

# 2014 – 15 Student Handbook and Planner

400 1<sup>st</sup> Avenue SE  
Issaquah, WA 98027-4245  
(425) 837-6800

Website: [www.ims.issaquah.wednet.edu](http://www.ims.issaquah.wednet.edu)

All staff phone numbers and e-mail addresses listed on website

## Issaquah Middle School

Principal – Seth Adams  
Assistant Principal – Tim Baynes

### Counselors:

AnnaMaria Austin – Grades 6, 7, 8 – Last Names A - K  
Amy Lorang – Grades 6, 7, 8 – Last Names L- Z

### ASB Officers:

President – Matthew Bentsen  
Vice President – Shona Carter  
Secretary – Priscilla Tran  
Treasurer – John Adams  
7<sup>th</sup> Grade Reps – Gabe Evans and Miranda Smith

### This Student Planner belongs to:

Name \_\_\_\_\_ Grade \_\_\_\_\_

#### Teachers

Language Arts \_\_\_\_\_ Website \_\_\_\_\_

Social Studies \_\_\_\_\_ Website \_\_\_\_\_

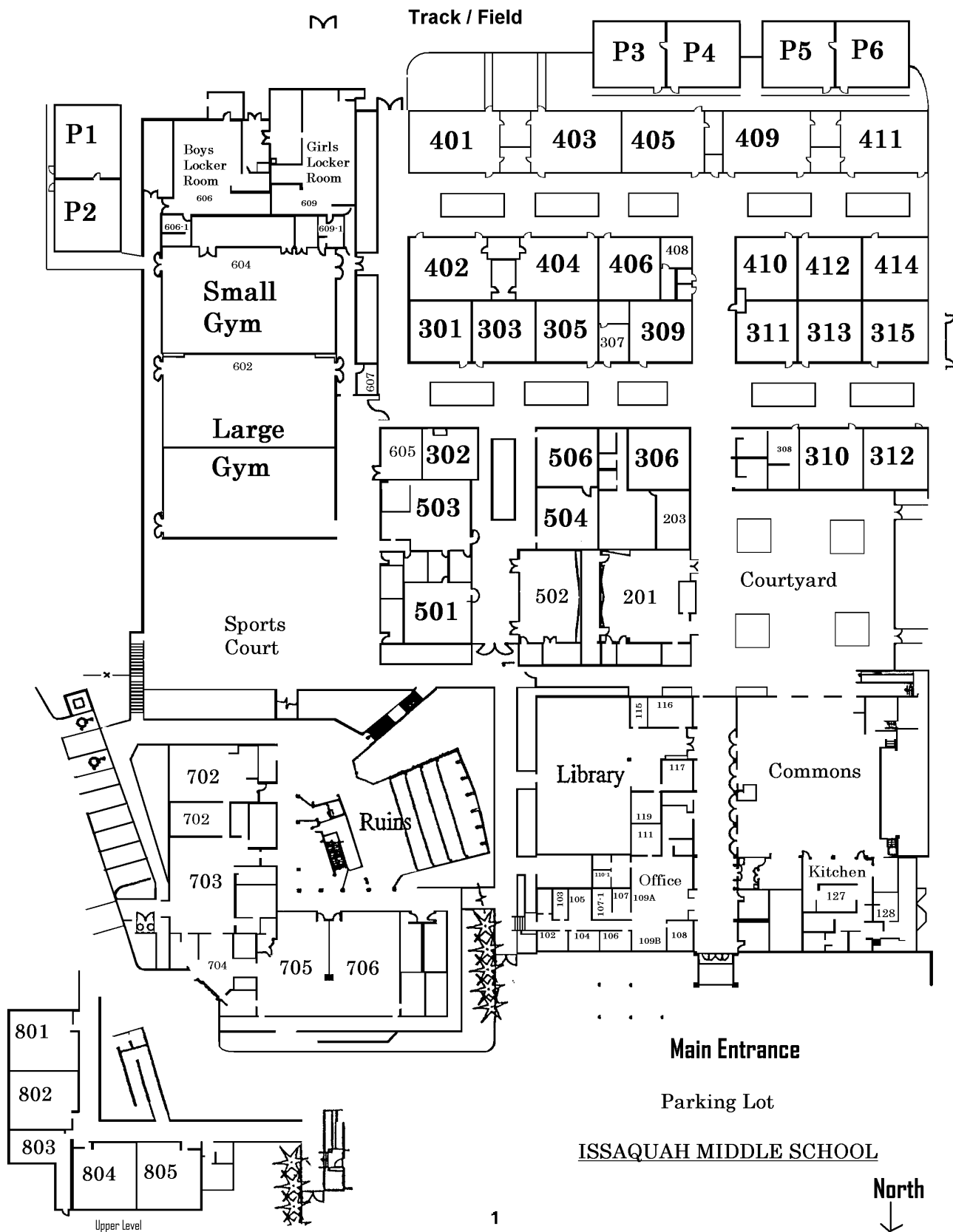
Math \_\_\_\_\_ Website \_\_\_\_\_

Science \_\_\_\_\_ Website \_\_\_\_\_

Paws \_\_\_\_\_ Website \_\_\_\_\_

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## Daily Schedule 2014-15

### Monday, Tuesday, Thursday, Friday

1st period (51 minutes) .....	7:40-8:31 am										
2nd period (51 minutes) .....	8:35-9:26 am										
<b>PAWS (25 minutes) .....</b>	<b>9:30-9:55 am</b>										
4 <sup>th</sup> period (51 minutes) .....	9:59-10:50 am										
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6th period (51 minutes) .....	12:19-1:10 pm										
7th period (51 minutes) .....	1:14-2:05 pm										

### Wednesday

1st period (43 minutes) .....	10:10-10:53 am										
2nd period (46 minutes) .....	10:57-11:43 am										
4th period (43 minutes) .....	11:47-12:30 am										
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6th period (43 minutes) .....	1:51-2:34 pm										
7th period (43 minutes) .....	2:37-3:20 pm										

### Altered Schedules

#### Half Day Schedule for Shortened 6 Period Day (Early Dismissal)

Period 1 .....	7:40 - 8:05 .....	(25 minutes)
Period 2 .....	8:09 - 8:39 .....	(30 minutes)
Period 4 .....	8:43 - 9:08 .....	(25 minutes)
Period 5 .....	9:12 - 9:37 .....	(25 minutes)
Period 6 .....	9:41 - 10:06 .....	(25 minutes)
Period 7 .....	10:10 - 10:35 .....	(25 minutes)

#### A.M. Assembly Schedule

Period 1 .....	7:40 - 7:50 .....	(10 minutes)															
Assembly .....	7:54 - 8:54 .....	(60 minutes)															
Period 1 .....	8:58 - 9:40 .....	(42 minutes)															
Period 2 .....	9:44 – 10:31 .....	(47 minutes)															
Period 4 .....	10:35 - 11:17 .....	(42 minutes)															
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;"><u>1<sup>st</sup> Lunch</u></td> <td>11:17 – 11:47</td> <td style="text-align: right;">(30 minutes)</td> </tr> <tr> <td>Period 5</td> <td>11:51 – 12:33</td> <td style="text-align: right;">(42 minutes)</td> </tr> <tr> <td colspan="3" style="padding-top: 10px;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;"><u>Period 5</u></td> <td>11:21 – 12:03</td> <td style="text-align: right;">(42 minutes)</td> </tr> <tr> <td>2<sup>nd</sup> Lunch</td> <td>12:03 – 12:33</td> <td style="text-align: right;">(30 minutes)</td> </tr> </table> </td> </tr> </table>			<u>1<sup>st</sup> Lunch</u>	11:17 – 11:47	(30 minutes)	Period 5	11:51 – 12:33	(42 minutes)	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;"><u>Period 5</u></td> <td>11:21 – 12:03</td> <td style="text-align: right;">(42 minutes)</td> </tr> <tr> <td>2<sup>nd</sup> Lunch</td> <td>12:03 – 12:33</td> <td style="text-align: right;">(30 minutes)</td> </tr> </table>			<u>Period 5</u>	11:21 – 12:03	(42 minutes)	2 <sup>nd</sup> Lunch	12:03 – 12:33	(30 minutes)
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2 <sup>nd</sup> Lunch	12:03 – 12:33	(30 minutes)															
Period 6 .....	12:37 - 1:19 .....	(42 minutes)															
Period 7 .....	1:23 - 2:05 .....	(42 minutes)															

