

2008-2009
PINE LAKE MIDDLE SCHOOL
STUDENT/PARENT HANDBOOK



This handbook belongs to:

Name: _____

Home Room: _____

Address: _____

Telephone: _____ Grade: _____

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PINE LAKE MIDDLE SCHOOL GENERAL INFORMATION

- The official school day is 7:42 AM to 2:06 PM on M,Tu,Th, F, and 9:57 AM to 2:21 PM on Wednesday. The building is open for students from 7:15 AM to 2:30 PM. Please do not drop off your student before 7:15 AM on Monday, Tuesday, Thursday or Friday and 9:30 AM on Wednesday, our delayed start day. Students may wait in the Commons until 7:30 AM (9:40 AM on Wednesday) when the hallways open for students. The first bell rings at 7:37 on M, Tu, Th, F and 9:52 on Wednesday.
- The bookkeeper's office is open before school, at lunch and after school to receive money for classes, field trips, etc. All money should go to the bookkeeper and not teachers or coaches.
- Deliveries/Messages – Following the Love and Logic philosophy, items brought to school for students are placed on a designated table in the office and it is the student's responsibility to check this table and pick up items. We cannot guarantee delivery of messages of a non-emergency nature. Please make arrangements for after school plans before your student leaves for school.
- There is a student telephone in the main office for use at lunch and before/after school.
- All students must be in a supervised activity to remain on campus after the buses leave. Students are not allowed to remain on campus for any reason if they are unsupervised.
- All students need hall passes to be out of class.
- Please walk in the corridors. Running to lunch, between classes, and in the halls is unacceptable.
- Bringing sports equipment from home is not appropriate, but if you need to bring equipment please clear it through the office.
- Please use the crosswalks and follow the directions of the crossing guards for your safety at both school entrances.
- Lunch money goes directly to the cafeteria and must be dropped off before 10:00 AM. Checks should have student name and lunch number on them. Access www.MyLunchMoney.com to deposit money into your child's account.
- Lost and found items are kept on a table in the main foyer and in the PE offices. Unclaimed items will be donated to charitable organizations periodically. Students will be given notice when the items will be donated. It would be very helpful to label backpacks, eyeglass cases, calculators, binders and clothing so the office can return items to owners.

PINE LAKE MIDDLE SCHOOL GENERAL RULES

- Gum is not allowed anywhere on campus, even at lunch.
- Items that disturb others may not be brought to school. Such items include, but are not limited to, water guns, rubber bands, pet animals, trading cards, etc.
- Profanity and/or obscene gestures are prohibited. Students may receive in or out-of-school suspension.
- Vandalism is not tolerated at our school. Payment or restitution will be required in addition to disciplinary action.
- School is not the appropriate place for public displays of affection between students.
- Electronic equipment such as radios, i-Pods, MP3 players, CD players, computer games, Gameboys, etc. are not allowed. Cell phones must be turned off and in lockers during the school day.
- No betting or gambling is permitted on our campus.
- Skateboards, rollerblades, scooters, etc. are not permitted on campus.
- Students cannot possess or furnish another student with a weapon such as a firearm, knife, fireworks, handcuffs, pepper spray, mace spray, or other dangerous objects at school or at a school activity on or off school grounds.
- No form of tobacco is allowed anywhere on campus. A student in possession of or using any form of tobacco is subject to immediate suspension. Matches and/or lighters are not allowed on campus.
- Students selling, in possession of, or under the influence of any illegal substance will be subject to immediate suspension and referral to the King County Police. Pine Lake Middle School is a drug-free zone.
- Fighting warrants serious consequences. All participants will receive an administrative referral and suspension. Students who fight may be sent home with their parent/guardian.
- Harassment, intimidation, or abuse of another person through sexual language, touching, or any other form of sexual harassment may result in suspension or expulsion.
- Stealing may result in suspension from school.
- Cheating and/or plagiarism are serious offenses and will be dealt with on an individual basis.

DRESS CODE

The dress code at Pine Lake Middle School will be enforced. Repeated violations will be considered acts of defiance and will result in progressive discipline. Students will be asked to change if not wearing appropriate clothing, as determined by building staff and administrators. The purpose of the dress code is to facilitate the process of education through reasonable guidelines of “dress.” Our goals are modesty, neatness, and cleanliness in attire (which includes clothes, accessories, and cosmetics) to protect the health and safety of students, as determined by building staff and administrators.

Attire:

- Cannot interfere with the education process, as determined by building staff and administrators.
- Cannot advertise or advocate the use of alcohol, drugs, tobacco or weapons.
- Cannot display writing or pictures that are obscene or suggestive.
- Sunglasses may be worn outdoors, but not in the classroom.
- Tops and T-shirts that are modest (no tube tops, bare midribs, or spaghetti straps) No undergarments are to be seen anytime.
- Shirts **must** reach the waistband
- Shoulder straps need to be at least 3 fingers wide.
- Shorts and skirts at least the length of student’s fingertips when hands dropped to side

PINE LAKE MIDDLE SCHOOL DISCIPLINE POLICY

Students at PLMS are expected to behave in a courteous, responsible, respectful way at all times. At Pine Lake Middle School, learning responsible behavior is important to maintain the educational environment and foster school-wide respect.

Our Guiding Principles:

- Preservation and enhancement of the student's self concept are prime considerations within the discipline policy.
- Each student is encouraged to participate in solving his/her problems as long as the solution does not create problems for others.
- Staff will strive to make consequences logical, natural, and progressive.
- Staff is responsible to initiate communication with parents during disciplinary action.

