

**EXPLORER WEST MIDDLE SCHOOL  
STUDENT AND PARENT HANDBOOK  
2010-2011**

Students at Explorer West Middle School and their families can expect a safe, caring, work-oriented, and respectful environment. Our expectations of our students' conduct and policies for our students and their families naturally follow from our mission statement:

**EXPLORER WEST MISSION STATEMENT**

**Explorer West Middle School embraces the energy and enthusiasm of young people on the journey to adulthood by fostering confidence and discovery. Offering the benefits of a small learning community, Explorer West views the complexity of adolescence as a unique window of opportunity to develop the diverse academic, creative, and social skills required for a sustainable future.**

**I. LOGISTICS:**

**Explorer West Middle School  
10015 28<sup>TH</sup> Avenue SW  
Seattle, WA 98146  
Phone: 206-935-0495  
FAX: 206-932-7113**

Website: [www.explorerwest.org](http://www.explorerwest.org)

View weekly bulletins: [www.explorerwest.org/students](http://www.explorerwest.org/students)

**COMMUNICATION:** Explorer West welcomes your questions, suggestions, and concerns.

- When you call to arrange a time to meet with your child's advisor, teacher, staff member, or the Head of School, Explorer West will make every effort to relay your message to the appropriate person in a timely manner. Except in the case of an emergency, however, teachers and students will not be interrupted while in class.
- When you pick up your student during school hours, parents will come to the office and a staff member will then call for your student to meet you in the office.
- Explorer West's teachers welcome your calls to their homes between the hours of 9:00 a.m. and 7:00 p.m., Monday through Friday.
- Each Tuesday we email families a school bulletin which contains important information and is a vital communication link between the school and families. If email is not accessible to you, please call the office to arrange for a hard copy

**HOURS:** Explorer West operates from 8:30 a.m. until 3:30 p.m. Although teachers and staff are often in the building before school, Explorer West has no before school program. Students may be dropped off at 8:00 a.m. or later, and we expect them to be picked up from school by 3:45 p.m. *If, for any reason, students are still on campus at 3:45pm, they are required to join the after-school program so that we can supervise their whereabouts and keep them safe.*

**AFTER-SCHOOL PROGRAM:** Explorer West offers an after-school program. Fees are charged by the hour or by a contracted rate based on the number of days attended by a student. The after-school program is supervised by an Explorer West employee and includes opportunities for reading, homework, and playing. Healthy snacks are also provided.

The after-school program does not offer individual help with homework or tutoring services. The program is offered to current Explorer West students every weekday from **3:30-5:30 p.m.** with occasional exceptions. For example, we do not offer after-school on any parent-teacher conference day, teacher in-service days, or on any day during which students are not on campus such as Winter Sports days. We will notify you of other

exceptions via the weekly bulletin. If you have not yet signed up for after-school care and would like to, please call the office for a list of hours, payment plans, and procedures for signing your child in and out. **If a student has not been picked up by 5:30pm a late fee will be charged. School-appropriate behavior is expected of students in the after-school program.**

## **DROP OFF AND PICK UP: Explorer West greatly appreciates prompt pick up of Explorer West students after school and all school events.**

I. Please remember, teachers and staff have busy lives and are required to remain with Explorer West students for safety reasons until all have been picked up after school or after any school-sponsored activity or event. Please avoid picking up your child late. When that is not possible, please call the school to alert us that you are running late. Explorer West Middle School faculty or staff is not allowed to drive students home.

### **II. Drop off – Front Entrance (28<sup>th</sup> Ave. S.W.)**

Everyone is welcome to drop off their kids at the new 28<sup>th</sup> Avenue S.W. entrance of the school in the morning. If you use this entrance please remember the following:

- If you pull into the front driveway, continue as far down as possible. Do not stop at the front door. This will allow more cars to use the driveway.
- Stay to the right along the curb when you let your kids out.
- The left half of the driveway is for leaving the driveway. Do not stop side by side and block the left side of the driveway.
- Please do not idle when dropping off or picking up your kids.
- Please do not chat with your friends or leave your car.
- If you do not want to rush during the drop-off time, use the parking lot on the south end of the building on 28th. Please pull into a stall and do not unload in the parking lot drive through area. Back out of your space when you are finished. Feel free to chat or leave your car if you occupy a parking space in the lot.
- If the front driveway is full when you arrive, please proceed to the south parking lot and follow the rule above.
- Please do not line up north of the school on 28<sup>th</sup> Street.
- You can also use the parking strip south of the school on 28th for drop-off. Please watch for cars if you choose to use this area.
- Feel free to use the entrance at the back of the school on 30<sup>th</sup> Ave. S.W. if you want to avoid the congested front area.

