so that the cards can be returned if lost. There will be monthly Hawk Pride card drawings at lunch to reward selected students (20 students at each of the three grade level lunches) with a Dairy Queen Dilly Bar. Hawk Pride drawings also occur more regularly during lunchtime to allow selected students access to "Hawk Drawing" events (fun prizes), and/or used at the Hawk card exchange (trinkets, posters, pencils, etc.).

## **Library**

Books and magazines may be checked out—maximum four (4) at a time, for a two-week period. Overdue notices are sent out once a week to first period classes. Students are responsible for the items they check out.

Computers in the library are to be used for schoolwork only. Games and gaming sites are not allowed. Do not use personal e-mail unless you are sending or receiving assignments from home.

The library is usually open from 7:35 a.m. until 3:50 p.m., including lunches. Check for signs on the door before entering to see if the library is closed for a class presentation or a special meeting.

## **Lockers**

Lockers are provided for student convenience and are the property of the school. The school district reserves the right to inspect student lockers at any time. Please report any problems with lockers to Student Services. Never tell anyone your locker combination and do not change lockers without permission from school staff. **Do not share lockers.** The school does not assume responsibility for lost or stolen property. Please use only magnetized decorations for your locker, not stickers.

P.E. lockers are used for P.E. clothing storage. It is best to have your P.E. items in a bag so that items cannot be pulled through the mesh or vents. Be sure to check that your lock is secure before leaving the locker area! The school does not assume responsibility for lost or stolen property from the locker rooms.

### **Lost and Found**

If an item is lost at school, check with both school offices and in the Lost and Found cabinets. The Lost and Found cabinets are located by the elevator in the Great Hall. Students may also check the P.E. locker room Lost and Found bins. Items with names on them are returned to students, so we encourage you to label clothing with your name. A few times a year, all items left in the Lost and Found are donated to a charitable organization. Do not put your backpack in the Lost and Found cabinet.

### **Lunchtime**

Please be seated at a lunch table (max of four students per bench) when in the Commons or at the patio for first 15 minutes of lunch. Everyone is responsible for making sure the cafeteria is a pleasant and healthy place; make sure your lunch table is clean before you walk away. Please utilize the appropriate composting and garbage bins for your trash.

Students may **not** go to their lockers or to classrooms at lunchtime. If visiting teachers' rooms during lunch, students need to stay in the classroom for the duration of lunch. The library is usually open (be sure to look for the "library is open" sign at the top of the Great Hall stairs leading to the library). Students may access the Great Hall, Library, and basketball court area during the last 15 minutes of lunchtime (aka "Options Time").

### **Medication at School**

Any medication, pill, capsule, liquid or other form (prescription or over-the-counter) taken at school requires a signed authorization from the parent/guardian and must be stored with the nurse. The school encourages medication to be taken outside of school under parent/guardian supervision whenever possible. However, if any medication needs to be taken while at school, including non-prescription pain-relievers, parents/guardians must supply information and their signature on a Medication Authorization form which can be picked up from the nurse in Student Services Office. Possession of medication at school without the proper paperwork being filed is subject to a tiered citizenship intervention (see "Citizenship Outline"). The written directions by the physician or dentist must come with the medication. All medication must be in the original container. Students may not be admitted to school if medications for life-threatening conditions are not appropriately provided, along with authorization.

### **Music**

Music devices (Bluetooth speakers, earbuds, etc.) shall be turned off and put away upon entering the school in the morning. Students that have music devices out or audible between 7:35 a.m. - 2:45 p.m. will have a tiered citizenship intervention (see "Citizenship Outline"). It is at the discretion of classroom teachers to allow music devices for instructional purposes. It is the students' responsibility to put away and turn off devices upon leaving a classroom that allowed such devices.

### **Nurse**

Harbour Pointe Middle School has a part-time nurse who coordinates student medication and health screening and helps students who become ill while at school. If a student is sick at school, a pass must be obtained from the student's teacher and the student shall then report to Student Services. Do not go to the nurse without first notifying your teacher. When the nurse is not available, office staff will assist. If the student is too ill to attend class, a parent/guardian will be

contacted to pick the student up. Students should not attend school if they have vomiting, fever, or diarrhea that day, and should return to school after a full 24 hours has passed since the symptoms end.

