Beaver Lake Middle School

BULLDOGS

25025 SE 32\textsuperscript{nd} Street
Issaquah, WA  98029
(425) 837-4150

Office Hours: Daily 7:40 AM – 3:30 PM
Wednesday  9:50 AM – 4:00 PM

2019-2020

Beaver Lake Middle School is a center for continual learning. We appreciate, respect and celebrate individual and group successes. This school has a place for everyone.

Our School Mascot is the Bulldog and our mascot’s name is Buddy. Our school colors are Navy Blue, Silver, and White.

This planner belongs to ________________________________

NAME
# Beaver Lake Middle School Mission Statement

Beaver Lake Middle School is a center for continual learning. We appreciate, respect, and celebrate individual and group successes. This school has a place for everyone.

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## IMPORTANT PHONE NUMBERS

<table>
<thead>
<tr>
<th>POSITION</th>
<th>NAME</th>
<th>PHONE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principal</td>
<td>Stacy Cho</td>
<td>425-837-4154</td>
</tr>
<tr>
<td>Assistant Principal</td>
<td>Marilee Bosshart</td>
<td>425-837-4153</td>
</tr>
<tr>
<td>Dean of Students</td>
<td>Lane Helgeson</td>
<td>425-837-4164</td>
</tr>
<tr>
<td>Assistant to Principal/Asst. Principal</td>
<td>Emily Lee</td>
<td>425-837-4151</td>
</tr>
<tr>
<td>Attendance/Athletics</td>
<td>Sue Wickstrand</td>
<td>425-837-4157</td>
</tr>
<tr>
<td>Bookkeeper</td>
<td>Beth Beck</td>
<td>425-837-4180</td>
</tr>
<tr>
<td>Receptionist/Office Support</td>
<td>Darlene Klaasen</td>
<td>425-837-4156</td>
</tr>
<tr>
<td>Health Room Specialist</td>
<td>Kris Burke</td>
<td>425-837-4182</td>
</tr>
<tr>
<td>Counselor (last names A-H)</td>
<td>Rashmika Eisenberg</td>
<td>425-837-4161</td>
</tr>
<tr>
<td>Counselor (last names I-P)</td>
<td>Jaimie Motsenbocker</td>
<td>425-837-4163</td>
</tr>
<tr>
<td>Counselor (last names Q-Z)</td>
<td>Tim Hemker</td>
<td>425-837-4162</td>
</tr>
<tr>
<td>Registrar</td>
<td>Dianna Henneuse</td>
<td>425-837-4160</td>
</tr>
<tr>
<td>Nurse</td>
<td>Kerri Whitworth</td>
<td>425-837-4159</td>
</tr>
<tr>
<td>Librarian</td>
<td>Karen Kline</td>
<td>425-837-4169</td>
</tr>
</tbody>
</table>

Beaver Lake Middle School 425-837-4150

24-Hour Crisis Line 1-800-244-5767

Teen LINK (6-10PM) 1-866-833-6546
# Beaver Lake Middle School Handbook

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ACADEMIC SUPPORTS

- **After-School Homework Club**: On Monday, Tuesday, and Thursday until 4:00 pm each week in the Library. This is open to all students. Computers are available for students to access.

- **Bulldog Bonus Time (BBT)**: On Monday, Tuesday, Thursday and Friday each week. All students have been assigned to a Bulldog Bonus Time teacher (one of their current teachers). Students will be able to request a meeting with teachers, make up assessments, complete missing work, read, or study. This is also when our Second Step program (Social Emotional Learning) will be implemented. Our goal is to minimize the interruptions to class instruction and to create a designated time to perform our required trainings, presentations and drills. BBT allows us to distribute school information while building community and supporting students at school.

- **Learning Lunch**: This is independent work time supervised by school staff. Students will eat their lunch and work on the assignments their teacher requested they complete. Students can self-refer, but most are referred to Learning Lunch by their teacher.

- **Open Library**: Every morning before school when the doors open. The Library is a quiet zone. Students can access computers for assignments, complete homework, check out books, or read.