### **Rear entrance – Drop off at 30<sup>th</sup> Ave. S.W.**

This area incorporates a circular entry and exit pattern. When you enter the gate on 30th, you will turn right immediately into the parking lot and continue in a semi-circle to the end of the parking lot. Let your passengers off at this point, and then continue in a circular pattern down the driveway and exit through the same gate on the right hand side of the driveway. Make sure you stay to the right when dropping off so others can exit on the your left. Feel free to use a parking space if you need more time or want to come into the school.

### **III. Pick-up:**

Picking up students at 3:30 in the afternoon is the most congested time of the day since everyone arrives and waits for their kids. In the past, it was very crowded between 3:15 and 3:45 when we could only use the rear entrance on 30<sup>th</sup> Ave. S.W.

To avoid this situation, we will use the following system:

- All sixth grade families – **28<sup>th</sup> Ave. S.W.**
- Car pools that have sixth graders riding with them – **28<sup>th</sup> Ave. S.W.**
- Families with a child in sixth grade and a sibling in another grade – **28<sup>th</sup> Ave. S.W.**
- 7<sup>th</sup> and 8<sup>th</sup> grade families (not included in the above) – **30<sup>th</sup> Ave. S.W.**

Again, please do not line-up in the street north of the school on 28<sup>th</sup> Ave. Use the south parking lot parking slots or wait along the sidewalk south of the parking lot

**SNOW CLOSURES, POWER OUTAGES, or DELAYS:**

- ❑ Before school begins in the morning, in the event of closure due to snow or inclement weather, Explorer West will follow the Seattle Public School District procedures. When the Seattle Public School District posts a closure, Explorer West Middle School will be closed.
- ❑ When Seattle Public Schools are on a delay schedule of any kind, **Explorer West will begin at 10:00 am.** Please check radio and television announcements for school closures and weather-related delays.
- ❑ We will also update our out going message if you call the school after 6:30 a.m.

**Early School Closure:**

- ❑ In the event of snow, a power outage, or an emergency during the school day, the Head of School may need to cancel classes and release students to go home. The staff and faculty will be called upon to use the following procedure to ensure students’ safety. We want to release students as quickly and efficiently as possible so that everyone is safe and able to go home early.
  1. Explorer West Middle School staff will call and notify the parent(s) in event of an early school closure. We will then gather all the students inside the main building. Students will be located in both the science room and the art/music room. **Do not go to the room to pick up your child.** When you arrive, you must first go to the main office.
  2. In the main office, we need each requester to fill out a reunification form. If an adult is picking up more than one child, he/she must fill out a form for each child leaving campus. If the individual picking up the child is not his/her parent/guardian, either Explorer West or the individual driving, will call the child’s parent/guardian to ensure the safe release of his or her child.
  3. Once the form of reunification is completed, we will send a messenger to retrieve the child from the classroom. At this time you will be free to leave the building together.

**VISITORS AT EXPLORER WEST:** Visitors are welcome at Explorer West. Any visit to the school must be arranged in advance with the school office staff. Visitors are expected to follow all Explorer West guidelines. In addition, all visitors must first check in at the Explorer West office, get a nametag, and check out again upon departure.

**QUESTIONS AND ANSWERS:** You are welcome to contact any of us, including Head of School, Evan Hundley, at [evanh@explorerwest.org](mailto:evanh@explorerwest.org) or by calling him at the Explorer West office at 206.935.0495, with your questions, concerns, or ideas. For the most efficient way of getting a question answered, however, we suggest the following:

If you have a question or idea about.....	Please contact:
Tuition or our billing procedures...	Debbie Ehri, Business Manager
Fundraising or development...	Debbie Ehri, Business Manager or Evan Hundley, Head of School
Your student’s social interaction, friendships, or behavior....	Your student's advisor or the Dean of Students
Your student’s academic performance...	Your student's teacher
Community Service...	Your student’s advisor
Admissions...	Claudia Rose, Director of Admissions
Financial aid...	Debbie Ehri, Business Manager

Outdoor Education...	Director of Outdoor Education
Student Discipline	Rick Marting, Dean of Students
Records or Transcripts	Claudia Rose, Registrar
Daily Schedule	Donna Tarabochia, Head's Administrative Assistant
Emergency Preparedness	Donna Tarabochia, Head's Administrative Assistant

Please refer to the staff and faculty roster for email addresses.  
Or, if you need to call the contacts listed above, please dial the main office at 206.935.0495.