## P.M. Assembly Schedule

Period 1 .....	7:40 – 8:22 .....	(42 minutes)
Period 2 .....	8:26 – 9:13 .....	(47 minutes)
Period 4 .....	9:17 – 9:59 .....	(42 minutes)
1 <sup>st</sup> Lunch	9:59 – 10:29	(30 minutes)
Period 5	10:33 – 11:15	(42 minutes)
Period 5	10:03 – 10:45	(42 minutes)
2 <sup>nd</sup> Lunch	10:45 – 11:15	(30 minutes)
Period 6 .....	11:19 – 12:01 .....	(42 minutes)
Period 7 .....	12:05 – 12:47 .....	(42 minutes)
Assembly.....	12:51 – 2:05 .....	(1 hr 14 minutes)

## One Hour Late Start Schedule

Period 1 .....	8:40 – 9:25 .....	(45 minutes)
Period 2 .....	9:29 – 10:19 .....	(50 minutes)
Period 4 .....	10:23 – 11:08 .....	(45 minutes)
1 <sup>st</sup> Lunch	11:08 – 11:38	(30 minutes)
Period 5	11:42 – 12:27	(45 minutes)
Period 5	11:12 – 11:57	(45 minutes)
2 <sup>nd</sup> Lunch	11:57 – 12:27	(30 minutes)
Period 6 .....	12:31 – 1:16 .....	(45 minutes)
Period 7 .....	1:20 – 2:05 .....	(45 minutes)

## Two Hour Late Start Schedule

Period 1 .....	9:40 – 10:15 .....	(35 minutes)
Period 2 .....	10:19 - 10:59 .....	(40 minutes)
Period 4 .....	11:03 – 11:38 .....	(35 minutes)
1 <sup>st</sup> Lunch	11:38 – 12:08	(30 minutes)
Period 5	12:12 – 12:47	(35 minutes)
Period 5	11:42 – 12:17	(35 minutes)
2 <sup>nd</sup> Lunch	12:17 – 12:47	(30 minutes)
Period 6 .....	12:51 - 1:26 .....	(35 minutes)
Period 7 .....	1:30 - 2:05 .....	(35 minutes)

## Altered Schedules - Wednesdays

### One Hour Late Start Schedule (Wednesday Only)

Period 1 .....	11:10 – 11:43 .....	(33 minutes)
Period 2 .....	11:47 – 12:22 .....	(35 minutes)
Period 4 .....	12:26 - 12:59 .....	(33 minutes)
1 <sup>st</sup> Lunch	12:59 – 1:29	(30 minutes)
Period 5	1:33 – 2:06	(33 minutes)
Period 5	1:03 – 1:36	(33 minutes)
2 <sup>nd</sup> Lunch	1:36 – 2:06	(30 minutes)
Period 6 .....	2:10 - 2:43 .....	(33 minutes)
Period 7 .....	2:47 – 3:20 .....	(33 minutes)

### Two Hour Late Start Schedule (Wednesday Only) NO LUNCHES SERVED

Period 1 .....	12:10 - 12:37 .....	(27 minutes)
Period 2 .....	12:41 – 1:16 .....	(35 minutes)
Period 4 .....	1:20 – 1:47 .....	(27 minutes)
Period 5 .....	1:51 – 2:18 .....	(27 minutes)
Period 6 .....	2:22 – 2:49 .....	(27 minutes)
Period 7 .....	2:53 – 3:20 .....	(27 minutes)

# Issaquah Middle School

## ACADEMICS

### **AFTER SCHOOL HELP**

See the IMS website for current programs. Some programs are supported by the Issaquah Schools Foundation.

### **CONFERENCES and PARENT COMMUNICATION**

- Parent/teacher conferences are scheduled by parents, teachers, counselors or administrators, as needed.
- Teachers can also be contacted via voice mail and e-mail.

### **FAMILY ACCESS GRADEBOOK**

Family Access should be used to monitor assignments and grades throughout the school year. Teachers are required to update information at mid-tri and at the end of each trimester. However, some teachers may post more frequently. Parents should use their own Family Access log in to gain access to information about their student(s). Students should use their own Student Access accounts. They will use their accounts throughout middle and high school to monitor their progress and grades, do class assignments and assessments and register for high school classes. It's extremely important they become proficient in using their own accounts and not those of their parents. Log in and password information can be obtained through your e-mail. To have your e-mail address entered or updated, contact the Registrar.

### **GRADE REPORTS**

- All students receive mid-trimester reports in October, January, and May through Family Access Gradebook.
- Students also receive 3 official trimester report cards each year. These will be distributed via Family Access.
- Parents of students who receive a D or F at mid-trimester are contacted by e-mail from the Counseling Office.

### **HIGH SCHOOL CREDIT**

All middle school 7<sup>th</sup> and 8<sup>th</sup> grade students who complete high school credit courses are eligible to have those grades and credits placed on their high school transcript. A request can be made to add the credit and grade at any time up to the point of the student's junior year credit review with his/her counselor. Please note that once the grades are added to the high school transcript, the grade and credit cannot be removed and will permanently be included in the computation of the student's grade point average. [RCW 28A.230.090(4); WAC 392-415-070]. Students are encouraged to wait until they meet with their high school counselor to make this decision.

### **HOMEWORK POLICY**

- Students at IMS have homework in all core classes. This varies from week to week. The amount is approximately 1 to 2 hours per evening.
- Students are expected to use their planner to keep track of assignments and due dates.
- Planners are used to communicate homework expectations with parents.
- Parents are encouraged to assist students in supporting the development of time management skills.
- For homework clarification, check the teacher's website.

### **LATE WORK POLICY**

Extenuating circumstances will be addressed at the discretion of individual teachers.

- 6<sup>th</sup> Grade  
1 day late - 80%  
2-5 days late - 50%  
Will not be accepted after 1 week
- 7<sup>th</sup> Grade  
Up to 1 week late – 50%  
After 1 week – 0%
- 8<sup>th</sup> Grade  
Late work earns 0 credits. Having no missing work may make students eligible for extra credit opportunities.
- Advanced LA classes may have higher expectations – check with individual teachers.

### **PROMOTION POLICY**

Students who receive passing grades in at least 11 of their 12 trimester common core courses will be promoted to the next grade level. Students with more than one failure in Language Arts, Social Studies or Math are recommended to make up the course in Issaquah's in-person Middle School Summer Program. The principal will formally notify the parent(s) or guardian(s) of the students who are to be retained by the last day of school.

## STANDARDIZED GRADE REPORTING

IMS uses the following letter grades and numerical equivalents:

A	4.0	93 to 100
A-	3.7	90 to 92.99
B+	3.3	87 to 89.99
B	3.0	83 to 86.99
B-	2.7	80 to 82.99
C+	2.3	77 to 79.99
C	2.0	73 to 76.99
C-	1.7	70 to 72.99
D+	1.3	67 to 69.99
D	1.0	60 to 66.99
F	0.0	Below 59.99
S	Satisfactory	
U	Unsatisfactory	
I	Incomplete	
NC	No Credit	

## SUMMER SCHOOL

- Summer School is offered for a fee.
- Summer School is recommended for students who have failed more than one trimester of Language Arts, Math, Social Studies or Science.

### ASSEMBLIES

- Each assembly has an important and special purpose.
- All assemblies require student attention and orderly, respectful behavior.
- Students who do not comply are excluded from such activities.
- Honor Level 3 or 4 students may not attend non-academic assemblies.
- Behaviors expected are:
  1. Students arrive and leave assemblies in a quiet, organized fashion.
  2. Teachers escort students to the assembly and sit with them during programs.
  3. Students give undivided attention to presenters.
  4. Students show proper respect to speakers.
  5. Students demonstrate their approval by courteous applause and refrain from booing or whistling.
  6. Students exit when instructed.