- **PAWS**: Our Positive Academic Work Space allows students opportunities to receive help in completing assignments that may be late or incomplete, as well as providing support for those students with supports or accommodations in place when taking assessments. Teachers refer students to PAWS when they are in need of further support in academics or just need a space to reflect on social and situational awareness.

- **Teacher Support**: Students always have access to support from their individual teachers before and after school. Students should speak directly with their teachers to coordinate a time for help or to make up assessments or other in-class assignments, projects or labs.

We are excited about these available opportunities to support your student’s academic success. If at any time you have concerns about your student’s progress, please contact his or her teachers as soon as possible. Our counselors are also available as resources and can help with any questions or concerns.

**ASB MEMBERSHIP**

An Associated Student Body (ASB) membership is available to all students at a cost of $35.00. The money received from the sale of ASB memberships help support school activities such as sports, clubs, assemblies, and school wide activities. ASB membership is required to participate in after school activities; this includes sports, band, orchestra, chorus, socials, clubs, and ASB sponsored events. Membership sales also pay for transportation, after school sports equipment, uniforms, awards, and officials. ASB cards must be presented at the door when attending ASB sponsored events. Replacement cards may be purchased for $5.00 from the Bookkeeper.

**Equitable Conduct Expectations**

The Issaquah School District values equity, diversity and inclusion. The district is committed to building and sustaining a welcoming school community. Our district and community are made up of people of different backgrounds, needs and perspectives. Our learning community includes people of varying races, ethnic backgrounds, abilities/disabilities, religions, ages, languages, socioeconomic status, immigration status, sexual orientation, gender expressions or identities.

Student expectations include:
- Respect each individual, even if that person’s identity is different from your own.
- Seek to understand your impact on others while seeking to understand other’s intent.
- Communicate respectfully with others in person, on social media and in any other form.
• Use what you are learning to use good judgment and make ethical and informed decisions.
• Take responsibility for your words and actions.

We all have a responsibility to report behavior that interferes with having an equitable and inclusive learning environment that honors and respects people of all identities. If you become aware of any actions that violate the expectations above, we encourage you to speak up through one or more of the following ways:

• Tell a teacher, staff member or other trusted adult immediately.
• If you are comfortable and safe doing so, speak up in the moment to encourage more equitable and inclusive talk or action, and/or support those being hurt.
• Report it anonymously via Issaquah Tip: https://www.issaquah.wednet.edu/family/TAI. Be sure to include details such as names of people, time, location and building.

**ASSEMBLY EXPECTATIONS**

Assemblies are a privilege and are organized for the enjoyment of students and staff. Our students follow BARKS expectations at all assemblies. Students may be excluded from assemblies based on discipline and/or 101 points. The following expectations clarify what is appropriate behavior on the way to, during, and returning from an assembly.

**Going to the gym:** Book bags and backpacks are not allowed in the gym and are to remain in the lockers. Walk to the assembly in a single file line with your class and your teacher should lead you in. Keep food, drink, technology devices, and gum out of the gym.

**Arrival in the gym:** Students will arrive in an orderly manner. Teachers and assembly directors will direct classes to their assigned area. Students will sit with their class.

**Behavior during an assembly:** Students will respectfully take directions from any adult or student body officer. As soon as anyone approaches the microphone, the students are expected to listen attentively.

  o Reciting the Pledge of Allegiance is an honor that demands both courtesy and respect. Students are to be quiet and respectful while the National Anthem is being sung or played.
  o Students are expected to sit appropriately. Students are expected to be respectful, kind, and to show appreciation with applause. Students use clapping hands, silent feet, and respect the personal space of others.
  o Only Authorized Staff are permitted to record or take pictures.

**Behavior at the end of an assembly:** Listen to instructions and remember that classes will be dismissed by the assembly director. Students will leave the bleachers carefully and safely. Everyone will walk in an orderly manner and return to their classrooms with their teacher.

**ATTENDANCE**

**Absences:** A parent/guardian is expected to call 425-837-4157 or email, blmsattendance@issaquah.wednet.edu, by 8:30 AM the day of the child’s absence and each subsequent day. The absence is considered unexcused if there is no parental contact. A signed note may be sent to school upon the student’s return to excuse the absence. Absences with written parent verification are considered excused.