Students who fail to follow school district and classroom rules may see the staff or administration for the following consequences:

- Students may receive **Minor Infractions** for behavior that disrupts the classroom and learning environment. Examples include, but are not limited to: violation of classroom procedures, off-task behavior, being unprepared for class, chewing gum, tardy to class, talking out, non-suit for PE.
- Students may receive **Major Infractions** for behavior that significantly impacts the safety and security of PLMS, or shows disrespect toward self, others or our school. Examples include, but are not limited to: vandalism, disrespect, defiance, truancy, profanity, cheating, or horseplay.
- Students may receive **Suspensions** (either in-house or at home) for behavior that is illegal, dangerous or demonstrating excessive disrespect toward self, others, or our school. Examples include, but are not limited to: forgery, arson, bullying, possession of or under the influence of drugs or alcohol, weapons, insubordination, fighting, or repeated violations of school rules.

Student's participation in school related activities may be limited by disciplinary action and will be determined by the student's teachers and Administration. Issuing staff member will submit written disciplinary action to the Assistant Principal within 24 hours.

Immediate Action Required for Serious Infractions or Dangerous Behavior

In the case of serious situations, an administrator will be immediately involved. Parents/guardians will be notified as soon as possible so they may be involved throughout the process. The administrator will consider each case individually within the parameters of district policy. The student will be removed from class or school on the first offense for a serious infraction.

PINE LAKE MIDDLE SCHOOL ATTENDANCE POLICY

Student interaction and participation in class activities are important parts of the middle school curriculum. Absences negatively impact student learning. Participation is required to attain full credit.

ATTENDANCE RESPONSIBILITIES

It is the responsibility of students to:

1. Attend all classes promptly and regularly.
2. Bring a note and sign in with attendance secretary for all late arrivals and early dismissals.
3. Make arrangements with each teacher for make-up work upon return to school.
4. Students are allowed a day for a day to make up missed work.
5. Circulate pre-arranged absence form (see below) to all teachers and return to office before departure.

It is the responsibility of parents/guardians to:

Illness

1. Emphasize to your child that school attendance is a priority.
2. Call (425) 837-5701 before 7:30 AM each day your child is absent.
3. Send a note to the office with excuse and parent signature when your student returns.

Early Dismissal/Late Arrivals

1. For appointments - please schedule outside the school day.
2. For early dismissals - send a parent/guardian note to the office before start of school day to minimize classroom disruptions.
A parent must sign the student out in the office before leaving. The parent will be asked to show ID and need to be listed on the student's Emergency Notification Information Card. Upon returning the same day, the student must sign in with the Attendance Secretary prior to returning to class.
3. For late arrivals – send a parent/guardian note to the office upon arrival to school.

Pre-Arranged Absences

1. Please schedule vacations to coincide with normal school breaks.
2. For unavoidable absences - written notification should be turned in to the office 3-5 days prior to absence.
3. Student will be given a pre-arranged absence form that he/she will carry to all teachers. This form needs to also be signed by the parent and student and turned in to the Attendance Office before departure for the absence. The pre-arranged form is to be issued only if the absence is for 3 or more days. All work is due upon the student's return.

Excused Absences

Absences that are excused include: illness/health, religious observances, school-approved activities, family emergencies, disciplinary actions as required by law, and family trips with prior principal permission.

Make-up work policy - Pre-arranged and illness:

1. It is the student's responsibility to make arrangements with each teacher upon returning to school after an illness.
2. After the third consecutive day of illness, request for homework may be made before 8 a.m. through the attendance office.
3. For pre-arranged absences, assigned work is due upon return to school.

Withdrawals

Any student withdrawing from school must report to the Attendance Office with a note from the parent/guardian and pick up a withdrawal form. This form must be circulated to the appropriate persons, signed by the parents and returned to the Attendance Office. No records can be cleared for entrance to another school until this is done.

Early Departure (End of the Year)

Any student who opts for an early departure at the end of the year must bring a written note to the Attendance Office and pick up an Early Departure Form. This should be done several days before the departure date. This form must be taken to the appropriate persons for signatures and returned to the Attendance Office.

Absence Penalties

1. Students with an unexcused tardy to school 1st period will be assigned table duty at lunch. Students with an unexcused tardy to class periods 2-6 will be assigned private dining. All students get one "free pass" per trimester to get out of private dining.
2. Each unexcused absence will be followed by a warning letter or telephone call to the parent/guardian.
3. At two (or more) unexcused absences specific interventions will be taken including conferences and if necessary referral to juvenile court under the BECCA Bill.
4. Excessive excused absences will also be addressed through the BECCA Bill.

ANNUAL FEES AND EXPENSES

Some common fees and expenses are listed below. Please keep all your receipts when you pay fees as proof of purchase. Make all checks payable to Pine Lake Middle School for the exact amount when making payment for school fees.

* ASB Validation	\$20
* Yearbook	\$25
* PLMS clothes and gear	\$5 - 45
* Student Planner	\$6
* Duplicate/Replacement ASB Cards	\$1 first replacement \$5 additional replacement
* PE T-Shirt	\$5
* PE Shorts	\$10
* 7 th Grade Science Fee	\$10 (Goggles & Mousetrap car)

ASB validation fees provide funding for:

* Activity periods	* Grade level activities
* Socials	* Assemblies
* Clubs	* Music Events
* Co-curricular sports	* Co-curricular transportation
* Equipment	* Uniforms
* Awards	* Officials' fees
* In School Activities	* Other student activities

CLASS FEES

Some classes have fees. These are listed below and are expected to be paid within the first week of class. These fees offset the cost of consumables.

* Video Production	\$20	* Cooking 6 th -8 th	\$25
* Woods 7th-8th	\$20	* Integrated Shop	\$20
* Photography	\$15	* Rocketry	\$20
* Art	\$15	* Spanish Workbook	\$11
* Electronics	\$25		
* Science Fee 7 th	\$10		

*Scholarships to cover expenses related to school are available to students based upon financial need. For example: class fees, ASB validation, field trip costs, and other fees. Parents or students may contact a school counselor for information and assistance.

