

Welcome to the 2009-2010 School Year!

We are looking forward to an excellent year together. Harbour Pointe is your school and you are an important member of our total 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 concerned with 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.

We are pleased to be offering the International Baccalaureate Middle Years Program for all our students this year. This internationally-focused program promotes hands-on and project-based learning using a challenging curriculum. Our goal is to develop students' critical thinking skills and the habits that foster lifelong learning. Our teachers use a thematic, multidisciplinary and inquiry based approach to teaching which addresses the unique learning needs of young adolescents. The Areas of Interaction – Approaches to Learning, Community Service, Health and Social Education, Environment, and Human Integrity – provide a framework for connecting the learning in all subject areas.

The Middle Years Program is a comprehensive grades six through eight program. The Middle Years Program is known for being an academically rigorous program and complements all high school advanced placement programs.

Our Mission

The Mukilteo School District Mission

“Creating a Community of Education Excellence”

Harbour Pointe Middle School aims to

- Develop inquiring, knowledgeable, and lifelong learners to foster a better and more peaceful world through intercultural understanding and respect.
- Collaborate to develop authentic learning environments and challenging programs of international education and rigorous assessment.
- Partner with our community to encourage the development of active, responsible citizens who establish a compassionate connection to a diverse society.

The International Baccalaureate Organization Mission

The International Baccalaureate Organization aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.

To this end, the IBO works with schools, governments, and international organizations to develop challenging programs of international education and rigorous assessment.

These programs encourage students across the world to become active, compassionate, and lifelong learners who understand that other people, with their differences, can also be right.

The 3 R's of the Harbour Pointe Code of Conduct

Respect for Learning: I will be punctual and prepared for classes, listen carefully, ask pertinent questions, and give my best effort to each task.

Respect for People: I will behave and cooperate in ways that help myself and others feel safe, respected, and cared about.

Respect for Property: I will take pride in the care of my school. I will care for my own belongings and respect the property of others.

Student Guidelines

In following our code of conduct, we, the students of Harbour Pointe Middle School, desiring to promote good citizenship and to obtain the most from our educational opportunity, do hereby subscribe to the following standards of behavior:

ON CAMPUS

On the Harbour Pointe campus, we believe every student has a responsibility to:

- 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 those in authority.
- Demonstrate good sportsmanship at all times.
- Conduct ourselves as ladies and gentleman so as to be a credit to ourselves, our family and our school.
- Strive to be the "best that we can be" as learners and as people.
- Come to school prepared with required materials.
- Confine eating and drinking to the commons.
- 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

In the halls and on campus, we believe every student has a responsibility to move from place to place in a safe and orderly manner. Expected behaviors include:

- Walk in designated areas (to include no sliding on banisters).
- Keep hands and feet to oneself. Don't hang onto others' backpacks.
- Speak at a moderate volume level.
- 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 violation and results in a referral.

IN THE CLASSROOM

In the classroom, we believe every student has the responsibility to:

- 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.

Discipline and Behavior

Discipline 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 discipline system works with students and parents to help students change behaviors that interfere with learning, and to administer fair and appropriate consequences for those behaviors.

While there is no tolerance for exceptional misconduct at school, sometimes middle school students behave in ways that do not meet agreed-upon expectations for positive participation in our learning community. When this is the case, students are often warned and teachers will impose intermediary interventions such as losing class privileges, moving to a different seat, or meeting after school or at lunch. Parents are notified when unacceptable behaviors persist. If student misconduct continues, a referral is sent to the Assistant Principal for disciplinary action. Exceptional misconduct may result in immediate disciplinary action, such as suspension.

When a student's behavior in class is keeping others from learning, she or he may be sent to the time-out room for the remainder of the class period. Whenever a student has to be removed from a class to time-out for disruptive behavior, a parent contact will be made and a referral issued. A referral will result in a consequence ranging from detention up to suspension.