### **PE Uniforms**

Students are expected to suit up for PE every day. Harbour Pointe PE clothing can be purchased OR students may wear non-HP PE clothing. PE t-shirts must be solid white or gray and shorts solid navy or black. Good athletic shoes with support and shoelaces are required for proper attire. Sweats are optional and recommended in the winter months. Harbour Pointe sweats can be purchased, but any sweats worn solely for PE are acceptable. PE uniforms sweats can be ordered from the PTO. Throughout the year, uniforms can be purchased from the Bookkeeper; PE shirts are \$6.00 and shorts are \$12.00. PE clothes should be washed at home at least weekly.

### **Plagiarism and Academic Dishonesty**

Claiming someone else's work as your own is dishonest. Plagiarism is the practice of taking someone else's work or ideas and passing them off as one's own. Academic Dishonesty is defined as any action or intended action that may result in creating an unfair academic advantage for oneself or an unfair academic advantage or disadvantage for any other student. Students who plagiarize or are academically dishonest will be subject to a tiered citizenship intervention (see "Citizenship Outline").

Students may be required to redo the test or assignment and may not receive full credit. In addition, students who provide work for others to copy may receive a tiered citizenship intervention (see "Citizenship Outline").

### **Progress Reports and Report Cards**

Progress reports for each individual class are available at any time, online via the student information system (called "Qmlativ Student Access" and "Qmlativ Parent Access" for students and parents/guardians respectively). All secondary teachers in the Mukilteo School District are required to update grades once per month. Report cards are mailed home for all students at the end of each trimester.

Parents are encouraged to contact the individual teacher with any concerns or questions regarding their child's progress. Counselors can help facilitate parent-teacher conferences.

### **Recycling**

Use the bins in classrooms to recycle paper only.

### **Referrals**

Students may receive referrals from teachers and/or other staff for citizenship infractions. Staff may assign lunch detention and/or time in the Focus Room during the class period when the infraction occurred. For more information about HP's tiered citizenship intervention system, see the "Citizenship Outline" in this handbook.

### **Scheduling**

Each spring, HP counselors have students complete course requests. Student schedules are built off of these course requests. Students are not able to select individual teachers and we typically do not accept schedule change requests. Schedule changes, if necessary, are made at the beginning of the year--within the first five days of the school at the beginning of the year. We believe that all of our teachers provide nurturing and academically rigorous environments for our students. We encourage students and parents to communicate openly with the teachers with whom they are scheduled. If a communication problem arises, we ask that parents schedule a face to face

meeting with the teacher and include the student. This teaches our students how to effectively communicate and resolve issues, a valuable life skill.

**Telephone**

There is a student telephone in Student Services. If a student needs to contact a parent during the school day, this phone may be used for school-related communication. Students are discouraged from using the phone for last minute after-school plans.

**Valuables**

Do not bring items of value to school. The school is not responsible for lost, damaged, or stolen valuables.

**Visitors**

Students from other schools are not allowed on campus between 7:35 a.m. and 2:45 p.m.; this includes Kamiak students, unless they have prior approval.

# Bell Schedules

<b>Period</b>	<b>6TH GRADE SCHEDULE</b>	
<i>1st</i>	<i>8:05</i>	<i>9:02</i>
<i>HPTV</i>	<i>9:02</i>	<i>9:10</i>
<i>2nd</i>	<i>9:14</i>	<i>10:11</i>
<i>6th Lunch</i>	<i>10:11</i>	<i>10:41</i>
<i>3rd</i>	<i>10:45</i>	<i>11:42</i>
<i>4th</i>	<i>11:46</i>	<i>12:43</i>
<i>5th</i>	<i>12:47</i>	<i>1:44</i>
<i>6th</i>	<i>1:48</i>	<i>2:45</i>

<b>Period</b>	<b>LEARNING IMPROVEMENT TIME (EVERY FRIDAY)</b>	
<i>1st</i>	<i>8:05</i>	<i>8:50</i>
<i>HPTV</i>	<i>8:50</i>	<i>8:55</i>
<i>2nd</i>	<i>8:59</i>	<i>9:44</i>
<i>3rd</i>	<i>9:48</i>	<i>10:33</i>
<i>6th Lunch</i>	<i>10:33</i>	<i>11:03</i>
<i>4th</i>	<i>11:07</i>	<i>11:52</i>
<i>5th</i>	<i>11:56</i>	<i>12:41</i>
<i>6th</i>	<i>12:45</i>	<i>1:30</i>