CHECK ACCEPTANCE POLICY

Our school district has established the following policy for accepting checks and collecting bad checks. For a check to be an acceptable form of payment it must include your full and accurate name, current address, and telephone number. In the event the bank returns your check for non-payment such as non-sufficient funds (NSF), you will be notified by the school and will have 2 weeks to make your check good.

If payment hasn't been made, the face value may be recovered electronically along with a state allowed recovery fee. At this time the fee to the recovery company, e-Cap, is \$20.00.

In the event your check is returned for non-payment, the district has the right to no longer accept this form of payment for the remainder of the school year. Alternative forms of payment may be used instead of a check payment, such as cash, a cashier's check or a money order.

The district receives only the face value or a partial value of the check electronically recovered from e-Cap and does not receive any additional recovery income from a non-payment item.

CLOSED CAMPUS

Pine Lake is a closed campus. Students must remain on campus during the entire school day. Student visitors are not permitted during the school day. Parents, guest speakers or volunteers are required to register at the main office and wear a visitor badge.

LIBRARY PROCEDURES

- A student's barcode is located on his/her Student ID card.
- Please be careful with materials and return them promptly. Fines are imposed on all overdue books. You must clear fines by the end of every trimester.
- If you receive an overdue notice, you have a fine.
- If you lose a book, you are responsible for the late fines plus the replacement cost of the book. You may, however, replace the book at equal value (i.e., hardcover for hardcover), plus late fines incurred.
- The library is typically open after school and during lunches, except when classes are in the library. Student Bulletins and signs posted on the way to the library will indicate when the library is closed.
- Check for ongoing library activities.
- Students must have their ASB card on display to use any computer in the library

LUNCHROOM

Students will need to know their lunch number. This helps the lunchroom line move more quickly. If parents want their child to have the regular school lunch **only**, please specify that to the kitchen staff (phone # 5709)

Access www.mylunchmoney.com to deposit money into your child's account.

Money (cash or check to PLMS) may be deposited to students' account in the cafeteria before 10:00 am. School lunch menus are posted monthly in classrooms.

- | | |
|--|-------------|
| • Complete lunch | \$3.00 |
| • Milk/juice | \$.50 |
| • A la carte (desserts, chips, drinks) | Prices vary |
| • Delivered Pizza | \$2.25 |

Lunchroom expectations: Respectful behavior is expected at all times. This includes appropriate language, waiting your turn in line, good manners, and sitting while you eat. Students who choose to misbehave or create a mess will be given clean-up duties or private dining. Saving places in the lunch line is not fair to other students. During lunch, students may be in the café, commons, patio (when open), and at the bump courts. Other than the library, the "B" building is out of bounds during lunch. No food or drink (other than water) should be taken from the cafeteria.

PE - CLOTHES AND LOCKERS

PE uniforms are required for all students. The required PE attire will include a gray PLMS T-shirt or a **plain** gray T-shirt (the student's name will be written on the T-shirt), **logo free** navy or black drawstring athletic shorts, appropriate athletic shoes, and white athletic socks. You may purchase our uniform at the bookkeeper's office or provide your own following the guidelines above. Each Friday, students are encouraged to take their PE clothes home and wash them so they will be fresh.

PE lockers and baskets are available in the shower rooms. Please observe the same guidelines with PE lockers as have been given for hallway lockers. It is the students' responsibility to lock their belongings during and after PE class. It is very difficult for the Administration to locate and return missing items.

No aerosol deodorants, spray perfumes, electric haircurlers or straighteners are allowed.

ATHLETIC PROGRAMS

First Season

Volleyball
Cross Country
Softball

Second Season

Wrestling
Girls' Basketball

Eligibility Requirements

Have the following items signed by student and parent/guardian and on file in the Main Office.

- ASB validation
- Emergency Form
- Sports Eligibility Form
(Requires Doctor's
Signature yearly)
- Sports Fee

Third Season

Boys' Basketball
Activity to be determined

Fourth Season

Track

The Sports Fee for 2008-2009 is \$30.00 per season. Intramural participant fee is \$15.00. Scholarships are available. Please contact Ms. Caponigro.

Each student is eligible to participate or attend school activities with a GPA of 2.0 and no failing grades. However, a student must attend at least three classes (1/2 day) to participate in any after-school or evening activity, sport or student government meeting on the same day he/she is absent from school. (Exceptions: Medical/dental appointments, certain emergency absences when approved by either the Principal or Assistant Principal.)

CLUBS

Club offerings vary. Listen to the student bulletin for changes.

- | | |
|---|---|
| <ul style="list-style-type: none"> * Associated Student Body Classroom Representative
(leadership, goal setting) * Chess Club * Indoor Soccer - (morning soccer) * Indoor Basketball * Literary Club * Honor Society * Earth Science Corps | <ul style="list-style-type: none"> * Pottery * Jazz Band * Drama Club * Geography Bee * Homework Club * Math Club |
|---|---|

We are very interested in offering clubs that students are interested in. If you have a club in mind, find an advisor and see Ms. Caponigro

HEALTH

Our district nurse is available on a limited basis. If you need to talk with her, please leave a message on her voice mail – (425) 837-5708.