### ATTENDANCE

#### THE SCHOOL DAY

- It is very important that each student is here every day, arriving on time and staying for the entire day.
- First period begins with students seated in class by 7:40 am and 10:10 am on Wednesdays.
- Each student attends six periods plus PAWS each day except Wednesdays when there is no PAWS class.
- School ends at 2:05 pm on Monday, Tuesday, Thursday and Friday and at 3:20 pm on Wednesday.

#### ATTENDANCE

- **Parents – call the Attendance Secretary at 837-6800 if your student will be absent or tardy for any reason. Leave student’s full name, grade, date, reason for absence/tardy and your name and relationship.**
- **Homework**  
Students are allowed one day for each excused day of absence to turn in classwork/homework.

#### IMS ATTENDANCE PROCEDURES

1. Arrive late to school: Check in with the Attendance Secretary immediately before going to class.
2. Absence from school: Bring a note from your parent stating the reason for the absence. Give the note to the Attendance Secretary immediately upon returning to school.
3. Early dismissal: Bring a note from your parent **that morning** and give it to the Attendance Secretary. A parent must sign you out in the office before leaving. Your parent may be asked to show ID and needs to be currently listed on your “Student Information Update Form.” Students will be released only to those listed as emergency contacts on the “Student Information Update Form.” Upon returning the same day, you must sign in with the Attendance Secretary prior to returning to class.



4. Excused and Unexcused Absences: Absences that are excused include: illness/health, religious observances, school-approved activities, family emergencies, disciplinary actions as required by law. Please plan family trips during school vacations as they are not excused absences unless with prior principal approval. Refer to District Policy 3122.

5. Pre-Arranged Absence: If your student will miss school for a family trip for 3 or more days, you may apply for an excused pre-arranged absence. Turn in the Pre-Arranged Absence Form at least 1 week prior to the first day of the absence to be evaluated. It will not be approved if it will cause a serious adverse effect on the student's educational progress. The Pre-Arranged Absence Form can be downloaded from the IMS website or picked up at the office.

6. You may be asked to provide a doctor's note for excessive excused absences due to illness.

7. IMS is a closed campus. Students may not leave without obtaining permission from an administrator.

### **IMS TARDY POLICY**

Realizing that punctual attendance to class is a key component to student success; IMS teachers will enforce a school-wide tardy policy. Students must be in class and on task when the bell rings to start the period. A student will receive a warning for his/her first unexcused tardy to class and from that point on receive an infraction for any additional unexcused tardies. Students who have excused tardies will not face consequences. Tardies first period will be handled through the office. Refer to District Policy 3122. A complete copy may be obtained at any school.

**Note: In order to participate in any after school activity, sports, theatre, concerts, etc., a student must attend class for at least one-half of the school day. All fines must be paid.**

### **BACKPACKS**

- Backpacks and bags must be stored in a locker and cannot be taken to class. This includes all types of bags including book bags, large purses, large binders used as a satchel or having handles and/or carry straps.
- Students must store backpacks in lockers immediately upon arriving at school.

### **DELIVERIES TO STUDENTS**

Emergency messages may be relayed to office staff for delivery to students. Please call 425-847-6800.

Non-emergency messages and items (including forgotten homework and lunches) will not be delivered to students during class as this causes a significant disruption to the learning environment. The following exceptions, within reason, will be made: 1) Forgotten Lunches and Other Items – parents may drop it off in the morning and an announcement will be made during lunch notifying students that a delivery has been made to the office. It will be the student's responsibility to listen to the announcement at the beginning of lunch and retrieve his/her item. If money has been added to a student's lunch account, a message may be left for the student to pick up during lunch and 2) After School Transportation Issues and Activities – if your student's transportation arrangements or activities have changed during the day, a message will be sent to the student during the last class period.

### **ELECTRONIC READING DEVICES**

Students may use electronic reading devices such as Kindles, Nooks and iPad's in accordance with District guidelines and expectations - see District Policy 2022 - Individual User Access Informed Consent and Release Form. This opportunity is a privilege that requires extra caution and responsibility both on the part of the students and their parents. This agreement excludes all cell phones and smart phones.

### **EMERGENCIES**

#### **EMERGENCY PROCEDURES & FIRE DRILLS**

- Students must remain quiet and follow the directions of the staff during any type of emergency drill.
- When the alarm is heard, students and staff go immediately to assigned areas in a calm manner and line up.
- Emergency Exit Maps are posted in every room.
- Students may return to the building when released and must do so in a calm, orderly and quiet fashion.

#### **EARTHQUAKE PROCEDURE**

- In the event of an earthquake, students should drop, cover heads, and remain under classroom furniture until further directions are given by staff.
- Students who are outside should drop to the ground away from buildings and electrical power lines.

#### **EMERGENCY LOCKDOWN PROCEDURES**

In any situation that poses a security risk to students and/or staff, an emergency lock-down will be implemented. If we are notified or believe that a situation exists which could cause harm to students or staff, everyone will be secured in classrooms by locking classroom doors and closing window shades until the situation is safe. No one will be admitted to campus during this time. **Students may not use cell phones for any reason due to safety concerns.**

## E-NEWS

Sign up to receive E- News from the District or any ISD school via e-mail at our website [www.ims.issaquah.wednet.edu](http://www.ims.issaquah.wednet.edu).

## EXTRA-CURRICULAR

### **ACADEMIC PROBATION**

- If a student is passing all classes s/he is eligible to turn out and participate in athletic competitions. Grades will be checked 10 days into the beginning of each sport season. If a student is failing a class s/he will be put on athletic probation for 10 days. The student may turn out and participate in athletic competitions during the first 10 day period. At the end of the first 10 day probationary period, grades are checked again. If the student is still failing a class at the end of the probationary period s/he will be on academic probation for another 10 days. S/he may turn out but not participate in athletic competitions. The student may be removed from probation as soon as the grades are raised. At the end of the second probationary period, grades are checked again. If a student is passing all classes s/he is removed from probation. If the student is still failing a class s/he is done for the season.
- The above also applies to participation in Theatre Productions, Jazz Band, Fiddlers' Philharmonic, Crystal Voices and Team Managers.

### **ASSOCIATED STUDENT BODY (ASB)**

- ASB, the student government at IMS, plans and coordinates group activities for the entire school: assemblies, activity days, socials, community service projects, and spirit events.
- Each spring officers are elected by the student body.
- Students in grades 7 and 8 may take ASB/Leadership as an elective.

### **ASB ACTIVITY CARD**

- The ASB Activity Card is required for students to participate in school clubs or athletics and attend school socials.
- The ASB Activity Card fee supports activity days, assemblies, speakers, socials, after-school clubs, transportation for music festivals and athletics, student recognition, sports equipment, officials, supervision and many other activities.

### **ASB ACTIVITIES**

- **Only IMS students on Honor Level 1 or 2 may attend ASB sponsored activities such as socials.**
- **Students must arrive for activities on time and may only leave the event at its conclusion, unless dismissal is prearranged with the administration and the parent.**
- **Students must present their valid ASB cards and tickets at the social entrance.**
- **All school rules and regulations apply at these functions.**

### **CLUBS**

- IMS has a variety of clubs and activities available to students throughout the school year. Refer to the IMS website.
- Students must purchase an ASB card before participating in school clubs, activities, or socials.
- Students must go to supervised activity directly after school. They may not leave campus.

### **SPORTS PROGRAMS**

All students who wish to participate in sports must have:

1. an ISD Athletic Registration Form submitted which includes an annual physical. Physicals must be dated after June 15 of each school year, including the student's 5<sup>th</sup> grade school year;
  2. a Concussion Information Sheet and an Inherent Risk Form for each individual sport;
  3. a Coach's Confidential Emergency Form each season;
  4. a paid sports fee of \$45.00 per sport, with a maximum per student of \$135.00 - Intramural sports are \$20.00 each;
  5. all fines and fees paid;
  6. a paid ASB card.
- Forms can be found in the IMS office or can be downloaded from the website. We cannot accept faxes or photocopies of forms.
  - **All sports registration materials and fees must be completed and turned into the office before a student can turn out for a sport.** 7/8 Grade Volleyball, 7/8 Grade Girls' Basketball and 7/8 Grade Boys' Basketball may pay after team cuts are made.
  - IMS follows all ISD League and WIAA rules and regulations regarding athletic participation.
  - Athletes must be in compliance with academic requirements. See Academic Probation above.
  - All sports bags and athletic equipment must be stored in lockers.