Disciplinary Consequences

Students who receive a behavior referral may be assigned one or more of the following consequences:

- Lunch detention – During lunch students are in a supervised detention environment. They may read or study. No computer use is allowed. For certain health and safety violations, a student may be assigned to work detail. The school will make an attempt to contact parents to inform of detention in advance of the date assigned. Failure to attend an assigned detention will result in additional more progressive consequences.
- After-school detention – From 3-4 p.m. students are in a supervised detention environment. They may read or study. No computer use is allowed. For certain health and safety violations, a student may be assigned to work detail. The school will make an attempt to contact parents to inform of detention in advance of the date assigned. Failure to attend an assigned detention will result in additional more progressive consequences.
- In-School Suspension – Students spend their entire school day in the time-out room, working in a supervised setting on assignments that their teachers send.
- Loss of School Privileges – Students with 3 or more referrals or a suspension during a trimester leading up to special activities may be denied participation in assemblies, field trips, parties, or sports events. This includes participation in end-of-year activities such as field day and end of the year celebrations.
- Suspension from School – Students are not allowed to attend school or evening activities during a suspension. They are responsible for completing school work, getting assignments from on-line homework calendars, email communication with teachers, or parent pick-up of assignments. A suspended student may not be on campus, or participate in or attend any school activities or functions. Students have one day per day of suspension to make up work.

Harassment, Intimidation, and Bullying

Harassment, intimidation, and bullying are never acceptable at school. Harbour Pointe does not tolerate bullying on any level. 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. All complaints to counselors and administrators will be treated seriously and swiftly. Examples of unacceptable behaviors include but are not limited to

- Unwelcome jokes, innuendo, obscenity, name-calling, use of disparaging terms, gossiping, spreading rumors
- Unwelcome sexual advances, gestures, physical contact, or display of sexually suggestive pictures or objects
- Unwelcome physical contact, bumping, pushing, blocking natural movement, touching, “pants-ing,”
- Hazing, pranks, threatening behavior, verbal threats
- Damage to student property
- Interference with a student’s education
- Creation of an intimidating or threatening educational environment
- Behavior that substantially disrupts the orderly operation of school
- Encouraging others to bully or by-standing while bullying takes place

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.)

Disruption of School	Indecency
Vandalism	Engaging in the Act of Fraud
Theft	Academic Dishonesty
Physical Injury	Physical or Verbal Harassment
Gambling	Illegal Activity
Arson	Drugs/Alcohol
Extortion, Blackmail, Coercion	Tobacco
Trespass	Weapons
Interference with School Authorities	Dangerous Weapons
Intimidation of School Authorities	Firearms

Students who are suspended for exceptional misconduct must earn their way back to participation in fun school events by demonstrating positive behaviors. Multiple suspensions may result in the loss of privileges to attend parties and assemblies.

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

Activities and Athletics

Associated Student Body (ASB)

The ASB is the student government organization at Harbour Pointe Middle School. There is one big fundraiser each fall to raise money for student activities: the fundraiser will involve the sale of magazines and cookie dough. Money earned through the fundraiser supports non-curricular school activities for all students including: school parties, intramurals and clubs, sports equipment and referees, grade-level rewards, and music department entry fees and trips.

The ASB meets once a month 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, treasurer, and grade-level representatives. Each first period class elects a representative to attend monthly ASB meetings and represent your interests.

ASB Card

Students who participate in sports or clubs must buy an ASB membership for \$10.00. The student ID card will indicate ASB membership. ASB members get in free to school parties. Replacement cards are available in Student Services from the Bookkeeper for a \$2 fee.

Assemblies

Throughout the year we have all-school or all-grade assemblies in the gym. Three times a year we have Hawk Pride assemblies, organized by the Leadership class. 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. Last year, the list of clubs included the 6th Grade Club, Art Club, Walking Club, National Junior Honor Society, Builders Club, Rollerblading, Scrapbook Club, and a Book Club. Students can also participate in Flag Team. There is also 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 Activity Director about forming a club.

Sixth Grade Club

After-school activities are available to just sixth graders one or two days a week, from 3-4 p.m. Students play games, do craft projects, learn new sports, and more. Sixth Grade Club is only for sixth graders. Watch HPTV for more information about when 6th Grade Club will begin for the year.

