



# 2022-2023 Student Handbook

## Gateway Middle School

15404 Silver Firs Dr  
Everett, WA 98208

[www.everettsd.org/gatewayms](http://www.everettsd.org/gatewayms)

**Guard  
Your  
Character!**

## Welcome!

The staff at Gateway Middle School welcomes you! We look forward to another exciting and challenging school year. Everything that is offered to you is meant to assist and lead you in reaching your goals and prepare you for high school and beyond. In middle school we encourage you to be active learners and active participants in all that we do; we want this year with us to be the best that it can be. The following pages in this handbook explain what you will need to know to make your year a success. Take time to go over these pages with your parent/guardian. The opportunity to work with you as a team as you prepare for your future is important to all of us!

## BELL SCHEDULE

### Regular Schedule

6 <sup>th</sup> Grade		7 <sup>th</sup> Grade		8 <sup>th</sup> Grade	
First bell	8:05	First bell	8:05	First bell	8:05
1st	8:10-9:02	1st	8:10-9:02	1st	8:10-9:02
2nd	9:06-9:52	2nd	9:06-9:52	2nd	9:06-9:52
3rd	9:56-10:42	3rd	9:56-10:42	3rd	9:56-10:42
<b>LUNCH</b>	<b>10:47-11:17</b>	4th	10:46-11:33	4th	10:46-11:33
4th	11:22-12:09	<b>LUNCH</b>	<b>11:38-12:08</b>	5th	11:37-12:24
5th	12:13-1:00	5th	12:13-1:00	<b>LUNCH</b>	<b>12:29-12:59</b>
6th	1:04-1:50	6th	1:04-1:50	6th	1:04-1:50
7th	1:54-2:45	7th	1:54-2:45	7th	1:54-2:45
Buses depart	2:52	Buses depart	2:52	Buses depart	2:52

## ALTERNATE BELL SCHEDULES

### Early Release – LIF (75-minute early release)

6 <sup>th</sup> Grade		7 <sup>th</sup> Grade		8 <sup>th</sup> Grade	
First bell	8:05	First bell	8:05	First bell	8:05
1st	8:10-8:48	1st	8:10-8:48	1st	8:10-8:48
2nd	8:52-9:28	2nd	8:52-9:28	2nd	8:52-9:28
3rd	9:32-10:08	3rd	9:32-10:08	3rd	9:32-10:08
<b>LUNCH</b>	<b>10:13-10:43</b>	4th	10:12-10:48	4th	10:12-10:48
4th	10:48-11:24	<b>LUNCH</b>	<b>10:53-11:23</b>	5th	10:52-11:28
5th	11:28-12:04	5th	11:28-12:04	<b>LUNCH</b>	<b>11:33-12:03</b>
6th	12:08-12:45	6th	12:08-12:45	6th	12:08-12:45
7th	12:49-1:30	7th	12:49-1:30	7th	12:49-1:30
Buses depart	1:37	Buses depart	1:37	Buses depart	1:37

### Early Release - Standard

6 <sup>th</sup> Grade		7 <sup>th</sup> Grade		8 <sup>th</sup> Grade	
1st	8:10 – 8:38	1st	8:10 – 8:38	1st	8:10 – 8:38
2nd	8:42 – 9:10	2nd	8:42 – 9:10	2nd	8:42 – 9:10
3rd	9:14 – 9:42	3rd	9:14 – 9:42	3rd	9:14 – 9:42
<b>LUNCH</b>	<b>9:46 – 10:02</b>	4th	9:46 – 10:14	4th	9:46 – 10:14
4th	10:06 – 10:34	<b>LUNCH</b>	<b>10:18 – 10:34</b>	5th	10:18-10:46
5th	10:38 – 11:06	5th	10:38-11:06	<b>LUNCH</b>	<b>10:50-11:06</b>
6th	11:10 – 11:38	6th	11:10 – 11:38	6th	11:10 – 11:38
7th	11:42 – 12:15	7th	11:42 – 12:15	7th	11:42 – 12:15
Buses depart	12:22	Buses depart	12:22	Buses depart	12:22