- Students staying to watch a game/match are not allowed to leave campus and return for the event unless they are accompanied by a parent. This includes the Community Center which is not part of the IMS campus and students may not travel between the two properties after school unless accompanied by a parent. Students need to be in a supervised activity at all times while on campus.
- Activity buses (with limited stops) are provided for students wishing to participate in supervised after-school activities. Activity buses leave IMS at 3:45 p.m. on Mondays, Tuesdays and Thursdays and at 4:40 p.m. on Wednesdays. Students must have an Activity Bus Ticket. Tickets are available from supervising teachers and coaches.
- Parents picking up students must be at IMS on time in order for their student to continue to participate in the sport or activity.
- Sports Offered:
  - Fall- Cross Country (co-ed)
  - Softball (boys)
  - Volleyball (girls)
  - Winter 1- Basketball (girls)
  - Wrestling (boys)
  - Winter 2- Basketball (boys)
  - Soccer (girls)
  - Spring- Track (co-ed)
- ISD follows all Title IX requirements.
- Honor Level 4 students may not travel with the team or participate in inter-school sports competitions but can participate in after school practices. **Note: In order to participate in any after school activity, theatre, sports, concerts, etc. a student must attend class for at least one-half of the school day. All fines must be paid.**

#### FEES AND SUPPLEMENTAL EXPENSES

Common fees and supplemental expenses are listed below. It is important you keep all receipts when you pay fees. All prices are subject to change. All receipts can be viewed online through the student's account.

- Art Supply Fee - \$10.00-\$15.00/trimester
- ASB Activity Card - \$25.00
- Drama Fee - \$20.00
- Field Trips vary from \$4.00-\$25.00
- Foreign Language Workbook - \$15.00-\$25.00
- P.E. Uniform-Good for all 3 years at IMS - \$15.00 or \$8.00 for shorts and \$7.00 for shirt
- Photo/Media Fee - \$5.00-\$15.00/trimester
- Science Lab Fee - \$6.00/year – 6<sup>th</sup> grade only (may be used to fund a Life Science field trip)
- Sports Fee - \$45.00/sport - \$135.00 max - \$20.00/intramural sport
- Student Planner - \$5.00
- Yearbook - \$25.00

Some classes charge fees to cover the cost of expendable materials. Scholarships are available to students who qualify. See the Bookkeeper for scholarship applications.

- Our school district has established the following policy for accepting checks and collecting checks returned for non-payment. 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. 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. 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. Alternative forms of payment may be used instead of a check payment, such as cash, a cashier's check, money order or debit card. Payment may also be made on-line with a credit or debit card.

#### FIELD TRIPS

- Assignments and homework
  1. Students on field trips are excused per District Policy 3122 School Approved Activities.
  2. Students will have one day for every day absent to turn in classwork/homework.
  3. Tests/quizzes: Students are expected to make arrangements with teachers to complete test/quizzes given on the day of a field trip in a timely fashion.

## FINES

Outstanding fines will remain on the student's record until they are paid.

## GETTING TO AND FROM SCHOOL

**Note: Do not leave campus once you arrive.**

### **BUS TRANSPORTATION**

- Buses are safe, convenient student transportation.
- **Failure to follow the rules of district buses may result in suspension from the bus.**
- Activity buses (with limited stops) are provided for students wishing to participate in supervised after-school activities. Activity buses leave IMS at 3:45 p.m. on Mondays, Tuesdays and Thursdays and at 4:40 p.m. on Wednesdays. Students must have an Activity Bus Ticket. Tickets are available from supervising teachers and coaches. Activity Bus routes are available in the office or on the IMS website.
- Riding bus home with a friend:
  1. Students must have a written request from parents and get a bus pass from the attendance office.
  2. Is not possible if the bus is already full with regularly assigned passengers.
  3. Is possible any time of the year except the first month and the last two weeks of school.

### **DROP OFF / PICK UP POLICY**

- Students are not allowed on campus prior to 7:20 am or 9:50 am on Wednesdays. Students are not allowed on campus after 2:15 pm or 3:30 pm on Wednesdays unless involved in a supervised activity.
- Help alleviate congestion by picking up/dropping off students on Bush Street.
- Students may wait for parents in designated area near the pool. Use walkways and crosswalks.
- Do not block traffic flow in the parking lot.

### **STUDENTS WHO ARE WALKING**

- Use the crosswalks and sidewalks.
- **DO NOT go through apartment areas or IMS parking lot.**

### **BIKES, SKATEBOARDS, SCOOTERS & ROLLERBLADES**

- All bikes are to be locked and parked in the bike racks.
- Skateboards, scooters and rollerblades must be stored in lockers and must remain there throughout the school day.
- Bikes, skateboards, scooters and rollerblades are not to be used on the school campus. Walk bikes and carry skateboards, scooters and rollerblades on and off campus.

## GUIDANCE

- Counselors:
  - Ms. Austin (425) 837-6816 (A through K)
  - Ms. Lorang (425) 837-6815 (L through Z)
- Counselors are available before, during, and after school to help students solve problems.
  1. Appointment slips are available in the front office.
  2. Place it in the Counselor's mailbox in the front office.
  3. The Counselor will call you down as soon as possible.
- If you have a problem that needs immediate attention, you must ask your teacher for a pass to see the Counselor.
- If you have a problem in a class or are having difficulty understanding class expectations, talk to your teacher first. If you continue to have problems, sign up to talk with a Counselor.
- Counselors are available to parents for academic and social issues regarding their student. Please call to make an appointment if you would like to meet with a Counselor.

### **SCHEDULE CHANGES**

- Core classes – Language Arts, Social Studies, Math, and Science are not changed unless a student has been incorrectly placed in a class.
- Electives are scheduled around your child's core classes. Some electives may not be offered for the current school year and others may not fit in your child's schedule, therefore, choices are NOT guaranteed. Students are encouraged to take a variety of elective classes during middle school. Students should be prepared to take any electives including those that are not top choices. There will be no schedule changes for electives.
- If your student did not meet standard on the MSP in Reading, Writing and/or Math, he/she may be placed in a support class in place of their elective.

- See your Counselor if you have a problem with your schedule.
- Specific teacher requests are inappropriate because students are expected to adjust to a wide range of teaching styles during their IMS years.

### **TRANSFER/WITHDRAWAL**

If your student is moving to another school, contact the Registrar prior to your student's last day. Provide the following information: your student's last day of attendance at IMS, the name of the new school and city and state where the school is located. Your student is responsible for returning all textbooks and library books, PE lock (if currently taking PE) and cleaning out his/her locker. A withdrawal form will be given to the student on his/her final day which will be taken to each teacher to sign and should be returned to the Registrar at the end of the day.

### **HEALTH PROCEDURES**

The "Emergency Confidential Medical Information Form" must be completed, signed and returned annually. **Immediately inform the Office of any and all changes.**

- **Injuries or illness at school**
  1. Ask your teacher for a pass to the health room.
  2. Office personnel will assist you, give first aid and/or contact your parents as appropriate.
  3. All emergencies and injuries should be reported promptly to a staff member. An incident report will be completed by a staff member.
- **Injuries during non-school hours**
  1. Alert the school nurse or front office of injuries sustained that will affect learning, ability to get around school safely or impact the student's normal routine in any way.
  2. If a head injury or a concussion is sustained, it is imperative to report this to the school nurse or front office staff to assist in accommodating the student with possible restrictions the doctor orders.
  3. A doctor's note describing the injury or orders for accommodations is helpful in assisting the student.
- **Administration of Medications at School**
  1. For students to receive medication during the school day, they must have a properly completed "Authorization for Administering of Medicine" on file in the health room. Forms can be downloaded from the district website or picked up at the IMS office.
  2. Students are only allowed to carry "emergency medicine" such as inhaler, epi-pen, diabetic supplies if a health care plan and medication form are completed. Contact School Nurse.
  3. Parents must bring the medication to the school office where it will be stored in a locked cabinet. It must be in the original, labeled container and not expired.
  4. Students must take medication in the presence of office personnel.