As provided in District Regulation 3122, regular school attendance is necessary for mastery of the educational program provided to students. Daily attendance and active participation in each class are critical parts of the learning process. Students, at times, may appropriately be absent from class. A computerized message will contact households in the evening informing parents that their student(s) missed one or more periods that day. The message will also notify parents of the potential consequences of
additional unexcused absences. The following principles shall govern the development and administration of attendance procedures within the District:

Excused (School Day and Individual Class) absences are absences due to:

1. Participation in a District or school approved activity or instructional program;
2. Illness, health condition, or medical appointment (including, but not limited to, medical, counseling, dental or optometry);
3. Family emergency, including, but not limited to, a death or illness in the family;
4. Religious or cultural purpose including observance of a religious or cultural holiday or participation in religious or cultural instruction;
5. Court, judicial proceeding, or serving on a jury;
6. Post-secondary, technical school, or apprenticeship program visitation, or scholarship interview;
7. State-recognized search and rescue activities consistent with RCW 28A.225.055;
8. Absence directly related to the student’s homeless status;
9. Absence resulting from a disciplinary/corrective action. (e.g., short-term or long-term suspension, emergency expulsion); and
10. Principal (or designee) and parent, guardian, or emancipated youth mutually agreed upon approved activity.

The principal or designee may only grant permission for a student’s absence providing such absence does not adversely affect the student’s educational process.

A conference with the parent or guardian will be scheduled after two unexcused absences within any month during the current school year. Prior to suspension or expulsion, the parent will be notified in writing in his/her primary language that the student has unexcused absences. A conference will be scheduled to determine what corrective measures should be taken to ameliorate the cause for the student’s absences from school. If the parent does not attend the conference, the parent will be notified of the steps the District has decided to take to reduce the student’s absences. A student may be suspended or expelled for habitual truancy.

Not later than the student’s fifth unexcused absence in a month the district will enter into an agreement with the student and parents that establishes school attendance requirements, refer the student to a community truancy board, or file a petition and affidavit with the juvenile court alleging a violation of RCW 28A.225.010

Attendance Procedures
- Attendance Office contacts parents after each unexcused absence.
- Letters go home to parents after 5 unexcused absences in a month or 10 unexcused absences in a year.
- Administrator will require a parent/student meeting after 2 unexcused absences in a month.
- BECCA (Mandatory Attendance – Truancy) will be filed after 10 unexcused absences per school year OR 5 unexcused absences in one month. (Attendance letters will be sent in the mail).
- Excessive excused absence letter mailed home after 15 excused absences.
- After 15 excused absences, an administrator will request a doctor’s note for each additional absence.
**Pre-Arranged Absences:** Pre-arranged absences are either excused or unexcused by the Principal. If an absence is unexcused, a student will receive no credit on daily work. They will, however, receive credit on, and are expected to: make up tests, projects, and major assignments that they missed while absent. Students should work directly with teachers. Teachers are not required to give work ahead of time and some classroom experiences may not be able to be recreated. Please reference teacher websites. In order for non-emergency absences to be excused, a completed Pre-Arranged Absence form must be turned in to the Attendance office **at least one week prior to the start of the requested absence dates.** The Pre-Arranged Absence form is to be used for absences that are 3+ consecutive school days.

**Tardiness to School:** At BLMS we value the time students spend at school. Tardiness to school is **strongly discouraged.** Parents are asked to ensure that their children arrive to school prior to the formal starting time. Students are responsible for being in class on time at the start of the school day. A tardy is excused based on parent/guardian communication with the Attendance desk. Students entering class late will have a pass. An unexcused tardy may be changed to an excused tardy in the official records upon receipt of a note the next day. Tardiness is accumulated each trimester.