### PM Assembly

6 <sup>th</sup> Grade		7 <sup>th</sup> Grade		8 <sup>th</sup> Grade	
First bell	8:05	First bell	8:05	First bell	8:05
1st	8:10-8:50	1st	8:10-8:50	1st	8:10-8:50
2nd	8:54-9:31	2nd	8:54-9:31	2nd	8:54-9:31
3rd	9:35-10:12	3rd	9:35-10:12	3rd	9:35-10:12
<b>LUNCH</b>	<b>10:17-10:47</b>	4th	10:16-10:53	4th	10:16-10:53
4th	10:52-11:29	<b>LUNCH</b>	<b>10:58-11:28</b>	5th	10:57-11:34
5th	11:33-12:10	5th	11:33-12:10	<b>LUNCH</b>	<b>11:39-12:09</b>
6th	12:14-12:51	6th	12:14-12:51	6th	12:14-12:51
7th	12:55-1:37	7th	12:55-1:37	7th	12:55-1:37
<b>ASSEMBLY</b>	<b>1:55-2:40</b>	<b>ASSEMBLY</b>	<b>1:55-2:40</b>	<b>ASSEMBLY</b>	<b>1:55-2:40</b>
<b>Final bell</b>	<b>2:45</b>	<b>Final bell</b>	<b>2:45</b>	<b>Final bell</b>	<b>2:45</b>
Buses depart	2:52	Buses depart	2:52	Buses depart	2:52

### AM Assembly

6th Grade		7th Grade		8th Grade	
1st	8:10-8:50	1st	8:10-8:50	1st	8:10-8:50
<b>ASSEMBLY</b>	<b>9:05-9:58</b>	<b>ASSEMBLY</b>	<b>9:05-9:58</b>	<b>ASSEMBLY</b>	<b>9:05-9:58</b>
2nd	10:02-10:39	2nd	10:02-10:39	2nd	10:02-10:39
3rd	10:43-11:20	3rd	10:43-11:20	3rd	10:43-11:20
<b>LUNCH</b>	<b>11:24-11:56</b>	4th	11:24-12:01	4th	11:24-12:01
4th	12:00-12:37	<b>LUNCH</b>	<b>12:05-12:37</b>	5th	12:05-12:42
5th	12:41-1:18	5th	12:41-1:18	<b>LUNCH</b>	<b>12:45-1:18</b>
6th	1:22-1:59	6th	1:22-1:59	6th	1:22-1:59
7th	2:03-2:45	7th	2:03-2:45	7th	2:03-2:45
Buses depart	2:52	Buses depart	2:52	Buses depart	2:52

### Early Release LIF-PM Assembly Schedule

6th Grade		7th Grade		8th Grade	
1st	8:10 – 8:39	1st	8:10 – 8:39	1st	8:10 – 8:39
2nd	8:43 – 9:12	2nd	8:43 – 9:12	2nd	8:43 – 9:12
3rd	9:16 – 9:45	3rd	9:16 – 9:45	3rd	9:16 – 9:45
<b>LUNCH</b>	<b>9:50 – 10:20</b>	4th	9:49 – 10:18	4th	9:49 – 10:18
4th	10:25 – 10:54	<b>LUNCH</b>	<b>10:23-10:53</b>	5th	10:22-10:51
5th	10:58-11:27	5th	10:58-11:27	<b>LUNCH</b>	<b>10:56-11:26</b>
6th	11:31-12:00	6th	11:31-12:00	6th	11:31-12:00
7th	12:04-12:36	7th	12:04-12:36	7th	12:04-12:36
Assembly	12:40-1:30	Assembly	12:40-1:30	Assembly	12:40-1:30
<b>Final bell</b>	<b>1:35</b>	<b>Final bell</b>	<b>1:35</b>	<b>Final bell</b>	<b>1:35</b>
Buses depart	1:42	Buses depart	1:42	Buses depart	1:42

### Two-Hour Delay (Weather Related)

6th Grade		7th Grade		8th Grade	
1st	10:10-10:39	1st	10:10-10:39	1st	10:10-10:39
2nd	10:43-11:12	2nd	10:43-11:12	2nd	10:43-11:12
3rd	11:16-11:45	3rd	11:16-11:45	3rd	11:16-11:45
4th	11:49-12:20	<b>LUNCH</b>	<b>11:49-12:21</b>	4th	11:49-12:21
<b>LUNCH</b>	<b>12:24-12:57</b>	4th	12:25-12:57	5th	12:25-12:57
5th	1:01-1:33	5th	1:01-1:33	<b>LUNCH</b>	<b>1:01-1:33</b>
6th	1:37-2:06	6th	1:37-2:06	6th	1:37-2:06
7th	2:10-2:45	7th	2:10-2:45	7th	2:10-2:45
Buses depart	2:52	Buses depart	2:52	Buses depart	2:52