<b>Period</b>	<b>7TH GRADE SCHEDULE</b>	
<i>Zero Period</i>	<i>7:05</i>	<i>8:01</i>
<i>1st</i>	<i>8:05</i>	<i>9:02</i>
<i>HPTV</i>	<i>9:02</i>	<i>9:10</i>
<i>2nd</i>	<i>9:14</i>	<i>10:11</i>
<i>3rd</i>	<i>10:15</i>	<i>11:12</i>
<i>7th Lunch</i>	<i>11:12</i>	<i>11:42</i>
<i>4th</i>	<i>11:46</i>	<i>12:43</i>
<i>5th</i>	<i>12:47</i>	<i>1:44</i>
<i>6th</i>	<i>1:48</i>	<i>2:45</i>

<b>Period</b>	<b>LEARNING IMPROVEMENT TIME (EVERY FRIDAY)</b>	
<i>Zero Period</i>	<i>7:05</i>	<i>8:01</i>
<i>1st</i>	<i>8:05</i>	<i>8:50</i>
<i>HPTV</i>	<i>8:50</i>	<i>8:55</i>
<i>2nd</i>	<i>8:59</i>	<i>9:44</i>
<i>3rd</i>	<i>9:48</i>	<i>10:33</i>
<i>4th</i>	<i>10:37</i>	<i>11:22</i>
<i>7th Lunch</i>	<i>11:22</i>	<i>11:52</i>
<i>5th</i>	<i>11:56</i>	<i>12:41</i>
<i>6th</i>	<i>12:45</i>	<i>1:30</i>

<b>Period</b>	<b>8TH GRADE SCHEDULE</b>	
<i>Zero Period</i>	<i>7:05</i>	<i>8:01</i>
<i>1st</i>	<i>8:05</i>	<i>9:02</i>
<i>HPTV</i>	<i>9:02</i>	<i>9:10</i>
<i>2nd</i>	<i>9:14</i>	<i>10:11</i>
<i>3rd</i>	<i>10:15</i>	<i>11:12</i>
<i>4th</i>	<i>11:16</i>	<i>12:13</i>
<i>8th Lunch</i>	<i>12:13</i>	<i>12:43</i>
<i>5th</i>	<i>12:47</i>	<i>1:44</i>
<i>6th</i>	<i>1:48</i>	<i>2:45</i>

<b>Period</b>	<b>LEARNING IMPROVEMENT TIME (EVERY FRIDAY)</b>	
<i>Zero Period</i>	<i>7:05</i>	<i>8:01</i>
<i>1st</i>	<i>8:05</i>	<i>8:50</i>
<i>HPTV</i>	<i>8:50</i>	<i>8:55</i>
<i>2nd</i>	<i>8:59</i>	<i>9:44</i>
<i>3rd</i>	<i>9:48</i>	<i>10:33</i>
<i>4th</i>	<i>10:37</i>	<i>11:22</i>
<i>5th</i>	<i>11:26</i>	<i>12:11</i>
<i>8th Lunch</i>	<i>12:11</i>	<i>12:41</i>
<i>6th</i>	<i>12:45</i>	<i>1:30</i>