### **IMMUNIZATIONS**

All students must comply with Washington State Immunization Regulations.

1. Students must be in compliance with their immunizations **before** starting school.
2. Parents or guardians must complete and sign a "Department of Social and Health Services' Certificate of Immunization Status Form" before the first day of attendance.
3. Religious, philosophical, or medical exemptions signed by a doctor are allowed. Contact School Nurse.

### **DISTRICT NURSE**

1. The School Nurse is on campus approximately three days a week and can be contacted at 837-6817.
2. Students are encouraged to discuss health problems with the nurse on those days.
3. A health care plan must be on file with the school nurse if there is a life threatening health condition such as diabetes, asthma, seizures, anaphylaxis, etc. before a student may begin school.

### **LIBRARY/MEDIA CENTER**

- The library/media center is open before school Monday through Friday and after school on Tuesdays, Wednesdays and Thursdays for quiet activities.
- Students must have a paid ASB card to be in the Library after school.
- The library's website can be accessed at <http://www.ims.issaquah.wednet.edu/libraryweb>.
- No food or drink except water is allowed in the library/media center.
- Students must use shelves for storage of backpacks while working in the library/media center.
- Keep your area clean and push in your chair when finished.

## **GUIDELINES AND FEES**

- Most books can be checked out for two weeks. A fee of \$.10 per day is charged for overdue books. There is a five-day grace period for overdue books.
- Reference books and encyclopedias can only be checked out overnight. A fee of \$.10 per day, beginning on the second day, is charged for overdue overnight materials.
- Magazines can be checked out for two weeks. A fee of \$.10 per day is charged for overdue magazines.

## **COMPUTER PRINTING**

- The first five pages are free. Subsequent pages are \$.10 each.

## **COPYING**

- Up to 5 copies of IMS library materials and books that do not circulate will be made free of charge with teacher permission if needed for supplemental class work materials.
- Students will be charged \$.10 per page for other circulating and personal materials.

## **LOCKERS**

Students must only use their assigned locker. The school is not responsible for lost, stolen, or damaged goods belonging to students. Lockers are provided for student convenience and are the property of the Issaquah School district (ISD). The ISD retains the right to access any locker in the event there is a safety or health hazard to any persons or property. Students are responsible for the care and maintenance of their locker. Students will not disclose their combination to other students. Any defacement or damage will not be tolerated and disciplinary action will be taken by the Administration. Fines will be assessed in such instances. Any student abusing locker privileges will face disciplinary action. Student lockers may not be decorated inside or outside. If you are having locker problems, check with the main office.

### How to Open Your Locker:

1. Spin the combination dial to the right a few times to clear the tumblers.
2. Stop on the first number.
3. Turn the dial back to the left, skip the second number once, stop on it the second time around.
4. Turn the dial to the right and stop on the third number.
5. Lift the handle vigorously or twist the dial clockwise and behold...IT OPENS!

## **LOST & MISPLACED ITEMS**

- Report the loss of any item to the Attendance Office immediately by filling in the information on the "Lost/Theft Report Form."
- Students are advised not to leave books or backpacks unattended anywhere on campus. Students must pay for all lost assigned books.
- Lost and found items are located in the main office and PE offices. Students should check these two areas regularly for lost items.
- Lost and found items are given to local charitable organizations at the end of each trimester.
- **IMS is not responsible for damaged, lost or stolen items.**

## **LUNCH**

- The two lunch periods are determined by student schedules.
- Students may purchase a full lunch or salad bar for \$3.75. The price of milk is \$.50. Prices are subject to change.
- Many a la carte items are also available.
- Computerized accounting allows students to pre-pay any amount either by check made payable to ISD Food Services or at [www.MyLunchMoney.com](http://www.MyLunchMoney.com).
- Students should bring checks to the cafeteria before school.
- Students may charge one hot lunch, no ala carte. Once they have charged a hot lunch, no other charging will be allowed.

## **PARENTS & COMMUNITY**

### **SITE COUNCIL**

- Site Council is composed of IMS teachers, parents, students, staff, administrators and community members.
- Meetings are held five times per year on Mondays at 2:25 pm and as announced.
- Community members, parents, and students are invited to attend anytime.
- The purpose of the Council is to advise the Principal on how to advance student learning through strong shared planning, communications and problem-solving.

## **PARENT-TEACHER-STUDENT ASSOCIATION (PTSA)**

- Issaquah Middle School welcomes all parents to participate in PTSA.
- This group has a monthly Board meeting where community input is sought and school information is shared.
- Parents are urged to contact PTSA Board members if they have questions, concerns, or wish to get involved.
- More information is available on the IMS website.

## **PARENT VOLUNTEERS**

- Parent volunteers are an integral part of the IMS program and enrich the curriculum and program.
- It is a tradition for the IMS PTSA to coordinate all parent and community volunteer activities at IMS. Parents looking for volunteer opportunities should contact the PTSA Volunteer Coordinator.
- All parent volunteers must complete the volunteer forms packet and turn it into the office. The packet is available in the office or on the IMS website.

## **VISITORS**

- **All visitors and volunteers must sign in at the office, provide a reason for being on campus as well as wear a visitor badge/sticker. No Exceptions. Be prepared to show ID.**
- Classroom visitations by parents/community members must be pre-arranged with the Principal and with the teacher(s).
- Students from other schools are **not** eligible to visit IMS or attend IMS activities.
- Due to overcrowding in our lunchroom and safety concerns around visitors, parents who wish to have lunch with their student are asked to do so off campus, not in the IMS lunchroom.

## **STUDENT RECOGNITION**

Students are encouraged to develop leadership skills and may be recognized through programs such as:

- ASB Recognition Awards
- Clubs, Sports, and Fine Arts Awards
- Honor Roll (3.5 GPA or higher)
- Pawsitive Actions Award
- Most Valuable Person Recognition
- Principal's Civility Award
- President's Award for Educational Excellence

## **TEXTBOOKS**

- It is very important that students keep a cover on all textbooks.
- **Students should store textbooks in their lockers. They should not leave them unattended.**
- Most books cost between \$20.00 and \$90.00.
- Fines are charged for lost or stolen books, water damage, missing pages, mutilation of books and materials.
- When a student has a lost or stolen textbook, she/he must pay for it before another book will be issued.
- When a lost book is returned, a refund will be issued.
- Links to online textbooks are available on the IMS website.

## **VENDING MACHINES**

Vending machines offering a selection of healthy beverages and snacks are available in the Commons. Students can access them only during posted times. Vending machines are operated by an outside vendor and IMS is not responsible for equipment malfunction.

## **YEARBOOKS**

- Writing in someone's yearbook is a privilege. Using profanity and inappropriate references to the person is not acceptable and will result in consequences and replacement costs.
- Yearbooks are not issued to students who have outstanding fines at the end of the year.

# Issaquah Middle School Behavior Management System

The purpose of the behavior management system is to lead students towards self-control and responsibility for their actions and behaviors. Students are expected to follow all school rules both during the school day and at all school activities/functions.

The Honor Level Behavior Management System encourages students to make improvement in their behavior. The benefit of this program is that students are able to improve their honor level every 14 days by remaining infraction free.

## Five Categories Used in this System

- All Stars - These students have never received any disciplinary action during the current school year.
- Honor Level One – Students on this level must not have received an infraction or been sent to the Behavior Learning Center (BLC) within the previous 14 calendar days.
- Honor Level Two - Students on this level have had one or more minor problems, i.e. disruptive in class, within the previous 14 calendar days. Students on this level may serve lunch duty(ies) and/or lunch detention(s). 2 – 10 demerits
- Honor Level Three - Students on this level have had three or more minor problems, have had one or more major rule infraction, i.e. insubordination, or have received an administrative referral within the previous 14 calendar days. Students on this level may be assigned after school detention(s). 11 – 20 demerits
- Honor Level Four - Students on this level have either consistently misbehaved, committed serious infractions of school rules, received an administrative referral or have been suspended within the previous 14 calendar days. Students on this level may be assigned in school or out of school suspension. 21+ demerits

Several stages of consequences are used in progressive discipline. Each behavioral stage becomes more significant and the disciplinary action more severe. Those stages are: lunch duty, lunch detention, after school detention, in-school suspension, and suspension from school. Demerits are cumulative and drop off 14 days after received. Serving assigned consequences does not remove the demerits. Parents are expected to sign all infractions and referrals and will be contacted for all behaviors which result in a suspension.