## THE FOLLOWING ARE IMPORTANT DATES TO REMEMBER

<b>9/7</b>	First day of school
<b>10/14</b>	No school: teacher workday
<b>10/28</b>	Early release 2 ½ hours
<b>10/31-11/4</b>	Conferences: Early release 2 ½ hours
<b>11/11</b>	No school: Veterans Day
<b>11/23-25</b>	Thanksgiving Break
<b>12/16</b>	Early release 2 ½ hours
<b>12/19-1/2</b>	Winter Break
<b>1/16</b>	No school: Dr. Martin Luther King, Jr. Day
<b>2/6</b>	No school: teacher workday

<b>2/20-21</b>	Mid-Winter Break
<b>3/24</b>	Early release @ 12:15pm
<b>3/27-3/31</b>	Conferences – full day @ MS/HS
<b>4/3-7</b>	Spring Break
<b>5/29</b>	No school: Memorial Day
<b>6/9</b>	Early release 2 ½ hours
<b>6/19</b>	No School: Juneteenth
<b>6/22</b>	Last day of school
<b>6/23 +</b>	Potential weather make-up days

## COMMUNICATION

<b>Main Office</b>	
<b>Hours of Operation</b>	7:30am – 4:00pm
<b>Main Line</b>	(425) 385-6600
<b>Attendance</b> Mrs. Monique Juarez	(425) 385-6603
<b>Health Room</b> Mrs. Andrea Phaysith	(425) 385-6606
<b>Fax</b>	(425) 385-6602
<b>Safety Tip Line</b>	(425) 385-6611

<b>Counseling Center</b>	
<b>Counseling Secretary</b> Jessica Perez	(425) 385-6610
<b>6<sup>th</sup> Grade Counselor</b> Ryan Miller	(425) 385-6612
<b>7<sup>th</sup> Grade Counselor</b> Toni Jetten	(425) 385-6624
<b>8<sup>th</sup> Grade Counselor</b> Sandra Olson	(425) 385-6626
<b>School Psychologist</b> Mrs. Anne Manhas	(425) 385-6622
<b>Registrar</b> Mrs. Jessica Perez	(425) 385-6610

<b>District and School Websites</b>	
<b>Gateway Website</b>	<a href="http://www.everettsd.org/gatewayms">www.everettsd.org/gatewayms</a>
<b>District Website</b>	<a href="http://www.everettsd.org">www.everettsd.org</a>
<b>LMS</b>	<a href="https://lms.everettsd.org">https://lms.everettsd.org</a>
<b>Canvas</b>	<a href="#">Canvas</a>

<b>Who Do I Contact?</b>		
<b>Activities</b>	Main Office	(425) 385-6600
<b>Athletics</b>	Mrs. Peggy Trachte Athletics Secretary	(425) 385-6604

<b>Attendance</b>	Mrs. Monique Juarez Attendance Secretary	(425) 385-6603
<b>Class Schedules</b>	Grade Level Counselor	(425) 385-6610
<b>Conflict Mediation/Discipline</b>	Counselor/Safety Specialist/Administration	(425) 385-6610
<b>Fees and Fines</b>	Main Office	(425) 385-6600
<b>Food Service Information</b>	Cafeteria	(425) 385-6607
<b>Grades</b>	Registrar/Counselor/Teacher	(425) 385-6610
<b>Homework Requests</b>	Email Teachers directly	
<b>Illness, First Aid, Medication</b>	Mrs. Eileen Sugimoto Health Room Assistant	(425) 385-6606
<b>Library</b>	Mrs. Stacy Stephens/Mrs. Rachel Ferguson Librarian/Library Assistant	(425) 385-6608
<b>Registration and Withdrawal</b>	Mrs. Jessica Perez Registrar	(425) 385-6610

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## **ASB STUDENT GOVERNMENT**

The Associated Study Body (ASB) is the student representative organization at Gateway Middle School. The executive board consists of officers

elected by the student body to represent our school. In addition, each homeroom class has a representative that is responsible for attending scheduled general ASB rep meetings and reporting to and from their homeroom class. ASB plans and sponsors dances, assemblies, and other activities for our students here at Gateway. ASB cards are sold for a **\$10** fee and students participating in ASB-sponsored sports, music, and clubs are required to have an ASB card. Lost or missing ASB cards may be replaced for a **\$5** fee.