MORNING Assembly Schedule

<b>Period</b>	<b>6TH GRADE SCHEDULE</b>	
<i>1st</i>	<i>8:05</i>	<i>8:52</i>
<i>HPTV</i>	<i>8:52</i>	<i>9:00</i>
<i>ASSEMBLY</i>	<i>9:00</i>	<i>10:00</i>
<i>2nd</i>	<i>10:04</i>	<i>10:51</i>
<i>6th Lunch</i>	<i>10:51</i>	<i>11:21</i>
<i>3rd</i>	<i>11:25</i>	<i>12:12</i>
<i>4th</i>	<i>12:16</i>	<i>1:03</i>
<i>5th</i>	<i>1:07</i>	<i>1:54</i>
<i>6th</i>	<i>1:58</i>	<i>2:45</i>
<b>Period</b>	<b>7TH GRADE SCHEDULE</b>	
<i>Zero Period</i>	<i>7:05</i>	<i>8:01</i>
<i>1st</i>	<i>8:05</i>	<i>8:52</i>
<i>HPTV</i>	<i>8:52</i>	<i>9:00</i>
<i>ASSEMBLY</i>	<i>9:00</i>	<i>10:00</i>
<i>2nd</i>	<i>10:04</i>	<i>10:51</i>
<i>3rd</i>	<i>10:55</i>	<i>11:42</i>
<i>7th Lunch</i>	<i>11:42</i>	<i>12:12</i>
<i>4th</i>	<i>12:16</i>	<i>1:03</i>
<i>5th</i>	<i>1:07</i>	<i>1:54</i>
<i>6th</i>	<i>1:58</i>	<i>2:45</i>
<b>Period</b>	<b>8TH GRADE SCHEDULE</b>	
<i>Zero Period</i>	<i>7:05</i>	<i>8:01</i>
<i>1st</i>	<i>8:05</i>	<i>8:52</i>
<i>HPTV</i>	<i>8:52</i>	<i>9:00</i>
<i>ASSEMBLY</i>	<i>9:00</i>	<i>10:00</i>
<i>2nd</i>	<i>10:04</i>	<i>10:51</i>
<i>3rd</i>	<i>10:55</i>	<i>11:42</i>
<i>4th</i>	<i>11:46</i>	<i>12:33</i>
<i>8th Lunch</i>	<i>12:33</i>	<i>1:03</i>
<i>5th</i>	<i>1:07</i>	<i>1:54</i>
<i>6th</i>	<i>1:58</i>	<i>2:45</i>

AFTERNOON Assembly Schedule

<b>Period</b>	<b>6TH GRADE SCHEDULE</b>	
<i>1st</i>	<i>8:05</i>	<i>8:52</i>
<i>HPTV</i>	<i>8:52</i>	<i>9:00</i>
<i>2nd</i>	<i>9:04</i>	<i>9:51</i>
<i>3rd</i>	<i>9:55</i>	<i>10:42</i>
<i>6th Lunch</i>	<i>10:42</i>	<i>11:12</i>
<i>4th</i>	<i>11:16</i>	<i>12:03</i>
<i>5th</i>	<i>12:07</i>	<i>12:54</i>
<i>6th</i>	<i>12:58</i>	<i>1:45</i>
<i>ASSEMBLY</i>	<i>1:45</i>	<i>2:45</i>
<b>Period</b>	<b>7TH GRADE SCHEDULE</b>	
<i>Zero Period</i>	<i>7:05</i>	<i>8:01</i>
<i>1st</i>	<i>8:05</i>	<i>8:52</i>
<i>HPTV</i>	<i>8:52</i>	<i>9:00</i>
<i>2nd</i>	<i>9:04</i>	<i>9:51</i>
<i>3rd</i>	<i>9:55</i>	<i>10:42</i>
<i>4th</i>	<i>10:46</i>	<i>11:33</i>
<i>7th Lunch</i>	<i>11:33</i>	<i>12:03</i>
<i>5th</i>	<i>12:07</i>	<i>12:54</i>
<i>6th</i>	<i>12:58</i>	<i>1:45</i>
<i>ASSEMBLY</i>	<i>1:45</i>	<i>2:45</i>
<b>Period</b>	<b>8TH GRADE SCHEDULE</b>	
<i>Zero Period</i>	<i>7:05</i>	<i>8:01</i>
<i>1st</i>	<i>8:05</i>	<i>8:52</i>
<i>HPTV</i>	<i>8:52</i>	<i>9:00</i>
<i>2nd</i>	<i>9:04</i>	<i>9:51</i>
<i>3rd</i>	<i>9:55</i>	<i>10:42</i>
<i>4th</i>	<i>10:46</i>	<i>11:33</i>
<i>5th</i>	<i>11:37</i>	<i>12:24</i>
<i>8th Lunch</i>	<i>12:24</i>	<i>12:54</i>
<i>6th</i>	<i>12:58</i>	<i>1:45</i>
<i>ASSEMBLY</i>	<i>1:45</i>	<i>2:45</i>