## II. POLICIES:

### A. MEDICATION POLICY

The following policies for the administration of medications are required to keep in compliance with State law and to serve the best interests of the students and the school.

Explorer West faculty and staff can administer oral medications to your students, without calling the parent or guardian, if both of the following are on file at school:

- Completed and signed "Emergency Data and Release Form"
- A signed "Authorization for Administration of Oral Medication at School" from you and your child's physician specifically authorizing the administration of the medication, including the name of the medication, dosage, methods of administration, and time of day to be taken.

**In compliance with state law, we cannot administer medications, including over-the-counter medications without a doctor's order.** If your child's physician does not specifically authorize a medication (for example, Ibuprofen for the occasional headache or throat lozenges for a sore throat), we cannot administer such medication at school, except in an emergency. If the physician authorizes medication to be taken "as needed", we will call the parent or guardian to authorize the administration of the medication when requested by your child.

Any prescription medication your child must take during school hours must be kept in the Explorer West office, locked in a cabinet, and must be in its original container with the physician's instructions clearly visible. It is the parent's responsibility to insure that all medical information on file is accurate and complete. In addition, please complete an authorization form for "Administration of Oral Medication."

In the event your child becomes ill or injured and no medications have been pre-authorized for the condition, we will call a parent or guardian to either come to school to administer the medication or to take the child home. In an emergency, we will call 911 for emergency treatment, as appropriate.

Please also remember that, for overnight trips (for example the Outdoor Education Program or the Rome trip) we will also need a physician's order on a signed "Authorization for Administration of Oral Medication at School" for any medication taken at home.

If you have any questions, please feel free to call the Business Manager.

## B. ATTENDANCE POLICY

**Prompt, daily attendance is required of all Explorer West students to academic and co-curricular classes, rehearsals and practices, conferences, and other school activities. Students who fail to attend these events consistently and on time for reasons other than necessity may face exclusion from school activities, in-school detention, suspension, or expulsion.**

- If your student must be absent from school for an appointment or other reasons, please contact the school office before 8:30 a.m. at 206.935.0495. For safety reasons, Explorer West staff needs to know who is on campus at all times.
- If your student is ill and has a temperature higher than normal, please prevent the spread of sickness by keeping your child home. If your student becomes ill while at school they will be sent to the main office for assessment. Be sure to call the office to report illness/absence before 8:30 am, (206) 935-0495.
- If State, County or City health officials advise Explorer West to keep students home for any reason, you will be notified promptly.
- If your student is tardy or late to school they must report to the office to obtain a late/tardy slip to enter the classroom.
- If your student is tardy because of reasons that are not in his or her control, please either call or walk your student in to the main office and your child will receive an excused tardy slip.
- Classes begin promptly at 8:30 a.m. Students are expected to be in their seats at that time with all required materials and ready to begin. A student is considered tardy if such is not the case.
- Students are not allowed to leave the premises during the school day under any circumstance or for any reason unless picked up by a parent or parent-approved guardian or under the direct supervision of an Explorer West staff member.
- Please see Code of Conduct section for consequences of tardiness to classes.

## C. EXTENDED ABSENCES POLICY

**Explorer West strongly discourages extended absences for any reason other than medical.**

The curriculum at Explorer West is planned around a great deal of direct class instruction, lab situations, classroom discussions, presentations, and group activities. It is virtually impossible to hand over a week's worth or more of missing work to a student to be accomplished individually. It is also sometimes difficult to predict exactly where in the lesson the class will have arrived when your child returns to school.

Consequently, each teacher will determine which part of the upcoming work, if any, can effectively be sent along and which assignments will need to be made up upon return. It will be the **student's responsibility** to notify his/her advisor and teachers in a timely fashion, and to follow up conscientiously with each teacher upon return. You and your child are required to take the following steps in order to ensure as smooth a transition as possible.