**Consequences for unexcused tardiness:**

<table>
<thead>
<tr>
<th>1st, 2nd, 3rd Tardy</th>
<th>Verbal Warning</th>
</tr>
</thead>
<tbody>
<tr>
<td>4th Tardy</td>
<td>Meeting with Assistant Principal</td>
</tr>
<tr>
<td>5th, 6th, and 7th Tardy</td>
<td>101 Slip</td>
</tr>
<tr>
<td>8th or More</td>
<td>The Assistant Principal will schedule a meeting with the student and the parent to develop an attendance plan and additional consequences if appropriate</td>
</tr>
</tbody>
</table>

**Tardiness to Class:** Tardiness is not desirable and unexcused tardiness is not acceptable at Beaver Lake. It is a disruption when students arrive late to class. Students are given adequate time between classes and it is their responsibility to arrive to class on time. Students who are tardy to class during the school day will check in at the Attendance desk for a pass to class. Students who have unexcused or repeated tardiness will be held accountable to the consequences outlined above.
Beaver Lake Middle School Behavior Expectations Matrix: BARKS

Beaver Lake Middle School aspires to be a community in which its members exist together in harmony and cooperation. To help us all strive for this goal, the following common language has been adopted as our behavior expectations for each of us to follow.

<table>
<thead>
<tr>
<th>BE:</th>
<th>Bathroom</th>
<th>Library/Computer Labs</th>
<th>Buses</th>
<th>Community/Online</th>
</tr>
</thead>
</table>
| Accountable | - Follow class procedures around bathroom use  
- Report vandalism to staff  
- Use bathrooms in an appropriate and timely manner | - Follow the directions from staff  
- Use technology appropriately  
- Return materials on time  
- Be seated unless you are looking for a book | - Follow directions of staff  
- Learn from mistakes and accept consequences  
- Arrive to bus on time | - Inform trusted adults of problem situations  
- Use visible crosswalks and walkways  
- Maintain and care for our environment |
| Respectful | - Keep bathrooms neat and clean: “leave no trace.”  
- Respect privacy of others  
- Respect school property | - Use conversational tones at all times  
- Respect school property  
- Listen to others and work cooperatively | - Respect school property  
- Use appropriate and positive language  
- Use conversational tones | - Respect property of others  
- Show respect to community members  
- Use appropriate language |
| Kind | - Hold door for others  
- Use bathrooms in a timely manner (save socializing for another time) | - Return materials so others can use them  
- Be aware of the needs and wants of others  
- Offer help to staff and peers | - Aware of the needs and wants of others  
- Offer help to staff and peers  
- Display gratitude towards drivers and peers | - Display gratitude to community members  
- Be aware of the needs and wants of others  
- Offer to help others  
- Only post online what you would say in person  
- Keep sensitive information private |
| Safe | - Report problems to staff immediately.  
- Wash your hands. | - Keep hands, feet, and objects to yourself  
- Use technology appropriately  
- Keep all food or drinks out of the library/labs | - Follow safety procedures  
- Keep hands, feet, and objects to yourself  
- Report problems to driver immediately | - Cross at intersections  
- Obey traffic signals  
- Observe traffic patterns  
- Use visible, supervised walkways  
- Practice online privacy |
<table>
<thead>
<tr>
<th>BE:</th>
<th>Classroom</th>
<th>Hallway</th>
<th>At Lunch</th>
<th>Assembly</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accountable</td>
<td>• Arrive on time, prepared to work</td>
<td>• Walk directly to class</td>
<td>• Bring lunch and lunch money to commons</td>
<td>• Follow directions given by staff</td>
</tr>
<tr>
<td></td>
<td>• Take responsibility for your learning</td>
<td>• Use lockers at designated times</td>
<td>• Follow directions given by staff</td>
<td>• Stay with staff member</td>
</tr>
<tr>
<td></td>
<td>• Complete all parts of assigned tasks to the best of your ability</td>
<td>• Walk to the right in the hallways and stairwells</td>
<td>• Accept consequences without arguing</td>
<td>• Keep hands, feet, and objects to self</td>
</tr>
<tr>
<td></td>
<td>• Appropriately ask for what you need from staff and peers</td>
<td>• Follow directions given by staff</td>
<td>• Place trash items in appropriate bins</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Learn from mistakes and accept consequences</td>
<td>• Keep technology devices out of sight</td>
<td>• Stay in commons, library, or outside until released back to class</td>
<td></td>
</tr>
<tr>
<td>Respectful</td>
<td>• Listen and speak appropriately</td>
<td>• Keep hallways neat and clean</td>
<td>• Speak in conversational tones</td>
<td>• Listen attentively to speaker</td>
</tr>
<tr>
<td></td>
<td>• Communicate effectively and appropriately</td>
<td>• Use conversational tones</td>
<td>• Attend to speakers or presentations on stage</td>
<td>• Use applause appropriately (clapping hands/silent feet)</td>
</tr>
<tr>
<td></td>
<td>• Use school equipment and property appropriately</td>
<td>• Use appropriate and positive language</td>
<td>• Use appropriate and positive language</td>
<td>• Respect the “personal space” of others</td>
</tr>
<tr>
<td></td>
<td>• Work with a team by participating appropriately</td>
<td></td>
<td>• Maintain position in line</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Acknowledge other perspectives and be sensitive when addressing differences</td>
<td></td>
<td>• Keep eating area clean</td>
<td></td>
</tr>
<tr>
<td>Kind</td>
<td>• Be aware of the needs and wants of others</td>
<td>• Hold doors open for the next person</td>
<td>• Include everyone at your table</td>
<td>• Hold the door for others</td>
</tr>
<tr>
<td></td>
<td>• Offer help to staff and peers classmates</td>
<td>• Move out of other’s way</td>
<td>• Add unopened food to the “share” cart</td>
<td>• Display gratitude towards teachers and peers</td>
</tr>
<tr>
<td></td>
<td>• Display gratitude towards teachers and peers</td>
<td>• Walk to the right in the hallways and stairwells</td>
<td>• Invite other students to sit with you</td>
<td>• Encourage staff and peers</td>
</tr>
<tr>
<td></td>
<td>• Include other students</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Safe</td>
<td>• Keep hands, feet, and objects to yourself</td>
<td>• Keep hands, feet, and objects to yourself</td>
<td>• Remain seated once food is purchased and while eating and drinking</td>
<td>• Walk in a single file line</td>
</tr>
<tr>
<td></td>
<td>• Stay in assigned seat</td>
<td>• Refrain from running</td>
<td>• Keep hands, feet, and objects to self</td>
<td>• Remain seated with assigned class</td>
</tr>
<tr>
<td></td>
<td>• Follow safety procedures</td>
<td>• Move out of other’s way</td>
<td>• Follow directions given by staff</td>
<td>• Move out of other’s way</td>
</tr>
<tr>
<td></td>
<td>o Lockdown, earthquake, etc.</td>
<td>• Walk to the right in the hallways and stairwells</td>
<td></td>
<td>• Exit with assigned class in an orderly manner</td>
</tr>
<tr>
<td></td>
<td>o Exiting for emergencies</td>
<td>• Keep outside hallway doors closed</td>
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</tbody>
</table>
BEHAVIOR & PROGRESSIVE DISCIPLINE SYSTEM