Administrative referrals are considered more serious than infractions and may incur more serious consequences at the Administrator's discretion. Students on suspension or expulsion may not attend school activities and functions and are banned from all Issaquah School District property during the duration of the suspension.

## Participation at School Functions or Activities

Honor Level One or Two

- May participate in all activities.

Honor Level Three

- **May not** attend non-academic assemblies, social activities and activity days.

Honor Level Four

- **May not** participate in non-academic assemblies, social activities and activity days.
- **May not** participate, attend or travel with any sport/co-curricular group for events such as competitions, theatre productions or performance events, but may participate in after school practices or club meetings.

## Behavior Learning Center (BLC)

Students who are disruptive in class may be sent to the BLC and will likely receive additional discipline as well, i.e. lunch detention. The BLC is also used for in-school suspensions, lunch detentions and after school detentions. Following are the expectations of students while in BLC.

- Bring all your books, assignments and planner with you including a novel for reading.
- Enter the room quietly and report to the staff in charge.
- No talking.
- Follow staff directions.
- Stay in the seat you are assigned.
- Do your schoolwork or the assignment you are given by the staff in charge.
- Computer use is limited to teacher-assigned work.
- No snacks, no pop/soda (only water).



- No CD players, iPod's, cell phones, electronics or toys.
- **Students sent to BLC for lunch detention may not go to the cafeteria for food.** They will bring a lunch from home or a sack lunch will be provided and charged to their lunch account.
- Students who misbehave in BLC may be assigned further consequences or sent home.

## **IMS EXPECTATIONS**

**Students are expected to follow the expectations below as well as all policies and expectations of the Issaquah School District on the following pages:**

### **Attendance**

Students are expected to be in their seats, ready to work with the required supplies and be actively engaged in the class activity at the scheduled class times. Students will receive an infraction for unexcused tardies and/or lack of materials.

### **Birthdays/Celebrations**

- Due to potential distraction to the learning environment birthday celebrations should be reserved for home.
- Gifts, flowers, balloons, cakes, treats, etc. are not allowed at school.

### **Cafeteria**

- Students must walk to the cafeteria.
- While waiting in line, students are to be respectful of others. Cutting in line and saving places in line are not allowed.
- Only students purchasing food or drink should be in line.
- Begging or asking for money or food is not allowed.
- **Food and drinks may be consumed in the Cafeteria (Commons) or in the Courtyard only.**
- Students must wait until they are dismissed by staff before leaving the Commons or Courtyard.
  1. Students must remain seated in the cafeteria for the first 15 minutes.
  2. Students who choose to eat lunches in the Courtyard must also remain seated for the first 15 minutes.
- Students must use garbage, composting and recycling cans to dispose of lunch sacks, food waste, trash, cans, and bottles.
- There will be no throwing or tossing of any items on school grounds.
- Students are expected to use common sense to dictate responsible and safe behaviors in all eating areas.
- Sports Court activities will include basketball, team/open shooting and sharing of all basketballs. No loitering. Safety, respect and fair play will be actively enforced. Students must go directly to the Sports Court from lunch and remain there for the duration of the lunch period.
- Students return to classrooms only at the end of the lunch period.
- Due to safety concerns, visitors are not allowed in our cafeteria during lunches.
- No loitering in the main hall at the end of the lunch period.
- Do not line up or crowd the hallway before dismissal.

### **Campus Boundaries / Leaving Campus**

- IMS is a closed campus.
- Students are not allowed on campus prior to 7:20 am and 9:50 am on Wednesdays.
- Students are not allowed on campus after 2:15 pm or 3:30 pm on Wednesdays unless in a supervised activity.
- Students are not allowed to leave the campus once they arrive except for off-campus field trips or early dismissals.
- Students are required to have staff permission and carry planner/hall pass to move about school premises during class times.
- During lunches, students must remain in the Commons, Courtyard, Gallery, Sports Court, or Library. They must stay clear of all classrooms during lunch. They are not allowed to go to their lockers or use restrooms in the main hallway.
- Students are to stay in the Commons, Gallery, Main Hall, Courtyard or Library while waiting for classes to begin in the morning. Students are not to be in non-locker hallways, gyms, 700/800 building, sports court.
- Students are to stay out of flowerbeds and all landscaped areas.
- Once students leave campus after school, they may not return unless accompanied by an adult.

### **Cheating/Plagiarism/Forgery**

Academic integrity speaks to a student's commitment and responsibility to pursue scholarship openly and honestly. It respects the concept that learning is the primary purpose of education, secondary to grades and credits. Academic dishonesty is defined as any action that may result in creating an unfair academic advantage for oneself or an unfair academic advantage or disadvantage for any other student. A student shall not attempt to earn credit or receive a grade for coursework (tests, quizzes, assignments, projects, essays) in a manner other than defined as acceptable by each instructor. Academic integrity violations are documented throughout a student's secondary school career (grades 6-12). Academic integrity violations include, but are not limited to:

- **Plagiarizing** or submitting any part of another person's work as representing one's own scholarship.
- **Distribution/Sharing of Class Assignments or Test Information** in either written or verbal form to another student without teacher permission.
- **Unauthorized Collaboration** – working with others without the specific permission of the instructor on assignments that will be submitted for an individual's grade. This applies to in-class or take-home assignments/homework, projects, tests or labs.
- **Collusion** – supporting the lack of integrity/honesty by another student, as in allowing one's work to be copied or submitted for assessment by another. Collusion also includes the use of sharing of identical or highly similar passages of one's work, or the work of another, unless specifically authorized by the teacher.
- **Technology Malpractice** – any misuse or abuse of private or public technology in relation to grades or in acquiring an academic advantage, including infractions of the school technology user agreement, language translation websites, cell phone messaging or picture transmission.

All students involved in or aware of any of the above transgressions will be disciplined and receive no credit for the assignment. Discipline will be in accordance with the IMS Handbook and may range from school discipline to suspension.

### **Disrespect For Neighboring Property**

Trespassing or damaging properties adjacent to the campus is prohibited.

### **District Policy Expectations**

IMS students are also responsible for the expectations set forth in the Issaquah School District "Rules of Conduct, K-12," "Attendance Policy," "Sexual Harassment Policy," "Prohibition against Harassment Policy," and "Middle School Student Handbook Information" on the following pages.

### **Evening Events**

Students attending evening events at IMS such as concerts or plays must be accompanied and supervised by parents at all times. Parent/guardian or adult supervisor is responsible for monitoring children/sibling's behavior. School rules and dress code apply to all school events.

### **Extortion And/Or Panhandling**

Any act to obtain money, information, etc., from another student by means of intimidation, misuse of power, coercion, or begging is prohibited.

### **Fighting**

A mutually enjoined physical altercation between or among two or more persons is prohibited. No play-fighting, wrestling, hitting, poking etc. Arm wrestling is not allowed. All parties will be disciplined accordingly.

### **Fire Arms**

Possession of firearms on school property will result in a one-year mandatory expulsion, subject to appeal with notification to parents and law enforcement. (RCW28A.600.420)

### **Fireworks**

Possession or igniting, or causing to ignite, any explosive devices including "pop-its," matches, lighters, ignition devices on school property is prohibited.

### **Food and Drink**

- Food and drink are only allowed in the Commons and the Courtyard.
- If a teacher allows students to have food or drink in the classroom, the students are responsible for cleaning up.
- Large containers of beverages are not allowed at school unless for a class/school function and must be brought directly to the classroom or office.

## **Gambling**

Playing games of chance for money or other materials is not permitted. Gambling is never permitted on campus.