Immunizations

All Issaquah School District students must comply with immunization standards. On or before the first day of attendance, each student is required by state law to have signed “Certificate of Immunization” on file at school. For middle school, the requirements are:

- DTP (Diphtheria/Tetanus/Pertussis) & Polio: at least **three** doses, provided that the last dose was received **on or after the 4th birthday**.
- One dose of Tdap is required for 6th and 7th grade entry beginning in 2007. The student must also be 11 years old and it must be at least 5 years since the last Dtap, diphtheria or Tetanus.
- MMR (Measles/Mumps/Rubella): **two** doses given **after the first birthday and at least 28 days apart**.
- 3 doses of Hepatitis B Series are required for all middle school students.
- Chickenpox vaccine or verification of disease required for 6th grade entry. 1 dose of the vaccine (on or after the child’s 1st birthday) or disease history with the date the disease occurred.

Religious, philosophical, or medical exemption is allowed. However, in event of an outbreak of a “vaccine-preventable disease” for which the student is exempted, the student may be excluded from school by order of the local health department for the duration of the disease.

Medications

For a student to receive medication at school, this procedure must be followed:

- An “Administration of Oral Medication at School” form must be signed by a parent/guardian **and a licensed health professional for both prescription and over-the-counter medications**.
- Students are not to carry their medication except when the appropriate box is checked on the form for inhaler or Epi-Pen.
- All medication must be in the original container labeled with the student’s name, name of medication, dosage, mode of administration, and name of physician.

Emergency Information

- Medical Emergency Notification Information and Confidential Medical Information for the Nurse forms must be on file in the office for every student. It is vital that parents/guardians fill out these forms completely and return them to the school **as soon as possible**. These forms are especially important to have on file in case of emergency or illness.
- If your child has a life-threatening health condition (severe bee sting allergy, severe food allergy, severe asthma, Epi-Pen, unstable diabetes, severe seizures, etc.), Washington State Law SHB 2834 requires that a medication or treatment order and a nursing plan be in place before your child’s first day of school. Immediately contact your child’s school nurse at 425-837-5708

TEXTBOOKS

Students are encouraged to use book covers to minimize wear on textbooks. Book fines for heavy wear, damage, or lost books will be assessed and charged accordingly.

ALL BOOK FINES MUST BE PAID BEFORE REPORT CARDS AND YEARBOOKS WILL BE ISSUED.

LOCKERS

Having a locker is a privilege. **DO NOT** give the combination to anyone. Students are not permitted to share lockers with friends or change lockers. You will be responsible for any damage and held accountable for any contraband found in your locker.

If you have a problem with your locker, go to class, get a pass from your teacher, and go to the main office. The secretary will locate a custodian or administrator to help you.

Each student is expected to sign a locker agreement form and follow those procedures.

COUNSELING

Counselors at Pine Lake Middle School devote their time and energy to helping students become successful in school. Particular attention is given to students who experience personal, social or emotional problems. Frequently, these become barriers to success in school. Counselors serve as a communication link for students, parents, teachers and administrators on a wide variety of issues.

Students and parents are encouraged to utilize counseling services during their initial approach to solving related school problems. Pine Lake Middle School counselors support students' success in the following ways:

- Coordinate the transition from elementary school to middle school and from middle school to high school.
- Assist in scheduling students into appropriate classes.
- Consult with individual students and parents to support academic achievement.
- Provide an opportunity for students to talk through their problems and help resolve issues with teachers, peers and family members.
- Support students and their families during times of crisis.
- Provide students and their families with school and community resource information and referrals. These include mental health referrals and academic tutors.
- Develop support groups for students to share common issues.
- Teach personal, social and life planning skills to classroom groups.
- Work with classroom teachers to develop teaching strategies for at-risk students.
- Coordinate the administration of annual standardized testing and interpret results for students and their families.

REQUIREMENTS FOR PROMOTION

Issaquah School District policy #2421P lists the guidelines for Promotion to the next grade at the middle school level. Pine Lake offers mid trimester progress reports and end of trimester report cards so that parents can stay informed of student progress. Counselors are available to meet with parents and/or students by appointment to discuss academic concerns. Parents of students who need to attend summer school will be provided with information and costs regarding summer make-up and credit retrieval programs.

*“Students in grades six, seven, and eight who receive passing grades in at least **eleven of their twelve** trimester common core courses will be promoted to the next grade level*

*Parents or guardians of students who are in danger of retention will be notified in writing by the counselor at the end of the first, second, and third trimester. Parents will be invited to confer with school personnel each time. Students with **more than one** common core failure are expected to make up common core failures in summer school.”*

GRADING SYSTEM

PLMS uses the following letter grades and numerical equivalents:

93.0%-100 %	= A	=4.0	80.0%-82.9%=B-	=2.7	67.0%-69.9%=D+	=1.3
90.0%-92.9%	= A-	=3.7	77.0%-79.9%=C+	=2.3	60.0%-66.9%=D	=1.0
87.0%-89.9%	= B+	=3.3	73.0%-76.9%=C	=2.0	0.0%-59.9%=F	=0.0
83.0%-86.9%	= B	=3.0	70.0%-72.9%=C-	=1.7		

STUDENT RECOGNITION

Pride Award - Go For It!

The Wolverine Pride Award is given to recognize students for improved behavior, improved class work, exceptional effort, good citizenship, great sportsmanship, special achievement, and for being responsible. These students will receive Pride Award pens and entrance in the weekly drawing.

Student of the Month

Any staff member may choose to recognize one student each month for academic efforts or responsible behavior. These students are recognized by the Administration and receive a treat from the PTSA.

Honor Roll

Students who receive a 3.5 or above grade point average for trimester grades.

End-Of-The-Year Awards Assembly

Many students of all grade levels are given awards for excellence in many categories such as academics, athletics, fine arts and citizenship.

Honor Society

Students who receive a 3.5 cumulative or above grade point average from the time they enter Pine Lake and for at least two full trimesters are eligible.