Beaver Lake students are encouraged to follow our BARKS – Be: Accountable, Respectful, Kind, and Safe. Teachers inform students of their classroom rules/expectations/protocol/guidelines regarding classroom behavioral expectations. These are clearly covered in each classroom. As well, school-wide expectations are reviewed with students during the first week of school and periodically throughout the year. At Beaver Lake, students are accountable for their behavioral choices. Deviation from classroom/campus rules may result in an infraction notice (i.e. 101 slips) issued and/or teacher/administrator intervention and parent contact.

101 SLIPS

We are convinced that part of learning in a social setting involves responsibility and accountability. The 101 Slip behavioral system provides a school-wide system for dealing with minor infractions/incidents. 101 Slips are an effective way to help students learn parameters and self-discipline. The system streamlines the partnership between teachers, parents, and administration in working to improve individual student behavior.

Every student begins the school year with a grand total of 101 points. The GOAL is to KEEP and MAINTAIN all 101 points and remain “101 Free.”

101 slips are issued because a student has repeatedly disregarded stated rules or expectations. Each 101 Slip issued results in the loss of points with the amount depending on the specific misbehavior which are subtracted from the original 101. These are issued at a staff member’s discretion.

- If a parent has a question about a specific incident, they should contact the issuing staff member directly.
- Point loss is carefully monitored in the office.
- Points are doubled if the slip is issued by a substitute teacher.
- Students are expected to show the infraction slip to a parent/guardian and return signed slips to the staff member who observed the behavior and issued the 101.
- When a pattern is noted, or if a student descends to a certain level, Administration becomes involved.