## **Gum Chewing**

Gum chewing is not allowed at IMS.

## **Halls/Hall Passes**

- Students in the hall during class time must have signed planner at all times.
- Even with a hall pass, students must check in with their teacher and receive permission.
- Badges must be worn by all TA's and students performing specific class-related tasks, i.e. Photo/Media, ASB/Leadership while outside the classroom.
- No running in the halls.
- During passing time students are expected to be moving to their next class. **Passing time is not to be used as a social occasion. Tardies to class will result in consequences.**

## **Harassment/Bullying**

Intentional acts, statements or conduct that is purposefully done to interfere with a student's work performance or personal well-being or create a hostile or offensive environment is prohibited. See District Policy #3207. A complete copy may be obtained at any school.

## **Harassment/Sexual**

Sexual harassment includes, but is not limited to, violating "personal" space, questions about personal life, lewd or off-color jokes, deliberate and unwelcome touching, cornering, stalking, pinching or pulling on clothing, repeated requests for a date after being told no, suggestive or sexually explicit pictures, foul language, unwanted letters or poems, sexually suggestive touching, obscene letters or comments, grabbing, forced kissing, fondling, sexual assault, sexting and rape. See District Policy #3213. A complete copy may be obtained at any school.

## **Inappropriate Display Of Affection**

Displays of affection (kissing, hugging, hand holding) regardless of gender or relationship are not allowed at school and school-sponsored activities.

## **Personal Property Issues**

Personal items, such as electronic games, toys, collector cards, radios, CD players, iPod's, mp3 players, video cameras, cameras, aerosol sprays, perfumes, matches, lighters, pepper spray, laser pointers, etc., must be left at home. No blankets. **Disallowed items that are seen or heard will be confiscated requiring parent pick up.** Continued violation may result in discipline. All backpacks, sports bags, etc. must be stored in a locker and should not be left unattended. Electronic Reading Devices may be allowed. See page 7.

- **IMS is not responsible for damaged, lost or stolen items.**

## **Physical Education**

- Students are required to purchase and wear an IMS, school-issued uniform (t-shirt and shorts) during class. **Appropriate footwear** is also required to participate in PE class. Student's name must be on the uniform.
- Locker room behavior follows all IMS and district guidelines. Behavior can affect a student's grade.
- All body sprays and aerosol spray cans are prohibited in the locker rooms and gyms.
- If a student is injured or ill, a note from home will excuse him/her from some or all participation for that day. He/she, however, may be asked to suit down and participate in a limited or inactive capacity (for example scorekeeper, referee, teacher helper, or modified activities.) He/she may be asked to do an alternate written physical education-related assignment. A doctor's note is required to excuse a student from missing more than two consecutive days. Students will need to make up excused non-participation days in order to get credit as is expected in all other courses.
- IMS is not responsible for items lost, stolen or damaged in the locker rooms. Students are expected to lock all items in their locker.

## **Restrooms**

- Restrooms should be used at lunch, between classes, or during breaks.
- If it is an emergency and students need to use the restroom during class, they must have planner signed by the teacher and follow classroom expectations for signing in and out.
- If restrooms are unclean or vandalized in any way, the office should be contacted immediately.
- No loitering in restrooms.

## Search and Seizure

Student lockers are considered school property and are subject to search when reasonable cause exists.

Not permitted:

- Materials that are illegal or inconsistent with school policy.
- Materials that are in any way a threat or danger to the safety of the student or other students.
- Any items which distract from or disrupt the learning environment.

## Spitting

Spitting is prohibited.

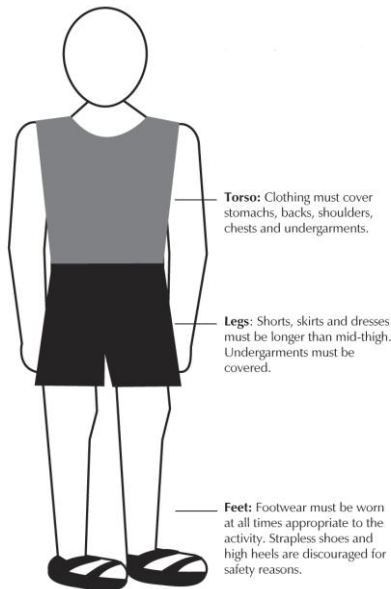
## Student Dress

Clothing worn by students should be modest, neat, clean, and presentable, in other words, dress for “work.” IMS is your work site. Wear seasonally appropriate attire.

Not allowed:

1. Clothing and other items with questionable pictures or words.
2. Sagging pants or shorts.
3. Half shirts, tube tops (no bare midriffs or backs), halter or low cut tops. No spaghetti strap tops (must be 2” or wider).
4. Visible undergarments, including bra straps and boxer shorts.
5. Shorts or skirts that are not below mid-thigh or any suggestive or revealing dress. This includes those worn with tights or leggings.
6. Hats, stocking caps, sweatbands worn on the head, scarves, bandanas or sunglasses. Hoods are not allowed indoors.
7. Chains, including pocket or wallet chains.
8. Flip flops or other unsafe footwear on the Sports Court.
9. Any clothing or footwear that causes a disruption to the learning environment or that is unsafe or is inappropriate for school. This includes costumes, pajamas, blankets, masks, etc.

Inappropriately dressed students will be asked to make appropriate changes. If the student refuses, the student is subject to disciplinary action. District Policy #3224 - complete copy can be obtained from any school. These rules apply to all school events as well.



The shaded portion of this figure represents front and back views. These parts of the body must be covered in all positions (sitting, standing, bending, reaching) while attending school.

### **Substitute Teachers**

Failure to follow the directions or cooperate with a substitute teacher may result in an after school detention or double consequences.

### **Telephone/Cellular Phone Use**

- **Students are not allowed to have cell phones on their person at school.** The use of cell phones or other disruptive devices is prohibited at school. Upon entering the building, cell phones are to be turned off and put away. Cell phones must be stored in lockers during the school day and may be used again after classes are dismissed for the day or after completion of a supervised activity. Disallowed items that are seen or heard will be confiscated requiring parent pick up and will result in the student receiving an infraction. Immediately before school, students may use cell phones outside the building. Office and classroom phones are to be used with staff permission only.
- No mechanical or electronic device shall be used to audio or video record any classroom instruction or activity on district premises including transportation without the express permission of the classroom teacher.

### **Threats/Threatening Behavior**

A student shall not make threats of any kind. Specific threats to cause permanent injury or damage may result in emergency expulsion and a lethality assessment may be required before the student can return to school.

### **Throwing Items**

Throwing items, i.e. in the cafeteria, over railings is prohibited.

### **Transportation**

The district and bus driver's goal is to maintain a high standard of safety while transporting students to and from school. **All IMS rules apply** on the bus and bus stops. Students must:

- Obey the driver at all times
- Talk quietly and not use profanity
- Not eat or drink on the bus
- Food must be stored in backpack or bag
- Keep the bus clean, no littering
- Stay seated at all times
- Keep aisle clear at all times
- Ask driver before opening window; keep head and hands inside bus
- Not throw things on, in, from, or at the bus
- Be at the bus stop 5 minutes early
- Cross street in front of bus, never behind it
- Not change stops without a pass
- In case of emergency, follow exit procedures

A violation of these rules can result in disciplinary action, which ranges from a written warning for the first incident to immediate loss of bus privileges for serious offenses such as fighting, possession of drugs or alcohol, or flagrant displays of disrespect toward the driver. School consequences may also be imposed for more serious incidents.

### **Vandalism**

- The damage or destruction of any personal or public property, artwork, posters, or landscaping is not permitted.
- Pictures, words, or symbols on the school grounds that contain gang, racist, sexist, drug, alcohol-related themes or which could reasonably be considered harassment or intimidation are prohibited.

### **Violation of Freedom or Expression**

- Freedom of expression is part of the instructional process and is subject to reasonable regulation.
- Freedom of expression may not be used to disrupt the educational program or interfere with the rights of others.