## **ASSEMBLIES**

Assemblies are a privilege provided for learning and entertainment for students in good standing academically and behaviorally. Students will exhibit a positive, constructive spirit and sportsmanship (booing and putdowns are unacceptable). Gateway Guardians yell during competitive cheers and relays, but they are quiet, attentive, and respectful when someone is talking on the microphone or when groups are performing. Additionally, students enter and are dismissed from assemblies in an orderly manner so that no person is injured. Failure to follow the above expectations may result in discipline.

## **ATTENDANCE**

We believe good attendance is crucial to success in

school; all Gateway students are expected to attend classes regularly. Student attendance will be monitored for each class period. Parents will receive communication when students are unexcused tardy.

### **Policy**

Per Everett Public Schools [Policy 3122P](#), absences are excused only in the cases of participation in district or school-approved activities, illnesses, health conditions and medical appointments (including but not limited to medical, counseling, dental, optometry, chemical dependency or mental health) family emergencies, religious or cultural observances, court/judicial proceedings, post-secondary, technical school or apprenticeship program visitation or scholarship interviews, deployment activities of a parent or legal guardian consistent with [RCW 28A.705.010](#), state-recognized search and rescue activities consistent with [RCW 28A.225.055](#), absences directly related to the student's homeless, foster care or migrant status, absences resulting from a disciplinary/corrective action, absences due to safety concerns, and absences upon which the school administration and the parent/guardian have mutually agreed. Furthermore, per [Policy 3122P](#), "A school principal or designee has the authority to determine if an absence meets the above criteria for an excused absence."

### **Absence Procedure**

When reporting an absence, you may do so as follows:

- a written note brought to the office or
- an email to [GatewayMSAttendance@everettsd.org](mailto:GatewayMSAttendance@everettsd.org) or
- a phone call to (425) 385-6003

Notification from the parent/guardian **within 30 days** of the absence required. Communication needs to include student *name, student number, date of absence, reason for absence. Notes/emails also need who is writing the message with the relation to the student, and a phone number where you can be reached.* Contacting the school prior to 8:30am on the day of the absence prevents the school from calling the parent/guardian at home or work to verify the absence. If a parent/guardian receives a phone call reporting an unexcused absence or tardy please contact the attendance secretary as soon as possible

to provide the reason for the absence. Per the district policy noted above, an administrator will determine if the absence is excused.

When students are absent three or more days due to illness, they are expected to return to school with a note from a doctor for the absences to be excused. According to state law, if students have 7 unexcused absences in a calendar month or 10 unexcused absences in one school year the school is required to file a BECCA petition with the juvenile court.

### **Tardy/Part Day Absence**

Per district policy, "Students are tardy if they arrive after the published start time or leave before the published end time for school or class. At the secondary level, a student's attendance will be recorded as a period absence if the student arrives 5 minutes or more late to class or leaves 5 minutes or more early."

Students must report to the Main Office if they arrive after school has started. If a parent/guardian does not accompany the student to the Main Office, then students should bring a note signed by a parent/guardian giving the reason for the tardy. Oversleeping, missing the bus, not having a ride to school, and taking care of siblings are examples of unexcused tardies. An unexcused tardy to first period will generate an automated phone call to a parent/guardian. Students may receive consequences for excessive tardies.

If students plan to leave school early, they must bring a note signed by a parent/guardian; this note should be brought to the Main Office before school. Students will be given an Early Dismissal slip that they will use as their pass out of class at the designated time. Students should show the Early Dismissal slip to their teacher at the start of class. To leave the building during school hours a parent/guardian must come to the Main Office and physically sign out the student. Students are not permitted to leave the school grounds at any time during the school day without permission from the Main Office.

### **Vacations**

Students are highly discouraged from missing school to take trips during the school year or leaving school prior to the normal closing date. It is impossible to

duplicate classroom learning experiences where group activities and in-class participation are essential for mastery of intended learning objectives. Per district policy, a family vacation is not a valid reason for an excused absence. Please contact the main office in the event of an extenuating circumstance. Make up work may not be available prior to vacations.

### **Attendance Records**

You may track attendance records via the Learning Management System (LMS) Website at <https://lms.everettsd.org>.

You also may contact the Attendance Office at (425) 385-6603

### **CELL PHONES/TELEPHONES (3246P)**

Cell and headphones phones may be used before and after school outside of the building. During the school day (8:10 am-2:45pm) cell phones and headphones must be in students' **backpacks and turned off**. Students are welcome to use the school office phones to reach their parent/guardian when needed. *Use of cell phone cameras and headphones at school, including restrooms and locker rooms is prohibited.* It is prohibited to capture student images without their consent during any school sponsored activities.