1. **Notification letter to Head's Administrative Assistant and the student's Advisor:** at least two weeks ahead of your departure date, a parent or guardian should deliver a notification letter to the main office/registrar and to the student's advisor. This letter should include the reason for the extended absence, the date of your departure and the date the student will return to school. This will be distributed to each teacher.
2. **Verbal reminder:** one week ahead of your departure date have your child speak to all of his or her teachers in person, reminding them of the last day he or she will be in school and asking them to begin gathering any work that can be sent along. Be sure that your child is fully cognizant of which day will be the last school day prior to departure.
3. **Check in on the last day:** have your child speak briefly to each teacher and pick up any assignments or directions that were prepared.
4. **Complete what was sent along:** be sure your child completes any assignments that were prepared to the best of his or her ability.
5. **Check in upon return:** it is your child's responsibility to check with each teacher personally upon return to turn in any prepared assignments and to arrange to make up work missed while absent. This may require a special meeting with the teacher before or after school.

6. **Expect a week or so of transition:** when your child returns to school, it will most likely take a period of time for your child to catch up and to make the transition back to school. His or her homework load may increase significantly until she is caught up. A student may be assigned to homework study hall until he or she is caught up in all of his or hers classes.
7. **Extended illness:** Please contact your student's teachers to request homework or assignments. We will do our best to gather assignments for your student within 24 hours of your request. Assignments can be picked up at the end of the day at the front desk.

While your child's progress may suffer somewhat from an extended absence, we hope that by taking these steps the disruption will be lessened significantly. Thank you very much for your cooperation in this matter.

#### **D. SPORTS PROGRAMS**

**Prompt, regular attendance to practices and games is required of all Explorer West students who want to participate in our sports programs. Good sportsmanship is expected and required at all times from all players, students, parents, spectators, and coaches.**

Explorer West offers team sports in addition to its physical education program. These teams are coached by qualified faculty or community members and are offered on a no-cut basis; i.e., students who wish to play, come regularly and on time to practice, and demonstrate good sportsmanship and team spirit will be allowed to play.

Many sports events and after-school activities are scheduled during the school year. Explorer West participation guidelines are:

- Students must attend all of their classes during the day in order to participate in these activities, unless otherwise cleared by the Dean of Students.
- Students must attend a minimum of four practices to be eligible to play in games unless otherwise cleared by the Athletic Director. If a student fails to attend a reasonable number of practices the coach and or athletic director will speak with them about their commitment to the activity.
- Student athletes are **students** first and **athletes** second. All students are responsible for doing their school assignments and participation in sports is not an excuse for missing them.
- Students who fall behind in their classes may lose the privilege of participating in these activities until they have brought their work up to standard. The Dean of Students, teachers, or advisors will advise students, coaches or the Athletic Director, on a case-by-case basis.
- Students are expected to behave respectfully and cooperatively and to embody Explorer West's values of integrity and responsibility.
- Students who do not comport themselves in accordance with school guidelines may lose the privilege of participating in our sports program and face other disciplinary actions.

#### **E. ACADEMIC STANDARDS**

**Explorer West students are expected to maintain high academic standards and to stay current with all assignments in all classes.**

At Explorer West Middle School, we seek to provide our students with as many opportunities to succeed as possible. While doing so, we expect them to work hard and to take responsibility for making their best efforts. To that end, we have developed a variety of subtle, informal, daily procedures to encourage students to give us their best work and to be proud of it.

In the event, however, that a student falls behind or begins handing in unsatisfactory work in a class, the student's teacher will work closely with the student to help him or her improve.

#### **F. ACADEMIC EXCELLENCE**

**Laudandi Sumus:** Each month, all students who, in the eyes of the Explorer West faculty, have fulfilled their academic duties in each of their classes, are elected to Laudandi Sumus, Explorer West's student honor role. Those students so honored are recognized at a student assembly and in the EW bulletin.

**Students of the Month:** The Explorer West faculty meets once a month to decide which male and female student has reached such a level of superior academic achievement that month to be awarded the title of Explorer West Student of the Month. Each Student of the Month will be recognized in a student assembly, in the Explorer West bulletin, and by a letter from the Dean of Students to the recipients' parents.