BUS GUIDELINES

To ensure your safety to and from school, you are asked to ride your assigned school bus. While waiting for the bus to arrive, please line up in an orderly fashion behind the curb and wait for the bus to come to a complete stop. The bus driver is in charge and will be given all the rights and respect of a classroom teacher. All school rules apply for students at the bus stop and on the bus. School administration will deal with behavior issues from the school bus as if they happened on campus. Bus passes are NOT issued during the first and last weeks of school.

A written note signed by parent or guardian is required for bus passes. Bus passes are distributed from the main office before school and during lunches. Students who forge bus pass request notes will receive majors. Bus passes are issued on a space available basis as per Transportation Supervisor.

EMERGENCY PROCEDURES

It is extremely important that all students remain quiet and follow the direction of the staff during any emergency drill. When the alarm sounds students and staff members should proceed immediately, silently and calmly to their assigned location on the athletic fields.

In the event of an earthquake, students should drop under cover of the classroom furniture. They should remain there until further directions from teachers are given. Students who are outside should move away from buildings, trees or other structures.

Any student who is picked up from school during an emergency must check out with office personnel. Your name must be listed on the student emergency notification card if you pick up any student(s) other than your own child.

During an emergency, please help us keep the phone lines open by not calling the office.

COMPUTERS

- No food or drink in the area of computer(s).
- Only teacher approved media and activities are allowed in the computers.
- You may use networked computers when the Electronic Information System Individual User Access Informed Consent and Release Form is signed and returned.

Issaquah School District #411 Electronic Information System Agreement Terms

Network

Use of computers at school is for education and research only.

- No games, audio files, video files or any other programs may be downloaded or installed on any district computers or servers without previous permission. Any authorized downloads or accessed websites must be for education and research only.
- Students may not alter any operating system features or functions – desktop settings, passwords, start-up files, etc., or alter, delete, or copy any programs.
- Students are responsible for physical damage to computer equipment they are using.
- Students participating in any chat, bulletin boards, messaging or like services must be part of a supervised learning activity approved in advance.
- When students create files or e-mail they are responsible that the content is appropriate and civil, and not used for harassment, discrimination, or abuse. Hate mail, harassment, discriminatory remarks are prohibited.
- All hacking, introduction of viruses, use of the system to harass others or gain unauthorized access, use of the system to access, store or distribute pornographic material or potentially dangerous information, e.g. drug information, is prohibited.
- Students' personal computers or laptops may not be connected to the district network.

Security

- Students may use only their personal logins and accounts to access the network or Internet. Students are responsible for all activities that occur under their personal logins.

Copyright

- Students will comply with Fair Use and copyright laws, citing all text, graphics, or other material copied from other files or from the Internet.

Personal Safety

- Students should not share personal information such as addresses and telephone numbers on-line, or make appointments to meet people in person contacted on the system without district and parent permission.
- Students should tell a teacher or other adult whenever coming across any information that is dangerous or inappropriate on the Internet, or when using e-mail or other forms of electronic communication.

Students agree that the result of any violations of this agreement will be the suspension of the license to use computer workstations and may be subject to regular school discipline. The length of suspension will be decided by the appropriate authority.

ISSAQUAH SCHOOL DISTRICT #411 MIDDLE SCHOOL STUDENT HANDBOOK INFORMATION

Parents who do not want directory information ,photographs or video tapes, or their telephone number released must submit a written request to their student's school no later than September 15th of each school year. If the school does not receive a request by that date, school staff will assume that there is no objection to the release of such information. A complete copy of policy # 3600 may be obtained at any school.

Attendance

Regular and punctual attendance is important to your student's progress. According to Washington State law, enrolled students eight years of age and above and their parents are responsible for ensuring the student's daily attendance. Please help your student develop good attendance habits.

Absences that are excused include: illness/health, religious observances, school-approved activities, family emergencies, disciplinary actions as required by law, and family trips with prior principal permission. In case of absences, please notify the school before 7:30 A.M. and provide your child's name, teacher's name, and reason for the absence.

When your child returns from an excused absence, the teacher will provide a list of make-up assignments, along with a reasonable timeline for completion. The student is responsible for completing missed work. Make-up assignments are not provided in advance.

Since daily attendance and active participation in class are critical parts of the learning process, failure to attend class may result in loss of credit in credit courses.

Computer/Technology Use

The district encourages information dissemination, collaboration, innovation, and experimentation through the ethical use of technology. The district requires its staff and students to adhere strictly to policy and laws applying to technological hardware and software. In cases involving any activity prohibited by district policy and/or law, rights accorded to persons by the district, such as privacy, do not protect an individual from discipline and/or prosecution. Complete copies of policies #2314 and #5225 may be obtained at any school.

Every student using a district computer is required to have a parent sign a *Network Access Agreement and Release Form*. This form acknowledges the right of the district to review material stored on its network, as well as the wide range of information accessible through public networks. It also releases the district from liability for any damages due to information gained or obtained through the district network, including access to public networks.

Discipline

Any student who willfully performs any act which materially interferes with, or is detrimental to, the orderly operation of a school-sponsored activity, or any other aspect of the educational process within the Issaquah School District, will be subject to discipline, suspension, or expulsion.

Student discipline, suspension, and/or expulsion will be administered in such a manner as to take into consideration the nature, severity, and circumstances of the violation, the individual circumstances of the student, and prior or other forms of corrective action or punishment which may have been imposed. A complete copy of policy #3300 and related policies may be obtained at any school.

Any action, which removes a student from school for longer than one day, will comprise a "disciplinary action" and will be documented in the cumulative file.

Drug Free Zones

Schools in the Issaquah School District are protected as drug free zones, as established by the City of Issaquah and King County. Drug free zones provide for possible double penalties for anyone caught trafficking controlled substances within 1,000 feet of a designated school, school bus stop or public park.