Interscholastic Sports

Students in 7th and 8th grades are eligible to turn out for interscholastic athletics at the middle school level. 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 usually held right after school; players need to arrange their own ride home as practices often run until 5 p.m.

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 (students may buy insurance through the Main Office), an emergency information card, and a signed Harbour Pointe Athletic Code of Conduct.
2. Have and maintain a minimum 2.0 grade point average at the most recent grading period and be passing all classes.
3. Purchase an ASB membership.

Interscholastic Sports Seasons

Sports Season	Sports available	Dates
Fall	Football – 8th grade Cross Country – 7th & 8th Girls Softball – 7th/8th grade	September-October
Winter I	Boys Basketball – 8th grade Girls Volleyball – 8th grade	November-January
Winter II	Girls Basketball – 8th grade Wrestling – 7th & 8th grade	February-March
Spring	Swimming – 7th & 8th grade Track and Field – 7th & 8th	April-May

WEB – Where Everybody Belongs

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 through out 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 will attend punctually and regularly all scheduled classes to which they are assigned unless officially excused by the administration or the teacher of the class. Students will be officially excused from a class period or for a school day for the following reasons:

1. Illness
2. Family emergencies
3. Prearranged medical or dental appointments
4. Authorized classroom or school activities
5. Absences, which according to the school administration, may be deemed appropriate but are not covered in the above-stated instances.

A written or oral communication from the parent/guardian for an excused absence must be received within two school days following a return to school, unless other arrangements have been made in accordance with building procedures, or the absence will be unexcused. Administrators may request doctor’s verification for excessive absences.

Student Services would appreciate a phone call from the parent or guardian if a student will be absent. **Call the 24-hour attendance line at 425-356-6669.** 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 the parent or guardian. A phone call will not suffice to excuse absences more than two days old; a note must be brought for the student’s file.

Students who are absent part of the school day must sign out or sign in 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 or attend after-school activities on that day, including music events.**

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. Remember that your backpack does need to fit in your locker.

Students may not take backpacks to the PE locker room, as the lockers that they may share with another student are too small to hold backpacks. Do not leave backpacks in untended areas such as the lost and found or the music practice rooms.

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 courteous behavior may result of discipline or exclusion from the bus. Follow these guidelines:

- Stay behind the yellow line on the sidewalk while the buses are picking up or dropping off students.
- Line up single-file when boarding; do not push or cut in line.
- Wait for the bus to come to a complete stop before boarding.
- Get on your assigned bus, unless you have a pass that says otherwise.
- Follow the bus driver's directions.
- Stay on campus after your bus arrives at school. Leaving campus without permission may result in disciplinary action.

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 the office before school or during lunch if you would like to ride home with a friend, but a note from a parent/guardian is necessary. The note must include the date, the student's name, name of the friend, the bus number, the bus stop, and a parent/guardian signature. No passes to ride with friends will be issued after lunch. **Permission must be in writing – absolutely no permission will be taken over the phone.**

Cell Phones

Phones that are seen or heard during school hours will be confiscated. Student cell phones must be turned off when they enter the building. The first time a phone is taken, a student receives a warning. If a student's phone is seen or heard a second time, a parent must come to school to claim the phone. The third offense will result in the phone being returned at the end of the school year. Abuse of this policy may also result in disciplinary action.

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 8:00 a.m. unless they are involved in a supervised activity. Zero period students may enter the building at 7:10 a.m. After school, all students should be off campus after 3:15 p.m. unless involved in a supervised activity. Unless they are involved in a tutoring program, Kamiak students should not be on the Harbour Pointe campus. Tutors must check in at the main office. Visitors are not allowed during the school day.

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

Community Service

Community and Service is a vital part of the International Baccalaureate Middle Years Program at Harbour Pointe. Community and Service is one of the five Areas of Interaction. As a student in the IB program, you will also be a student who is committed

to Community Service. There will be opportunities throughout the school year for you to be involved in Community Service; however, we strongly encourage you to move beyond school and become an active member of your local and global communities.