## **G. HOMEWORK POLICY**

**Explorer West students are required to complete all of their homework assignments on time and to the best of their ability.**

Explorer West students can expect homework on a daily basis to assist them in their independent mastery of the material in their classes and to allow time for reading outside of school. The amount of homework will depend on the teacher and the subject. All homework assigned at Explorer West is required to be completed in a timely and careful manner. When it is not, a **homework note** will be sent home to alert parents of the missing assignment. Our goal is for students to develop strong study habits that will serve them through high school and beyond. The note system requires accountability from students and provides structured communication with parents.

**The student's advisor** will be notified and may be brought in to help monitor the student's efforts if his or her work fails to improve in a timely manner. Parents will also be notified and may be brought in to help find a solution and to reinforce the school's efforts at home, if necessary. Typically, these steps allow us to root out the problem and solve it to everyone's satisfaction and, most importantly, to the student's enhanced self-confidence.

Average Homework Per Night:

- 6<sup>th</sup> Grade: 90 Minutes
- 7<sup>th</sup> Grade: 120 Minutes
- 8<sup>th</sup> Grade: 120-130 Minutes

Regular Study Hall is built into the weekly schedule and is an opportunity for students to work on assignments and projects during the school day. If the student is productive, a significant amount of homework can be completed.

### **Homework Standards:**

#### **I. Homework Notes:**

A student will receive a homework note for a missed assignment that is not accompanied by a valid excuse or for an assignment that does not show genuine effort on the student's part as shown in the teacher's sole judgment. Students begin each new quarter with a clean homework slate. The note system is as follows:

- ❖ **Homework Notes #1: and #2:** The note will be sent home with the student to be signed by a parent and returned to the teacher next day with the missed assignment.
- ❖ **Homework Note #3:** This note will be sent home with the student to be signed by a parent and returned to the teacher the next day with the missed assignment. **A third homework note is considered an academic "red flag" by the faculty and is taken quite seriously.** The teacher or advisor will also schedule a conference with the student and parents to outline a plan and timeline for improved study habits. The student will also be assigned to Tier Two Lunch Time Study Hall (see below).
- ❖ **Please note:** If, after the meeting described above, a student receives a **4<sup>th</sup> homework note**, the advisor or the Dean of Students will schedule a meeting with the student, parents, and the entire faculty. Also note that the Dean of Students reserves the right to assign a student to lunch-time study hall at any time, if he feels that this assignment is in the best academic interests of that student.

#### **II. Student Lunch Time Study Hall (Monitored by Faculty)**

Any student may use lunchtime study hall, but there will also be two tiers of students who will be assigned to additional study hall by their teachers:

- **Tier One Students** are assigned by a teacher on an *ad hoc* basis to complete or redo work. The student will spend one session in lunchtime Student Study Hall. Any teacher or the Dean of Students may assign a student to study hall on this basis.

- **Tier Two Students** are assigned with more significant or long-term academic issues. Any student who receives 3 homework notes during an academic quarter automatically becomes a Tier Two Student and will report to lunch time study hall for one 5-day period. At the end of that period the Dean of Students will check with teachers to assess the student's progress and decide whether an additional week in study hall is needed.

**Lunch Time Study Hall Goal:** To give Explorer West students an in-school venue in which to complete missing work, to improve work that is not at an appropriate level of quality, and to give those students seeking it a quiet place for extra study. It will also give students who face more significant academic challenges a quiet place for daily study.

**Study Hall Rules:**

1. The assigned student must report to study hall beginning at 12:35PM with all study materials and a lunch.
2. Any student who is tardy will receive an additional day in study hall.
3. Study hall is a silent work time.
4. A student assigned to study hall by a teacher may only leave the room to use the restroom or to ask a teacher a question.
5. On the day that a Tier Two student is assigned to a lunchtime cleaning crew, he/she will NOT attend study hall, but will make-up that session at the end of his/her 5-day study hall period.
6. A Tier Two assignment is for one full 5-day week. The student must be in study hall for the full 45-minute period each day; any late arrivals or early dismissals will result in an additional day in study hall.

**III. Academic probation:**

An Explorer West student is placed on Academic Probation when it is decided by the faculty and/or Dean of Students that the student is facing significant academic challenges as demonstrated by: chronically late or poor quality homework or in-class work; the chronic inability to keep up with the academic reading schedule; the inability to write at the appropriate grade level; poor or failing averages in one or more classes; or any other academic factor that leads the faculty to believe that the student needs additional academic assistance.