### **COUNSELORS**

Gateway Counselors can help students resolve conflicts, develop good study and social skills, and plan for the future; counselors are available to assist students with any concerns they feel may be affecting their academic success or personal growth. To meet with a counselor, students must make an appointment or ask their teacher for a pass to the Counseling Office. Our school psychologist has specialized training in both psychology and education. They work with students, teachers, parents/guardians, counselors, administrators, and other specialists to ensure that students receive appropriate placement and services.

### **DISCIPLINE**

Incidents are situational and depending on the severity, consequences may vary. Gateway utilizes a progressive framework for consequences. As per the district Student Responsibilities and Rights handbook, exceptional misconduct may require a deviation from

the standard discipline.

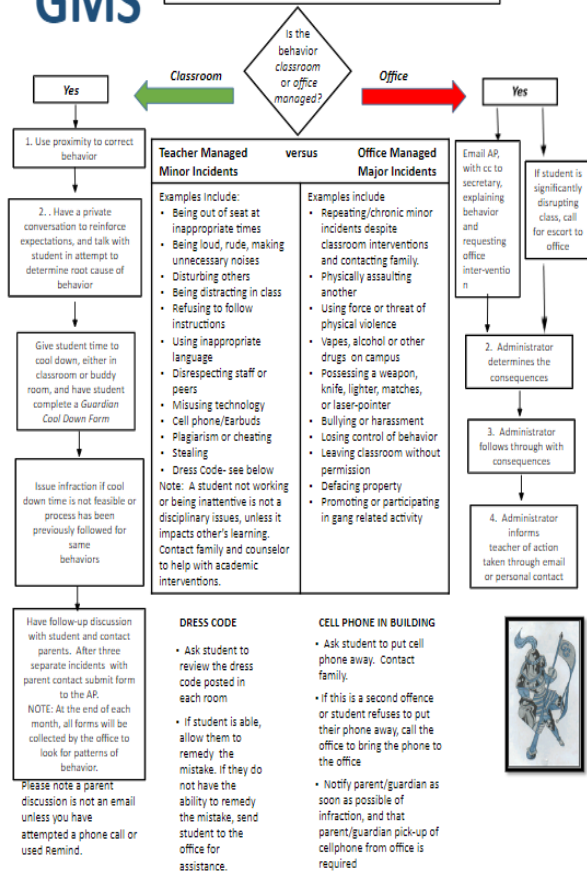
Chapter 28A.600 RCW gives schools the authority to ensure that the optimum learning atmosphere of the classroom is maintained. Furthermore, the law states that consideration is given to the qualified judgment of educators when deciding how to best maintain this environment.

We know the relationship between student and teacher is crucial for classroom management and discipline throughout the school. We also believe this relationship can be damaged when a student is sent to the office to deal with normal classroom occurrences instead of working through it with the teacher. Depending on the situation, administrative disciplinary consequences are designed to come into effect after classroom interventions have been implemented. The administration is here to support the teacher, the student, and what is best to promote learning for all students. Gateway is a *Positive Behavior Interventions and Supports* school: we utilize restorative practices and focus on learning throughout the discipline process.

### **Behavior Flow Chart**

When student behavior interferes with the educational environment, staff utilizes the Gateway Issues and Behavior Chart to determine appropriate next steps. Potential steps include but are not limited to; issues, parent meetings, and office referrals depending on the severity and/or frequency of the student behavior.

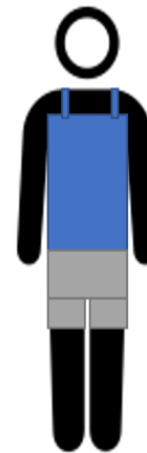
Behavior Intervention Flow Chart



Gateway Middle School Dress Code

Item	Guideline
Shirts/Tops	<ul style="list-style-type: none"> <li>The bottom of the shirt and the top of the pants/shorts/skirt must overlap</li> <li>Strapless tops are not allowed</li> <li>Fabrics must be solid (not transparent or see-through)</li> <li>Must not reveal undergarments or undergarment area</li> </ul>
Pants/Shorts/Skirts	<ul style="list-style-type: none"> <li>Fabrics must be solid (not transparent or see-through)</li> <li>Must not reveal undergarments or undergarment area</li> </ul>
Footwear	<ul style="list-style-type: none"> <li>Should provide adequate safety for classroom activities</li> <li>May not have wheels</li> </ul>
Accessories	<ul style="list-style-type: none"> <li>Chains or spikes are not permitted</li> <li>Pajamas may not be worn</li> <li>Hoods are to be removed while inside the building</li> </ul>

No clothing item or accessory may promote or reference the following: Alcohol, bigotry, drugs, gangs, racism, sex, suicide, tobacco, vandalism, violence and/or weapons



**DRESS CODE**

Student dress is regulated to preserve a beneficial learning environment and to assure the safety and well-being of all students. Dress that presents a health or safety hazard, damages school property, or dress that will result in a material and substantial disruption of the educational process is prohibited as per Everett Public Schools policy 3224. Students will wear appropriate school clothes, including shoes.