Harbour Pointe will expect you to complete at least ten hours of community service each school year. Your activity must be pre-approved by a parent or a supervising adult, and their signature must appear on a “Community and Service” log sheet. In addition, you will need to fill out the front and back of this log sheet in order for your time to be accepted. Community service should be performed out of a need for an individual, a group of people, or a community itself. Therefore, when choosing an activity, please follow these guidelines:

1. Your activity may not be used as part of a classroom grade.
2. You may not accept payment for your activity.
3. Household chores do not count towards your community service time.
4. The service must benefit someone outside your family.

The school web site lists multiple opportunities for community service. HPTV also has monthly presentations about C&S opportunities. The 2009-2010 deadline for turning in C&S hours will be June 1, 2009. Students may only turn in hours for that school year.

Contraband

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 are:

- Electronics such as cell phones, cameras, laser pointers, electronic games
- Music players such as CD players, I-Pods, MP3 players
- Dice, cards, and gambling items
- Toys or devices disruptive to the learning environment, including permanent markers
- 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
- Skateboards or power scooters
- Axe antiperspirant sprays – as many students are allergic

Contraband items, including cell phones and music players, will be confiscated from students. Parents may have to come in to claim the item. Discipline may be imposed for possession of contraband, and law enforcement contacted.

Counseling Services

Harbour Pointe has two full-time counselors 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. Students with last names beginning A-K have Mrs. Hamilton for their counselor, and those with last names L-Z see Ms. Knowles. 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. Parents can make an appointment by phone to meet with a counselor. Parent-teacher meetings should be coordinated in advance by contacting the counselors. Our counselors also coordinate and supervise our service groups. Natural Helpers are students who are trained by the counselors to help other students work through their problems and in some cases act as mediators in student conflicts. Harbour Pointe Hosts are students who are trained to show new students and visitors around our school. They also help at special events such as Open House and fifth grade visitations.

Deliveries

Items to be delivered to a student during the school day may be placed in the appropriate grade-level bin located in the main office for student pick-up at passing or lunchtime. Staff is not responsible for deliveries or messages unless there is an emergency. Flowers and balloons are not permitted, due to disruption of learning. Birthday food deliveries should only be store bought items as homemade cakes and cookies are not allowed.

Dress Code

Students should maintain an appearance that is not disruptive or distracting to the educational process. What may seem like a good school outfit for you may, in fact, make other people uncomfortable. Clothing that is disruptive in nature, obscene, immoral, or a possible health or safety problem should not be worn at school. Here are some general guidelines for dress and appearance at Harbour Pointe:

- No graphics or slogans that relate to drugs, alcohol, gangs, sex or violence.
- Do not wear clothing that inappropriately exposes your underwear or skin at the midriff, buttocks, cleavage, upper thigh, upper chest, or shoulders (tank top straps should be minimum two-inches wide). Halter tops are not appropriate at school.
- No bare feet or stocking feet at school.
- No pajama pants or nightwear, except on specified dress-up days.
- Shorts and skirts must be at least finger-tip length when arms are straight down at one's sides. Pants with holes above finger-tip length are not allowed at school.
- No hats or bandanas at school, except on Friday Hat Days or specified dress-up days. Teachers may ask students to remove hats in class if they are disruptive to the learning environment. Sweatshirt hoods need to be down at school.
- There should be no sunglasses worn in school.
- Hair needs to be out of students' eyes during instructional times.

- Sagging or baggy pants may not reveal underwear, nor may the crotch of the pants be more than halfway to the wearer's knee.

Students who wear inappropriate clothing to school will be asked to change. Disciplinary consequences will be imposed for repeated or exceptional violations of these guidelines.

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 and softball fields 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.

If a parent or guardian needs to pick up a student during a drill, please report to the command center at the north end of the building where a staff member can help. Students line up with their first period teacher, so it's a good idea to know who your child's first period teacher is, in case you need to pick her or him up during an extended evacuation period. Adults who pick up students during real emergencies must be named on student emergency cards.