When a student is placed on Academic Probation, any or all of the following may occur:

- The faculty or the Dean of Students will meet with the student and his/her family to discuss the situation, explore possible options, and formulate a specific academic plan.
- The student will attend daily Lunch Time Study Hall until such time as he/she is removed from Academic Probation by the Dean of Students.
- The student's advisor may give the student a daily or weekly faculty check sheet, which the student will take to each teacher on a daily or weekly basis, filled out by each teacher, and then taken home by the student to be reviewed by his/her parents. A copy of this sheet will be placed in the student's file in the Dean's office. This sheet will inform both student and parents of his/her progress in class, list recent quiz/test scores; and comment on any missing work to be turned in, or poor quality work to be redone.
- The student's advisor will contact the student's parents on a regular basis to report on the student's progress.

**Tutoring:**

If the above steps do not help the student to improve his academic standing, Explorer West expects the student to seek regular "outside-of school" tutoring or academic counseling. Explorer West can provide references for both tutoring and academic counseling.

We believe that all Explorer West students try their best and want to improve their academic skills. It's important to understand that Academic Probation is **not** punitive or disciplinary, and that all we, or any school, can ask is for a student to consistently give his best efforts to improve his academic standing. Academic Probation is the school's effort to take concrete steps to find a workable solution to a student's academic problems.

Throughout the Academic Probation process, Explorer West expects that the student will consistently make **every reasonable effort** to bring his/her work up to Explorer West's academic standards. **If the faculty, the Dean of Students, and the Head of School decide that the student is not doing his/her best in this regard, further action of a disciplinary nature will result, up to and including suspension or expulsion from Explorer West.**

**We want every student to be successful:**

In all of our workings with our students, our goal is to provide them with ample opportunity to succeed in all facets of their middle school experience. A successful educational experience requires the active participation of the student. With guidance from teachers and the support of their parents, our students can learn the valuable lessons of perseverance and determination and, ultimately, of success.

## H. EXPLORER WEST COMMUNITY CONDUCT

Students at Explorer West and their families can expect a safe, caring, work-oriented, and respectful environment. Part of being a member of our community is understanding, internalizing, and modeling the community's standards of behavior. Part of the Explorer West mission is to aid its members in developing the "social skills required for a sustainable future". Each **faculty and staff member** is asked to model courtesy, respect, decency, good humor, flexibility, and patience to every student, every parent, and all Explorer West community members, past and present. In this spirit, we ask each Explorer West **student** to both learn and then model these same fundamental values in every class, in the hallways, in the offices, on the school grounds and athletic fields, and at every Explorer West event, whether in or away from school. We also ask all Explorer West **families** to both accept and model these same behavior values and norms, and to help us in teaching our students and children the power, optimism, self-confidence, and community spirit that emerges whenever these values are in place.

Explorer West will do everything it reasonably can to keep parents informed and included when working with their children in the area of community conduct. Parents are also encouraged to keep in touch with us and to work closely with the faculty and staff to help ensure a student's successful transition to adulthood.

## THE CODE OF CONDUCT

### A. Community Norms

1. Hats may not be worn inside the building.
2. Personal CD players, MP3 devices, cell phones, pagers, and other personal electronic equipment may not be used in school or at school-sponsored activities. EW students may use their cell phones after 3:30pm and outside the school building.
3. Chewing gum is not allowed on school premises or at school sponsored activities.
4. Food and drink are not allowed in classrooms except at break or at lunch. Food may never be eaten in the school hallways or in the gym. Water bottles may be brought to class. All students are responsible for cleaning up after themselves after lunch.
5. Students are expected to dress appropriately at all times. Bare midriffs, exposed underwear, tank tops, gang-related apparel, spaghetti straps, and excessively short, tight, or transparent clothing are not allowed in school or at any school-sponsored activity. Students are expected to wear the required, appropriate attire to P.E. class. Homework notes will be given if students forget their gym clothes.
6. Explorer West provides several computers with Internet access for student use during school. Computers are exclusively for classroom or assignment use with the express permission and direct supervision of a teacher or staff member.
7. Students are expected to use their lockers to store all their school and personal items. Faculty or staff may move any improperly stored items left in the hallway to the Lost and Found.
8. All student items left at school will be placed in the school's Lost and Found bins. While Explorer West will do all it reasonably can to return lost items, it is the student's sole responsibility to check the Lost and Found bin to recover and take home personal items. Explorer West strongly recommends that students mark all personal items (i.e. clothing, lunch boxes, musical instruments, backpacks, etc.) with their name.