Distribution Of Printed Materials On School Grounds

In respect for the rights and beliefs of all of our students, you must obtain prior approval from the office of the Executive Director of Operations before you or your student attempt to hand out any printed information, including invitations, to students or staff on school grounds. If you wish to post information on the school's community bulletin board or other area set aside for this purpose, please contact your principal for approval. Guidelines for distribution of material on school grounds are included in policy #2340 and #4320. A complete copy of these policies may be obtained at any school.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act affords parents and students over 18 years of age certain rights with respect to the student's education records, which are:

1. The right to inspect and review the student's educational records within 45 days of the day the district receives a request for access. Parents or eligible students should submit to the principal or appropriate school official a written request, identifying the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request an amendment of the student's education record that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may submit a written request to the principal, identifying the part of the record they wish to have amended, and the reasons why they believe the record is inaccurate or misleading. If the district decides not to amend the record, the parent or eligible student will be notified of the 3. decision, of their right to a hearing, and of the hearing procedures to be followed.
3. The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent the FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is the disclosure to school officials with legitimate educational interests, such as: an administrator, supervisor, teacher, or support staff member, a school board member, law enforcement personnel; a person/company with whom the district has contracted to perform a service, such as: an attorney, auditor, medical consultant or therapist; or a parent/student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school official has a legitimate education interest if the official needs to review an education record in order to fulfill his/her professional responsibility. Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
4. Parents or eligible students have the right to file a complaint with the U.S. Department of Education concerning any alleged failure by the district to comply with the requirements of FERPA at the following address: Family Policy Compliance Office, U.S. Dept. of Education, 400 Maryland Ave. S.W., Washington, D.C., 20202-4605.

Gang Activity or Association

Gangs initiate, advocate, and/or promote activities which threaten the safety and well being of persons and property on school grounds, disrupt the school environment, and are harmful to the educational process. Such activities are prohibited. Principals will enforce procedures and regulations that promote student safety. A complete copy of policy #3432 may be obtained at any school.

Gender and Racial Bias

If a student feels that he or she is being harassed, intimidated, or discriminated against because of race, creed, color, national origin, ancestry, gender, sexual orientation, or disability, the student should immediately report such incidents to a teacher, counselor, or building administrator. A complete copy of policy #3210 or #3214 may be obtained at any school.

Laser Pens/Pointers Prohibited

Because of the potential for serious injury, students are not allowed to bring or use laser pens/pointers on school grounds. If a student is found in possession of a laser pen/pointer, it will be confiscated and may only be retrieved by the parent. Progressive discipline will be administered, taking into account the nature, severity, and circumstances of the violation.

Non-discrimination for Employment

The Issaquah School District #411 complies with all federal rules and regulations and does not discriminate on the basis of race, creed, ethnicity, color, national origin, sex or handicap. This holds true for all district employment and opportunities. Inquiries regarding compliance and/or grievance procedures may be directed to the school district's Title IX/RCW 28A.640 Officer and/or Section 504 Coordinator at (425) 837-7060 for Title IX and (425) 837-7091 for Section 504.

Release of Student Information

The Issaquah School District cannot release student information to persons or organizations outside the district without the written consent of a parent, with the following exceptions:

1. The school district will forward education records upon request to a school in which a student seeks enrollment.
2. The school district will release directory information which includes the student's name, address, telephone number, date and place of birth, participation in officially recognized activities, sports, weight and height of members of athletic teams, attendance dates, diplomas, awards received, yearbook and other photos, and most recent school attended.
3. The school district may also release photographs or videotapes of students taken in circumstances not generally considered harmful or an invasion of the privacy of the involved students.

Information may be used for purposes such as school related fund-raising, publication of a student directory, parent organization mailing lists, school yearbooks and newspapers, commencement programs and publication of honor rolls, and other school information about students in the district publications or public media. Information will not be released for commercial purposes.

The Family Educational Rights and Privacy Act grants to parents the right to restrict the release of some of this information. If a written request is placed in a student's record, directory information, photographs and videotapes will not be released except in an extreme emergency to protect the student's health and safety. The student's name will not appear in the directory, school programs, yearbook, newspaper, or other public news media. Those families who have unlisted telephone numbers may request that only that part of the directory information not be released without prior consent.

Responsibilities, Duties, and Rights

A primary mission of the Issaquah School District is to provide learning experiences that help all students develop skills, competencies, and attitudes that are fundamental to their becoming responsible, contributing citizens. It shall be the responsibility and duty of the students to: 1) comply with the district's written policies, rules, and regulations established for the governance of the schools; 2) pursue the required course of studies; and 3) submit to reasonable corrective action or punishment imposed by the district and its agents for violation(s) of such rules. A complete copy of policy #3200 may be obtained at any school.

Rules of Conduct

The following rules of conduct will be in effect under the following circumstances: on or near the school grounds immediately before, during, and immediately after school hours; at any time when a school is being used by any school group; or off the school grounds at a school activity, function or event. Students engaging in such conduct, or attempting to engage in such conduct, are subject to corrective action or punishment. A complete copy of policy #3305 and related policies may be obtained at any school.