**ELECTRONIC COMMUNICATION DEVICES**

All electronic communication devices (ECDs) brought on campus are done so at students' own risk. The following ECDs may be used by students for educational purposes only: iPads, Nooks, Kindles, e-readers, tablets, etc.

We strictly adhere to the district's Technology Use procedure 3245P which states, "All use of technology must be in support of education, classroom learning and Everett Public Schools' operations and must be consistent with the mission of Everett Public Schools. The district reserves the right to prioritize use and access to the system." This means the use of district and personal ECDs is for the advancement of learning only, e.g., students reading their personal novel or silent reading assignment on an e-reader. These rules are applied to classrooms and all areas of the school, including the lunchroom, hallways, the library, the gym, and bathrooms.



At their own risk, and in accordance with procedure 3246P many students bring cell phones, smart phones, smart watches, iPods, and other personal ECDs to school. However, students must secure their personal ECDs prior to entering the school building. During the school day (8:10 am-2:45 pm) ear buds and all personal ECDs must be stored in students' backpacks and locked in school lockers. If seen in the building or used during the school day these items will be submitted to the Main Office for the rest of the day. **At no time should audio or video recording devices (including cell phones and cameras) be used without prior staff approval.**

### **EMERGENCY CONTACT INFORMATION**

Please promptly inform the office of any changes to students' emergency phone numbers and addresses. It is very important that school staff always know how to reach parents/guardians and the people they have designated as alternate contacts. Only those listed on the emergency list will be allowed to pick up students. All information should be updated at the start of the school year via the Student Information Sheet that is sent home on the first day of school.

If the information changes during the school year, please contact the Main Office to report these changes as soon as possible.

### **FOOD/BEVERAGES/GUM**

All food should be consumed in the Commons. Students are not allowed to eat or drink outside or in the hallways.

### **GRADING/PROGRESS REPORTS**

At the end of each semester grades will be given to students; progress reports will be sent home two times a year, both at the mid-term. School staff members post their classroom grades online for students and parents/guardians to access at any time; students and parents/guardians also can view students' class schedules, attendance, behavior incidents, transcripts, and assessments. This information is securely held in a password-protected area and a login is required. For further direction please visit <https://lms.everettsd.org>.

In the fall, parents/guardians can meet one-on-one with teachers during afternoon/evening conferences. These conferences will be held in the gym in an arena-

style format where teachers will be available to answer questions about curriculum and students' academic progress. To meet with teachers at any other time during the year please contact the individual teacher for individual conferences, or a counselor for a meeting with all the student's teachers.

## **HARASSMENT**

(Everett Public Schools Policy 3205)

### **I. Statement of Policy**

It is the policy of Everett School District to maintain a learning environment for students that is free from all forms of discrimination, including harassment based on any legally protected status or characteristic, including race, color, religion, creed, sex, national origin, sexual orientation, or disability. The district prohibits harassment of, and by, students. A fundamental premise of this policy and expectation regarding conduct is that the dignity of individuals and groups must be respected.

***The district will not tolerate any form of harassment as defined by this policy.*** It shall be a violation of this policy and the district's student discipline policy for any student of the district to harass another student, staff member, volunteer, vendor, visitor, parent, or guardian. This policy also prohibits harassment of students by staff members, volunteers, vendors, visitors, parents, or guardians. Violations of the policy should be immediately reported by the student or anyone with knowledge of the harassing conduct to the building Title IX officer, a building administrator, the district Title IX officer, or the executive director of human resources.

All complaints of harassment, whether formal or informal, will be addressed and appropriate corrective, disciplinary, and remedial actions will be taken, up to and including suspension and/or expulsion, against any student found to have violated this policy.

This policy is intended to prevent harassment of, and by, students and is not intended to confer any rights upon or otherwise protect a person who engages in harassment.

### **II. Harassment Defined**

Generally, prohibited harassment is conduct or

communication that is directed against an individual based on the individual's protected status or characteristic if the conduct (1) is unwelcome; (2) has the purpose or effect of creating an intimidating, hostile or offensive educational environment; and (3) is sufficiently severe or pervasive to substantially interfere with a student's education.