### B. More Serious Conduct Violations

1. Inappropriate, offensive, unkind, or abusive language or conduct will not be tolerated at Explorer West.
2. Drugs, including nicotine and alcohol, and weapons are expressively forbidden at any time at Explorer West or at any school-sponsored activity.
3. Any form of verbal or physical harassment, including "cyber-bullying", is strictly forbidden. These include but are not limited to: profanity or inappropriate language; name calling; slurs concerning a person's race, ethnicity, sexuality, or religion; physical intimidation; and physical violence of any kind. This also covers any use of the Internet for these purposes.
4. Students are expected to respect the school's facilities and to refrain from defacing community property.
5. Students may not leave the Explorer West campus during school hours without the permission of an Explorer West staff member and unless accompanied by an appropriate adult.

6. Explorer West students are expected to hand in work of their own doing. Plagiarism and cheating will not be tolerated. “**Cheating**” is defined as copying another student’s work, test, quiz, homework, or using another person’s name in place of one’s own on student work. “**Plagiarism**” is the use of the words or ideas of another person without proper attribution. (Parents should know that helping a student with homework should not include writing or rewriting an essay or redoing a problem for a student. Parent help should be limited to proofreading and marking awkward, disorganized, or unclear portions of an essay, or by guiding a student on the right course in solving a problem. It is always the student’s task to make revisions or corrections on his/her own.)
7. Disruptive behavior in the classroom or in the school’s common areas will not be tolerated at Explorer West. (See below)

## Behavior Notes

The faculty and administration have put together a system of “behavior notes”, which will be given to a student when he or she behaves in a “disruptive, disrespectful, or otherwise unacceptable manner” while at school or at any school activity or function. This note will be given to the student to take home and have signed, then returned the next day to the teacher who gave the note. This will give the student and the parents’ immediate feedback about a problematic behavior, and will help, we believe, the student change that behavior. If, over the course of a semester, a student receives three behavior notes, you and your student will be asked to attend a meeting with the faculty to discuss and solve the problem. If a student receives more than three behavior notes during a semester, further disciplinary actions will be taken, including suspension.

## Definitions and Consequences:

### Level One Violations:

Level One discipline violations include use of cell phone or other personal electronic devices at school; chewing gum; eating in the hall; school dress code violation (including hats); profanity or inappropriate language; late arrival to school classes and other official appointments.

- **Consequence:**

- **Campus Cleaning** during lunch, which could include trash-collecting, room cleaning, dishwashing, microwave cleaning, arranging bookshelves, sweeping, watering, etc.

### Consequences for tardiness to classes:

When a teacher notes that a student is chronically late to class, the teacher will inform the student’s advisor, who may arrange a meeting with the teacher and student to try to resolve the problem. If this tardiness continues, the teacher and advisor will arrange a meeting with the student and his/her parents to attempt to resolve the issue. Any student who is chronically late for class may face the following consequence:

**Campus Cleaning** during lunch, which could include trash-collecting, room cleaning, dishwashing, microwave cleaning, arranging bookshelves, sweeping, watering, etc.

### Level Two Violations:

- This violation describes disruptive, offensive, or disrespectful behavior in class or in the school’s common areas and grounds.
- **Consequence:**
  - **1<sup>st</sup> behavioral offense:** If the incident occurs during class, the student may be sent to the hall or the office for the rest of the period. **Behavior Note #1** will be sent home with the student for the parent to read, sign, and return the following day. The note will include a brief description of the behavior by the teacher. When returned, the teacher will send the signed note to the Dean of Students, to be filed. The teacher may also contact the parents by phone to detail the incident to them.
  - **2<sup>nd</sup> behavioral offense:** The student will leave the classroom for the entire period; the student will go to the hallway and sit silently for the balance of the period, or sit quietly in the office. **Behavioral Note #2** will be sent home for the parents to read, sign, and return. When returned, the teacher will send the signed note to the Dean of Students, to be filed. The teacher may also contact the parents by phone to detail the incident to them, and remind them that this is the second behavioral offense.