1. **Abusive Behavior, Lewd Conduct, Harassment and Sexual Harassment** – A student shall not engage in any lewd, indecent, or obscene act or expression.
A student shall not engage in harassment (see Policy 3214 – Prohibition Against Harassment, Intimidation and Bullying and Policy 3213 – Sexual Harassment).
2. **Alcoholic Beverages, Narcotics and Stimulant Drugs** – A student shall not possess, use, transmit, be under the influence of, or show evidence of having used any alcoholic beverage or other drugs or substances capable of or intended, purported, or presumed to be capable of altering a student's mood, perception, behavior or judgment, other than properly used, over-the-counter pain relievers and medications prescribed by a physician for an individual student and used at school in accordance with Policy 3416. Nor shall the student possess, use, sell or transmit paraphernalia associated with such drugs, alcohol, or chemical substances.
3. **Arson** – A student shall not set fires on school property, at school sponsored events or activities, or on school transportation.
4. **Assault, Threats, Extortion, Causing Physical Injury or Damage to School Property** – A student shall not threaten injury, attempt to cause physical injury, behave in such a way as could reasonably be expected to cause physical injury or cause fear of physical injury, or inflict physical injury on or to any person. A student shall not threaten to damage or cause damage to school or other property. A student shall not extort, nor attempt to extort, anything of value.
5. **Criminal Acts** – A student, as a citizen or resident of the United States and the state of Washington, is to obey all laws established by these jurisdictions. A student who violates these laws during school hours or at school sponsored events shall be subject to corrective action or punishment by the school whether or not any action is taken by law enforcement agencies.
6. **Dangerous Weapons, Instruments and Activities** – A student shall not possess, transmit, or attempt to possess or transmit any object that can reasonably be considered a weapon nor engage in any activity that could reasonably be expected to endanger self or others. Bringing onto district property, causing to be brought onto district property, and the possession of firearms or facsimiles and fireworks are prohibited.
7. **Destruction or Theft of Property** – A student shall not intentionally or with carelessness damage, misuse or steal school or private property. Where school property is damaged or stolen, the superintendent shall seek restitution from the student or his/her parents as permitted by law.
8. **Disruptive Conduct, Dress or Appearance** – A student shall not cause the disruption of any school operations. This includes but is not limited to the interfering with the conduct of any class or activity; inappropriate dress, the blocking of entrances, exits, or the normal flow of vehicular or pedestrian traffic; or the occupation of school buildings or grounds in order to deprive others of their use.

9. **Failure to Pursue Studies** – A student is required to pursue a program of studies, which includes regular class attendance, coming prepared with materials required, participating in class activities, and completing assigned work.
10. **False Alarms** – A student shall not report false information regarding emergencies or misuse alarms or other emergency equipment.
11. **Forgery, Lying, Cheating, Plagiarism and Misuse of Documents** – A student shall tell the truth, shall present oneself honestly and shall not forge any signature or make any false entry or alteration of any document, either paper or electronic, used or intended to be used in connection with the operation of the school.

A student shall not attempt to earn credit or receive a grade for coursework in a manner other than defined as acceptable by the teacher. Cheating/plagiarism include, but are not limited to, copying another's work to use as one's own or making an effort to distribute class assignments or test information without teacher permission to another student (written or verbal).

A student shall not open or alter official school documents and private documents, either paper or electronic.

12. **Loitering and Trespassing** – A student shall not linger in a parking lot or in other unauthorized areas during the school day. During the school day, a student shall not be on the grounds of a school other than the school of attendance without permission of school personnel. Guests of students must have administrative approval for being on campus.
13. **Negligent Driving** – A student shall not drive in a manner which demonstrates disregard for the safety of others, oneself, or property.
14. **Possession of or Use of Tobacco** – A student may not smoke or use any form of tobacco or a substance resembling tobacco, in school, on school grounds, or at school-sponsored activities.
15. **Tuancy, Tardy** – A student shall not be absent or tardy from classes without an approved excuse.
16. **Repeated Misconduct** – A student shall not repeatedly fail to comply with district policies or school rules or with directions of school personnel during any period of time when properly under the authority of school personnel. Teachers shall establish reasonable rules in their classrooms to assist them in providing a good environment for learning. Students are to follow these rules.
17. **General Rule Violation, Insubordination, Disrespectful Conduct** – A student shall identify oneself when asked to do so by school personnel. A student is to comply with reasonable directions or requests of school personnel during any period of time the student is properly under the authority of the school personnel. A student will treat staff, students, parents, and visitors with respect.
18. **Unauthorized Entry** – A student shall not enter or attempt to enter any school building or other unauthorized school property other than during regularly scheduled school activities.
19. **Inappropriate Computer/Network Behavior** – A student shall not engage in any activity characterized as unethical (and unacceptable) as defined in Board Policy 2314 – Electronic Information Systems (K-20 Networks).
20. **Gangs** – The type of dress, apparel, activities, acts, behavior, or manner of grooming displayed, reflected or participated in by a student shall not imply gang membership or affiliation with a gang.

Safe and Positive Environment

The Issaquah School District believes that a safe, civil environment is essential to high student and staff achievement, to the free exchange of ideas central to a quality educational process, and to the development of youth as thoughtful participants in our democracy. Conversely, uncivil conduct, like other forms of disruptive behavior, interferes with a student's ability to learn and a school's ability to educate its students. A complete copy of the Civility Policy #4011 may be obtained at any school.

The Issaquah School District strives to maintain a learning environment where all students, staff and members of our community can be free from intimidation and harassment. One way we foster such an environment is by informing students and employees--as well as parents--of their personal rights. We explain proper behavior in schools and what kinds of behavior are inappropriate. The district's policies on harassment--sexual and otherwise--support our high expectations for proper behavior. Please take a moment to review the summary of these policies. If you would like the complete text, you may contact the district personnel office at (425) 837-7060.

The district's harassment policies cover not only students and staff, but also parents, guardians and volunteers. They include definitions and procedures to deal with complaints, and are shared with students, staff, and parents annually. See policy 3214.