**Possible Consequences for Misbehavior/Exceptional Misconduct, 6-12**

An Ad Hoc Committee of citizens, convened in accordance with WAC 180-40-245(2); and 260(2) has determined that infractions indicated below by an asterisk are misconduct deemed exceptional and may result in immediate suspension or expulsion for a first-time offense.

<b>INFRACTIONS</b>	<b>Corrective Actions</b>	<b>School Discipline</b>	<b>Short-term or In-house Suspension</b>	<b>Long-term Suspension</b>	<b>Emergency Expulsion</b>	<b>Expulsion Recommendation</b>
1. *Abusive behavior lewd conduct, harassment and sexual harassment	x	x	x	x	x	x
2. *Alcoholic beverages, narcotics and stimulant drugs				x	x	x
3. *Arson			x	x	x	x
4. *Assault, threats, extortion, causing physical injury or damage to school property		x	x	x	x	x
5. *Criminal acts	x	x	x	x	x	x
6. *Dangerous weapons, instruments & activities  Firearms/facsimiles	x	x	x	x	x	x
7. Destruction or theft of property	x	x	x	x	x	x
8. *Disruptive conduct, inappropriate dress	x	x	x	x	x	x
9. Failure to pursue studies	x	x	x			
10. *False alarms			x	x	x	x
11. Forgery, lying, cheating, plagiarism and misuse of documents.	x	x	x	x		
12. Loitering and trespassing	x	x	x	x		
13. Negligent driving (high school)		x	x	x	x	x
14. Possession of or use of tobacco	x	x	x	x		
15. Truancy, tardy	x	x	x			
16. *Repeated misconduct			x	x	x	x
17. General rule violation, insubordination, disrespectful conduct		x	x	x		
18. Unauthorized entry	x	x	x	x	x	x
19. Inappropriate computer/ Network behavior	x	x	x	x	x	x
20. Gang activity	x	x	x	x	x	x

## 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 15 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 #3231 may be obtained at any school or on the district website at [www.issaquah.wednet.edu](http://www.issaquah.wednet.edu).

### **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 name, your child's name, grade 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 and impact the student's grade.

### **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 #2022 and #5225 may be obtained at any school or on the district website at [www.issaquah.wednet.edu](http://www.issaquah.wednet.edu).

Every student using a district computer is required to have a parent sign a *Individual User Access Informed Consent 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 #3241 and related policies are available on the district's website.

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

### **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 Operations Coordinator 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 or on the district website at [www.issaquah.wednet.edu](http://www.issaquah.wednet.edu).

### **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 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 #3433 may be obtained at any school or on the district website at [www.issaquah.wednet.edu](http://www.issaquah.wednet.edu).

### **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 #3207 may be obtained at any school or on the district website at [www.issaquah.wednet.edu](http://www.issaquah.wednet.edu).

### **Homework**

Homework, as an extension of the classroom, must be planned and organized; must be purposeful to the students; and must be evaluated and returned to students in a timely manner. The purposes of homework assignments, the basis for evaluating the work performed and the guidelines and/or rules should be made clear to the student at the time of the assignment. A complete copy of policy #2422 and related policies are available on the district's website.



### **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**

The Issaquah School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employee has been designated to handle questions and complaints of alleged discrimination

#### **Parent/Volunteer and Employee/Applicant-Related Issues**

Lisa Hechtman, Executive Director of Personnel Services

565 NW Holly Street

Issaquah, WA 98027

425-837-7060

[hechtmanl@issaquah.wednet.edu](mailto:hechtmanl@issaquah.wednet.edu)

#### **Student-Related Issues**

Dennis Wright, Director of Career and Counseling

565 NW Holly Street

Issaquah, WA 98027

425-837-7046

[wrightd2@issaquah.wednet.edu](mailto:wrightd2@issaquah.wednet.edu)

### **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.

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 by September 15. 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 #3231 may be obtained at any school or on the district website at [www.issaquah.wednet.edu](http://www.issaquah.wednet.edu) .

## **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.

## **Student Conduct**

### **Respect for the Law and the Rights of Others**

The student is responsible as a citizen to observe the laws of the United States, the state of Washington, and/or its subdivisions. While in the school, the student shall respect the rights of others. Students who involve themselves in criminal acts on school property, off school property at school-supervised events, or off school property — and which acts have a detrimental effect upon the maintenance and operation of the schools or the district — are subject to disciplinary action by the school and prosecution under the law.

### **Rules of Conduct K-12**

Unless specified differently in a particular rule, the following rules of conduct shall be in effect under the following circumstances: on the school grounds immediately before, during and immediately after school hours; 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; off the school grounds at a school activity, function or event; or anywhere and anytime a student's conduct has a real and substantial relationship to the lawful maintenance and operation of the district. Students engaging in such conduct, or attempting to engage in such conduct, are subject to corrective action or punishment.

Law enforcement agencies shall be contacted in violations of assault; possession, use or transmitting alcohol or other drugs not prescribed for the individual; arson; possession of a dangerous weapon or weapon facsimile; reporting false alarms; of abuse and theft as appropriate; and of other criminal activities. The Department of Social and Health Services, Children's Protective Services, may be contacted in cases of abuse or assault. If the victim is 18 or older and developmentally disabled, Adult Protective Services may be called.

#### ***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 3207 – Prohibition Against Harassment Intimidations 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 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. (NOTE: Middle school students are not permitted to drive to school.)

### **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. Truancy, 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 2202 – *Electronic Resources, formerly 2314*.

### **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.

### **21. Closed Campus**

All Issaquah School District schools are closed campuses.

### **22. Communication Devices/Electronic Equipment**

Cell phones or any other electronic devices shall not disrupt the educational process. No mechanical or electronic device shall be used to audio or video record any classroom instruction or activity on district premises immediately before, immediately after and during the school day or on district provided transportation without the express permission of the classroom teacher and administrative staff at the school. The school reserves the right to inspect a student's personal communication device/electronic equipment, e.g., cell phone, laptop, e-reader, etc., if there is reason to believe the student has violated the Student User Consent Release Form, school rules, or engaged in other misconduct while using their device.

A complete copy of policy and procedure #3240 and related policies may be obtained at any school or on the district website at [www.issaquah.wednet.edu](http://www.issaquah.wednet.edu).

### **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 or on the district website at [www.issaquah.wednet.edu](http://www.issaquah.wednet.edu).

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 #3207.

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 or on the district website at [www.issaquah.wednet.edu](http://www.issaquah.wednet.edu) .

### **Bullying**

The Issaquah School District is committed to a safe and civil educational environment for all students that is free from harassment, intimidation or bullying. In order to ensure respect and prevent harm, it is a violation of District Policy #3207 for a student to be harassed, intimidated, or bullied by others in the school community, at school sponsored events, or when such actions create a substantial disruption to the educational process.

If your child feels he/she has been harassed or bullied, the incident(s) should be reported immediately to a teacher, counselor, or principal. Children bullied on the bus may report information to the Transportation Director.

The complete text of District Policy #3207: Prohibition Against Harassment, Intimidation, and Bullying, and District Policy #3213: Sexual Harassment can be obtained at any school or on the ISD website.

Chris Burton is the Issaquah School District HIB Compliance Officer. He can be contacted at 425-837-7060 or [burtonc@issaquah.wednet.edu](mailto:burtonc@issaquah.wednet.edu).

### **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 or on the district website at [www.issaquah.wednet.edu](http://www.issaquah.wednet.edu) .

### **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 #3207 may be obtained at any school or on the district website at [www.issaquah.wednet.edu](http://www.issaquah.wednet.edu) .

### **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 #3224 may be obtained at any school.

### **Telephone/Cellular Phone Use**

Students are not allowed to use school telephones except in emergency situations. Cellular phone use is prohibited during the school day. 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 #6606, 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 #6608 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 #4210 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.

*As per RCW 9.41.270 It shall be unlawful for any person to carry, exhibit, display, or draw any firearm, dagger, sword, knife or other cutting or stabbing instrument, club, or any other weapon apparently capable of producing bodily harm, in a manner, under circumstances, and at a time and place that either manifests an intent to intimidate another or that warrants alarm for the safety of other persons.*

### **Zero Tolerance Policy - Drugs and Alcohol at School Activities**

- 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.