### **III. Complaints**

#### **A. Receipt of Complaints**

The district will take complaints of harassment seriously and will act to address all complaints. Any student who believes that he or she has been subjected to harassment in the educational environment is encouraged to bring his or her complaint to the immediate attention of a member of the teaching, counseling, or administrative staff for assistance in resolving the matter. Other students and staff members with knowledge that a student is being harassed are expected to immediately report such behavior to the building Title IX officer in accordance with Procedure 3205P. Complaints shall be handled in the manner specified in Procedure 3205P.

#### **B. False Reports**

It is a violation of this policy to knowingly report or corroborate false allegations of harassment. Persons found to knowingly report or corroborate false allegations will be subject to disciplinary action.

#### **C. Non-retaliation**

Students shall not be retaliated against by other students or staff for making a complaint of harassment or for providing testimony and/or assisting in the investigation of such a complaint. Any student who believes that he or she has been retaliated against for bringing forward a complaint or participating in an investigation, should promptly notify one of the persons designated in Procedure 3205P for the receipt of complaints.

#### **D. Confidentiality**

The district will respect the confidentiality of the complainant and the individual(s) against whom the complaint is filed as much as possible, consistent with the district's legal obligations and the necessity to investigate allegations of harassment and take disciplinary action when harassment has occurred.

### **IV. Harassment as Sexual Abuse**

Under certain circumstances, sexual harassment may constitute child abuse under Washington State's criminal statutes.

### **IV. Harassment as Sexual Abuse**

Nothing in this policy will prohibit the district from taking appropriate action to protect victims of alleged child abuse. (Refer to Child Abuse Reporting Policy/Procedure 3421.)

### **V. Harassment by a District Staff Member, Volunteer, Vendor, Visitor, Parent or Guardian**

Harassment of a student by a district staff member, volunteer, vendor, visitor, parent or guardian is prohibited. Such behavior should be immediately reported by the student or anyone with knowledge of such behavior to the building principal and/or building Title IX officer and the executive director of human resources for investigation and, where appropriate, disciplinary action up to and including discharge of a staff member.

### **VI. Corrective Actions**

The district will take such disciplinary or other corrective action it deems necessary and appropriate to end harassment and to prevent its recurrence. Documentation and record of complaints and action taken shall be maintained.

### **HOMEWORK**

Homework is an important extension of the learning that occurs during school each day. Students are expected to complete and turn in their homework on time. If students are absent, it is their responsibility to find out what has been missed upon their return to class. To request missing work while absent, please call/email teachers directly. Please allow up to 48 hours for teachers to respond with missing work. If unable to call/email teachers, please call the Main Office and a request will be made for you.

### **LIBRARY**

The Gateway Middle School Library is open from 8:00am-3:00pm. Just as students are accountable for all materials checked out at a public library, they are responsible for everything checked out in their name at Gateway. For students' own benefit they should not let anyone check out a book in their

name or borrow the materials they have checked out. Students are accountable for replacing lost/damaged materials at replacement cost; the average cost of a library book can run from \$20-\$100. If fines are left unpaid at the end of the year, or if students move to another school, students' yearbooks are held until the fine is reconciled. It is important to respect others' rights in the library. Follow the GUARD expectations while visiting the library. Students are welcome to use the library with teacher/staff permission, but only if they do not disturb others. Students should come to the library with a pass from their teacher. Food and drink are not allowed in the library.

#### **Guidelines for Borrowing Items:**

- Students may check out up to three library items (this limit does not include textbooks).
- Students with overdue items will not be allowed to check out additional materials until all overdue items are returned.
- Items are checked out for a two-week period. Items can be renewed once.
- A full replacement cost is charged for lost items.

#### **PLAGIARISM AND CHEATING**

Plagiarism is the act of taking the writings of another person and passing them off as one's own. Plagiarism is considered literary theft. The practice of copying articles, paragraphs, or any other written work from the Internet or from any source and changing none or only a few words is considered plagiarism and it is strictly prohibited. Cheating is acting dishonestly and unfairly in order to gain an advantage. Plagiarism and cheating will result in disciplinary action.