Examples of harassment include, but are not limited to: invitations for dates which do not stop when the response is negative; uninvited and deliberate touching or feigned accidental brushing against a person's body; feigned friendly pats, squeezes, pinches, or other forms of physical contact; standing too close, cornering or stalking a person; using derogatory sexual terms for a person; uninvited letters, phone calls, or gifts; teasing with sexually explicit or suggestive materials in the work place, including "pin-ups" or sexually degrading cartoons posted in the school site; uninvited sexually suggestive looks, constant leering or ogling, or gestures; uninvited sexual teasing, remarks, or questions regarding an individual's personal life, which have no relationship to the school environment; and demands for sexual favors in return for hiring, promotion, tenure or grades or other employment or education achievement; disparaging remarks, hazing, pranks, or other intimidating behavior directed toward an individual because of the individual's race, color, sex, creed, religion, sexual orientation, ancestry, national origin, physical/personality traits or style, physical, sensory, or mental disabilities, or any other category protected by law.

If an individual experiences harassment, an informal or a formal complaint process is available. If the complaint is not resolved satisfactorily, there is an appeal procedure. The harassment policies are posted in each school. Contact the district personnel office at (425) 837-7060 for a copy.

Searches

Students are entitled to the guarantees of the Fourth Amendment and shall be secure in their persons, papers, and effects against unreasonable searches and seizures. However, school officials have the responsibility of maintaining a safe environment and are empowered to conduct a reasonable search of a student and school property when there is reasonable cause or grounds for suspecting or believing that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school. Any search conducted must comply with applicable laws. School property will remain under the control of school officials, and will be subject to search. A complete copy of policy #3230 may be obtained at any school.

Sexual Harassment

It is the policy of the Issaquah School District that there be no discrimination against any student on the basis of sex. In keeping with that policy, the District will not tolerate sexual harassment of or by any of its employees, students, volunteers or parents. Sexual harassment is a violation of the District's rules of conduct for the workplace and/or educational setting. Any student who feels that he or she has been subjected to sexual harassment by another student, district staff member, parent or volunteer should immediately report the incident to a teacher, counselor or building administrator. A complete copy of policy #3214 may be obtained at any school.

Student Dress

The student and parent/guardian may determine the student's personal dress and grooming standards, provided that the student's dress and grooming do not lead school officials to reasonably believe that such dress or grooming will:

- A. Disrupt, interfere with, disturb, or detract from school activities.
- B. Create a health or other hazard to the student's safety or to the safety of others.
- C. Promote by printed word or symbol the use of illegal substances or other prohibited activities which may include but not be limited to intimidation, harassment, sexual innuendo, vulgarity, and obscenities.

If a student's dress or grooming is objectionable under these provisions, the principal or designee will ask the student to make appropriate corrections. If the student refuses, the student is subject to disciplinary action. A complete copy of policy No. 3232 may be obtained at any school

Telephone/Cellular Phone Use

Students are not allowed to use school telephones except in emergency situations. Cellular phone or personal pager use is also prohibited at school. Please help your student by communicating schedules and planning the materials needed for school the next day.

Transportation

The mission of the district and bus drivers is to safely transport students to and from school. A complete copy of policy #8123, setting forth the specific rules of conduct on buses, may be obtained at any school or from the Transportation Department.

The district uses random placement of video cameras on school buses to maintain good order and increase safety. The video tapes may be used to identify students who violate the rules of conduct for buses and for decisions based on those violations. A complete copy of policy #8125 may be obtained at any school or the Transportation Department.

Weapons

Firearms – Violence or threats of violence are not tolerated in any school. Possession of firearms on school property will result in a one year mandatory expulsion, subject to appeal with notification to parents and law enforcement. (RCW 28A.600.420)

Dangerous Weapons – It is a violation of district policy and state law, and grounds for expulsion, for any person to carry a firearm or dangerous weapon on school premises, school-provided transportation, or areas in other facilities being used exclusively for school activities. A complete copy of policy #4315 may be obtained at any school.

Dangerous weapons include: 1) any firearm; 2) dangerous weapons including such weapons as sling shot, sand club, or metal knuckles, or spring blade knife, or any knife the blade of which is automatically released by a spring mechanism, or any knife having a blade which opens, or falls, or is ejected into position by the force of gravity, or by an outward, downward, or centrifugal thrust or movement; 3) any device commonly known as "nun-chu-ka sticks"; consisting of two or more lengths of wood, metal, plastic, or similar substance connected with wire, rope or other means except as used in martial arts classes authorized to be conducted on the school premises; 4) any device commonly known as "throwing stars"; which are multi-pointed, metal objects designed to embed upon impact from any aspect except as used in martial arts classes authorized to be conducted on the school premises; 5) any air gun, including any air pistol or air rifle, designed to propel a BB, pellet, or other projectile by the discharge of compressed air, carbon dioxide, or other gas.

Zero Tolerance Policy - Drugs and Alcohol at School Activities

For the past several years, there has been an increase in the number of students in secondary schools in the Issaquah School District who have been impacted by the use of controlled substances. To address this concern, community members, agencies, and school administrators met during the 1995-1996 school year to review district discipline policies and procedures and to coordinate community resources.

As a result of the above review, the following discipline procedures are applicable:

- Students who violate the student rules of conduct by possessing, using, or being under the influence of drugs or alcohol at any middle or high school activity will be emergency expelled from school.
- The emergency expulsion may be modified, through a hearing process, to a long-term suspension from school for up to 60 days at middle schools and 90 days at high schools.
- The long-term suspension may be reduced if the student and the parent(s) agree that the student will undergo a drug and alcohol assessment and complete any prescribed treatment plan.

Several community agencies are available to provide assistance and resources to students and their parents. Local agencies will assist the district by coordinating these services and in making students aware of the services available to them. In addition, state and federal funds for which the district is eligible will be directed toward providing district-wide activities to address drug and alcohol issues at the school sites.

STUDY BUDDIES

NAME	PHONE #
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____