- **3<sup>rd</sup> behavioral offense:** The student will leave the classroom for the entire period and sit silently in the hallway or the office. **Behavioral Note #3** will be sent home for the parents to read, sign, and return. When returned, the teacher will send the signed note to the Dean of Students, to be filed. In addition, the advisor will contact the parents by phone to schedule a conference with the student and his/her teachers, to discuss the pattern of behavior, strategies for improvement, and possible consequences for the infraction. The student and parents will be reminded at this meeting that a further behavioral incident will result in a suspension.
  - **4<sup>th</sup> behavioral offense:** The student will leave the classroom for the entire period; the student will go to the library and sit silently. The advisor or Dean of Students will contact the parents to arrange an immediate meeting with the parents, appropriate faculty as available, and the student. After this meeting, The Dean will determine the length of the student’s suspension. (See also “Suspension Policy” section below.)
- **Level Three Violations:**  
Violations include...
    - Bullying or intimidating another student
    - Disrespectful behavior toward faculty, staff, or any community member
    - Academic dishonesty or plagiarism (Please see above for definitions and details.)
    - Fighting
    - Property damage
    - Theft
    - Leaving campus without permission
  - **Consequence:** Suspension from Explorer West (See “Suspension Policy” section, below.)
- **Level Four Violations:**  
Violations include...
    - Possession or use of drugs, alcohol, or tobacco while at school or at any school-sponsored event or activity.
    - Possession of firearms or other weapons.
  - **Consequence:** Immediate and permanent expulsion from Explorer West Middle School.

**NOTE ON BEHAVIOR NOTES:**

**If the behavior infraction happened in class**, the student may not make up any quiz or test missed while out of the class. Your student may, however, call a classmate (but not the teacher) to get any homework assignments given while he/she was out of the class.

This note should be read and signed by both you and your student and returned to the teacher at the next scheduled class. When the student returns the note to his/her teacher, he/she should also offer a sincere apology for his/her behavior; other consequences may also be assigned.

Note: If a student receives a **third behavior note** during a semester, the student’s advisor will call you to set up an immediate meeting, attended by the Dean of Students and other faculty as available, to discuss the situation and put together a plan for better behavior.

If, after this meeting, the student receives a **fourth behavior note**, he or she will face suspension from Explorer West. All behavior notes become a part of a student’s permanent record at Explorer West.

**Suspension Policy:**

A. A suspension may occur if any of the norms of Explorer West are violated. (See Level Two and Three Violations, above.) The Head of School, in conjunction with the Dean of Students, determines both a student’s suspension and the length of the suspension period.

B. When a student is suspended from Explorer West:

The student will sit silently in the library area of the office until the school can contact his/her parents and arrange a meeting with them. The Head of School or Dean of Students, along with members of the faculty as appropriate, will lead this meeting with the parents to discuss the issues that led to the suspension. At that meeting the suspension period, and when that period will begin, will be decided. At the end of this meeting the parents and their student will leave the campus.

C. To be suspended from Explorer West means the following:

- The student will not be allowed to return to Explorer West campus until the suspension period is over.
- While on suspension a student will not be allowed to make up any worked missed while on suspension; make up any quiz or test missed while on suspension; or participate in a sports event, Outdoor Education trip, or any other school activity or event.
- Homework assigned before the suspension period that is due during the suspension period may be delivered to a teacher's mailbox by a parent, guardian, or another student while the student is on suspension and will not be counted as late.

D. Two or more disciplinary suspensions may result in the expulsion of the student from Explorer West. (See "Expulsion Policy", below)

#### **IV. Expulsion Policy:**

The Head of School, in consultation with the Dean of Students make all final decisions about expelling students from Explorer West.

**Explorer West Middle School reserves the right to expel any student who is absent from or tardy to school excessively, who is not making satisfactory academic progress, or whose actions are deemed detrimental to the school in the sole judgment of the faculty, the Dean of Students, and the Head of School. In addition, retention during the current school year or re-enrollment may be denied to a student if, in the opinion of Explorer West, the behavior of the student, parent, or guardian is disruptive or injurious to the school's safety, reputation, operations, faculty, students, or staff.**

#### **I. NON-DISCRIMINATION POLICY**

**Explorer West admits students of any race, color, national and ethnic origin, to all rights, privileges, programs, and activities generally accorded or made available to students at the school. We do not discriminate on the basis of race, color, national or ethnic origin, in administration of our educational policies, admissions policies, financial aid, athletic, and other school-administered programs.**

**Revised September 7, 2010**