Food Services

Our kitchen staff prepares and serves breakfast and lunch daily. Breakfast is served from 8:00-8:15 a.m. for \$1.25. Lunch costs \$2.25. 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. Parents may limit credit purchases to meal items only; contact the kitchen staff. Lunch is not served on half-days.

Students may always pay cash for lunch. (Because cashiers start each lunch with only \$15 total in change, please don't bring bills larger than \$10.) They can also deposit a check or cash into their lunch account, and access the account with their student ID card. Qualifying students can apply for free or reduced price meals. (Pick up an application in the Main Office if you are interested in this program.) A student's ID card is used to access this free and reduced pricing. If students do not have their ID cards at lunch, the cashier is significantly slowed. Students without ID cards need to wait ten minutes before going to the cashier so that other students are not delayed. A lost ID card can be replaced for \$2 in Student Services with the Bookkeeper.

Gum

Some teachers and departments do not allow students to chew gum during their classes. For example, there is no gum allowed in PE. During earthquake drills when we duck under desks we see a lot of disgusting gum gobs that students have placed under their desks. Please don't put your used gum underneath desks or chairs.

Hawk Pride Cards

Staff members reward positive behaviors by giving out Hawk Pride cards. These cards can be traded for candy in the school store on Tuesdays. Students can also save their cards to enter twice-yearly drawings for prizes. Students are encouraged to always write their names on their Hawk Pride cards in ink so that the cards can be returned if lost.

Library

Students are encouraged to use the library at Harbour Pointe. If the student comes during class time, the sign-in/sign-out sheet must be signed. Please be quiet so that others can work. Student ID cards are required for checking out library materials. (A lost ID card can be replaced for \$2 in Student Services from the Bookkeeper.) Books and magazines may be checked out according to the following:

- Books – maximum five (5) at a time, for a two-week period
- Newest magazines – library use only
- Older magazines – maximum two (2) at a time, for a two-week period
- Reference books –library use only

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 school work 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 8:00 a.m. until 3:30 p.m. including lunches. Please remember to sign in and out. Check for signs on the door before entering to see if the library may be 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; there have been too many instances of lost property occurring when there was more than one person accessing a locker. 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 the Student Services office. If it has not been turned in, the student should check the Lost and Found, located on a table by the elevator in the Great Hall, or in 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 student names. A few times a year, all items left in the Lost and Found are donated to a charitable organization. Don't put your backpack on or under the lost and found table.

Lunchtime

All food and drink must be consumed in the Commons. Please be seated when in the Commons. Sometimes students have free seating choice for lunch, while at other times there is assigned seating by classes. 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.

Students may not go to their lockers or to classrooms at lunchtime. The library is usually open (be sure to sign in/out). Students may not hang out in the Great Hall until a lunch supervisor has moved there, usually 10-15 minutes after the beginning of the lunch period. Food items from the student store cannot be consumed in the Great Hall; please take them into the Commons. Unless it is raining, a lunch supervisor will take interested students outside for the last fifteen minutes of the lunch period.

Medication at School

Any medication (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. 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

Personal music technology should not be seen or heard on campus. I-Pods, MP3 players, and CD players will be confiscated and kept in the main office if they are out in the hallways, classrooms, or lunchroom between 8 a.m. and 3:15 p.m.

National Junior Honor Society

The NJHS meets once a month during the school year. Students participate in service activities that benefit the school and the community. Invitations to join NJHS are based on students' grade point average.

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, he/she must obtain a pass from his/her teacher and report to Student Services. Do not go to the nurse without first notifying your teacher. When the nurse is not available, the office staff will assist. If the student is too ill to attend class, a parent/guardian will be contacted to pick him/her up. Students should not attend school if they have vomiting, fever, or diarrhea that day.

PE Uniforms

Students are expected to suit up for PE every day. Harbour Pointe PE t-shirt or solid white or gray t-shirt, Harbour Pointe PE shorts or solid navy or black shorts and 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 and sweats can be ordered during the summer and are available for pickup from the Bookkeeper.

Throughout the year, they can be purchased from the Bookkeeper. PE clothes should be washed at home weekly.