#### **SEARCHES**

We respect students' rights and privacy and we have policies and procedures that govern searches. From time to time it becomes necessary for us to conduct a search, which can include school-issued technology devices, and digital traffic/storage. Per Everett Public Schools Policy 3231, "All students shall be free from unreasonable searches of their persons, clothing, and other personal property. *However, a student and a student's possessions are subject to search by the principal, assistant principal, or principal's designee if reasonable grounds exist to suspect that the search will yield evidence of the student's violation of the law*

*or school rules governing student conduct. A search is mandatory if there are reasonable grounds to suspect a student possesses a firearm."*

Per Everett Public Schools Policy 3232, students and parents/guardians should know that PE baskets, desks, and other school storage areas belong to the district; students do not have the right to privacy in these areas. These areas may be searched at any time for administrative, health or welfare reasons such as locating misplaced library books, textbooks or other school property or to ensure that all lockers, desks or storage areas are being kept clean and free from potential health and safety hazards. This can be done without suspicion that evidence will be found that violates the law or school rules, and it also can be done without prior notice.

#### **SNOW/EMERGENCY SCHEDULE CHANGES**

In case of snow or an emergency schedule change, announcements usually will be made on television and radio by 5:30 am. At the website [www.schoolreport.org](http://www.schoolreport.org), parents/guardians can subscribe to receive notices at the same time the district sends them to the media. Emergency schedule changes are posted on the district website at [www.everettsd.org](http://www.everettsd.org); they also can be accessed on the district's information line at (425) 385-5555. Automated phone calls are made to school families beginning at 5:45 am. For more information, please visit [www.everettsd.org/safety](http://www.everettsd.org/safety).

When students are at school and there is snow and ice on the grounds, throwing snowballs or other forms of ice is strictly forbidden.

#### **SUBSTITUTE TEACHERS/STAFF**

We have guest (substitute) teachers/staff serving our students in the absence of our regular classroom teacher/staff member. Guest teachers are to be treated with complete cooperation and respect. Classroom disruptions and rudeness toward guest teachers/staff are not tolerated and will result in discipline.

#### **TECHNOLOGY**

##### **Technology Objectives**

Gateway Middle School encourages the use of technology to help students meet standards for the

21st Century Learner, where learners use skills, resources, and tools to:

- Inquire, think critically, and gain knowledge;
- Draw conclusions, make informed decisions, apply knowledge to new situations, and create new knowledge;
- Share knowledge, and participate ethically and productively as members of our democratic society;
- Pursue personal and aesthetic growth.

### **Technology Guidelines**

Technology at Gateway is to be used to support the above learning objectives. Gateway students will follow the guidelines outlined in the sections *Acceptable Use Guidelines* and *Appropriate Use* set forth by district policy 3245P. As stated in the policy, "technology" includes but is not limited to: computers, hardware, software, the network, Internet access, scanners, copiers, fax machines, cameras, and personal electronic communication devices (ECDs). Text from the policy is included below to remind students and parents of the guidelines for technology use at Gateway:

- All use of technology must be in support of education, classroom learning and Everett Public Schools' operations and must be consistent with the mission of Everett Public Schools. The district reserves the right to prioritize use and access to the system.
- All users of technology shall comply with current copyright laws.
- Users of technology shall maintain the confidentiality of personal information such as complete names, addresses and telephone numbers, and identifiable photos should remain confidential. No user may disclose, use or disseminate any personally identifiable information about others without authorization.
- System log-ins or accounts are to be used only by the authorized owner of the account for

authorized purposes. Users may not share their system, computer or software passwords with others.

- Student use of an ECD in the classroom setting will be managed by the classroom teacher. Students are responsible for personal devices they bring to school. The district shall not be responsible for loss, theft, damage or destruction of personal devices brought onto school property or to school-sponsored or school-related events or activities. An ECD shall not be used in a manner that disrupts the educational process, including but not limited to, posing a threat to academic integrity. If a student is asked to bring an ECD to class, they must turn it off and place it back in their locker prior to their next class.
- Devices shall not be used to violate the confidentiality or privacy rights of another individual, including but not limited to, taking photographs or audio or video recordings of others without their permission or sharing, posting, or publishing photographs, videos or recordings of others without their permission.

Serious violations related to the use of technology automatically may result in privilege loss for the remainder of the semester or year, and/or a suspension/expulsion.

### **VOLUNTEERS**

Volunteers serve a vital role and provide important support to our school community; volunteers also improve students' lives by being exemplary role models. All volunteers in Everett Public Schools must complete a volunteer application and Washington State Patrol disclosure statement in order to volunteer, including in a virtual/online setting. Volunteer forms are available online at [www.everettsd.org/Volunteer](http://www.everettsd.org/Volunteer)