Plagiarism

Claiming someone else's work as your own is dishonest. Students who copy material from the internet or from printed materials and turn it in under their own authorship receive zero credit. Teacher's may use their own discretion in allowing students to redo assignments to reflect their learning. In addition, students who provide work for others to copy and those who turn in the copied work also lose credit and may receive a referral and progressive disciplinary action.

Progress Reports and Report Cards

Progress reports for each individual class are available at any time, on-line or from an individual teacher. Parents may sign up in the Main Office (in person – please bring photo ID) to get a confidential password to access a wide array of student information – current assignments, grades, lunch account purchases, behavior infractions, report card marks, and more. Students can access this same information in Student Connect; passwords are available from their first period teacher. Students will have mid-trimester reports mailed home for any courses with a D or F grade. 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 at any time during the school year.

Recycling

Our school's recycling program supports one of the IB areas of interaction, the Environment. We recycle paper, cans and bottles. The Leadership class works with the Success special needs students to run our recycling program. Use the bins in the lunchroom to recycle your lunchtime cans and bottles.

Referrals

Students get referrals from teachers for behavioral infractions. There is generally a consequence assigned when a student has had to be removed from the classroom for disruptive behavior. A record of a student's referrals is available on Student or Parent Connect.

Scheduling

Each spring the counselors have students fill out a course request form where they are able to select their elective courses, and 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. 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, which is a valuable life skill.

Student Store

The Student Store, the Hawks Nest, is open each day at lunch and has a variety of small snacks, HP sweat pants, and spirit items for purchase. Otis Spunkmeyer Cookies are baked fresh and sold in the store several days each week as well as popcorn on Fridays. Cookie sales support PTO activities. All other sales from the store support ASB. Students can trade Hawk Pride Cards for candy on Tuesdays at the store.

Student of the Month

Each month, teachers select students who excel at specific criteria directly related to our International Baccalaureate Middle Years Program. Students who are selected become eligible for Student of the Year, which includes the additional criteria of academic achievement, community service, extra-curricular involvement, and citizenship. The monthly criteria are:

Month	IB Learner Profile Attribute
September	Inquirers
October	Knowledgeable
November	Thinkers
December	Communicators
January	Principled
February	Open-minded
March	Caring
April	Risk-takers
May	Balanced
June	Reflective

Tardies

Students are to be in class, seated and ready to work when the bell rings for class to begin. Students who do not meet these expectations will be counted as tardy. The third tardy to a class in a trimester, and each subsequent tardy that trimester, will result in the classroom teacher submitting a referral and consequences will be assigned.

Three unexcused tardies to school in a trimester results in a detention. Students with excessive excused tardies to school will be assigned consequences for their excessive disruption to their first period class; it is very disruptive to the learning environment when students regularly show up late. Parents, please help your student to practice responsible attendance.

Telephone

There is a student telephone in both school offices. If a student needs to contact a parent during the school day, these phones may be used for school-related communication. Students are discouraged from using the phone for last minute after school plans. After 3 p.m. students may phone parents from the Main Office.

Student cell phones may not be used between 8:00 a.m. and 3:15 p.m. Students should be careful to turn phones off during school hours; any phone that is seen or heard during school time is taken away.

Truancy

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 usually make up skipped school hour for hour. “Becca” papers may be filed with the Snohomish Juvenile Court for students with excessive absences - unexcused or excused.

Valuables

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

Vending Machines

The vending machines in the Great Hall near the main office are turned on at lunchtime. There are no refunds! If there is a problem with the machine, tell the secretary in the Main Office.

Visitors

All visitors should check in with the Main Office for a visitor’s pass. Parents and former students must check in at the office. Parents and guardians are welcome to observe classes, but are asked to contact the main office at least 24 hours in advance to make arrangements. You must check in at the main office. Students from other schools are not allowed on campus between 8:00 a.m. and 3:15 p.m. This includes Kamiak students, unless they are involved in the tutoring program.

Zero Period

Some classes are held before regular school start times, such as Jazz Band and Spanish. Zero period students may enter the building at 7:10 a.m. On late arrival days, there is NO zero period.