Restitution: Restitution opportunities are provided for students that wish to earn back 101 points lost during each trimester. Restitution forms are found in the office. The Assistant Principal will meet with the student to review the proposal form and coordinate the restitution process. Students will receive 5 points for each 60 minute period of restitution. Working with a custodian is one suggestion for restitution. Students may not do restitution for points lost in the previous trimester. Students can only earn back privileges, they will not be considered 101 free for end of year recognition.

101 Free: Students that go all 3 years, 101 free, will be recognized at the end of their 8th grade year. Students that have received Discipline Referrals and/or Suspensions are not considered 101 free.

Most Valuable Bulldog: Discipline referrals, 101’s, and/or suspensions will result in removal from the MVB eligibility list. If a student does restitution to make up for 101 points lost, they can still be eligible for the award.
### DISCIPLINE CONSEQUENCE MATRIX FOR MAJOR INFRACTIONS

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.

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

Adopted: 02/02
Issaquah School District

Last Revised: 6/15/09
Page 1 of 1
**Discipline Referrals:** Major incidents may be immediately referred to an administrator for more serious discussion and consequences.

**101 Consequence Hierarchies:**

**Below 91**  
Two days Private Dining (lunch detention)

**Below 81**  
Two more days of Private Dining  
Removal from assemblies  
Athletic ineligibility  
Removal from ASB activities: clubs, socials, sporting events, after school activities, etc.

**Below 71**  
Administrative Detention  
Removal from field trips for every class  
Removal from participation in ASB events and/or activities  
Inability to run for ASB office  
Removed from end of year activities: yearbook signing, 8th grade field trip, and Spring Fling

*If additional 101’s are received, the student will be assigned additional administrative consequences and a behavior plan may be implemented.*

Private Diners can bring their own lunch or order a school lunch through the private dining coordinator. Students may read or do homework and should arrive prepared. Additionally, for supervision purposes, students must use the restroom before going to private dining which is held in PAWS.

**BIRTHDAYS/CELEBRATIONS**

Due to a potential distraction to the learning environment, as well as to protect students with latex allergies, balloons are not allowed at school.
BULLYING AND HARASSMENT

School-Wide Anti-Bullying Rules

As part of our Mission Statement, we are committed to reducing bullying among students. As such, we have adopted three rules that have been posted throughout the school and in every classroom. We encourage all students and parents to report incidents of bullying to school staff.

We do not bully at Beaver Lake.
We defend and help those who are being bullied.
We include everyone.

The Issaquah School District is committed to a safe and civil environment free from harassment, intimidation, or bullying (HIB) for all students, employees, volunteers, and parents. HIB is specifically defined as:

Any intentional written, verbal, or physical act, including but not limited to, one shown to be motivated by any characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, or mental or physical disability, or other distinguishing characteristics, when the intentional written, verbal or physical act:

- Physically harms a student or damages the student’s property; or
- Has the effect of substantially interfering with a student’s education; or
- Is so severe, persistent, or pervasive that it creates an intimidating or threatening education environment; or
- Has the effect of substantially disrupting the orderly operation of the school.

Any student in the Issaquah School District who harasses, intimidates, or bullies another person shall be subject to disciplinary action, up to and including expulsion from school, in accordance with the District’s Regulations concerning Student Conduct.

If students experience harassment, they need to:

1. Say “no” or “stop” in a loud, clear voice.
2. Tell the nearest adult.
3. If it happens again, go to the Counseling Center and file a Harassment Incident Reporting form.
“Harassment, intimidation or bullying” is defined as any intentional written message or image – including those that are electronically transmitted, verbal or physical act, including but not limited to one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation or mental or physical disability, or other distinguishing characteristics, when the act:

- Physically harms a student or damages the student’s property; or
- Has the effect of substantially interfering with a student’s education (for example, substantially interfering with classroom performance, attendance, or pattern of tardiness) or
- Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- Has the effect of substantially disrupting the orderly operation of the school.

Please report HIB if you experience or witness it in school, on the bus, or at school events.

Given the definition above, ask yourself: Is this a conflict with a friend or is this an actual bullying incident?

Your Name: ______________________________

Who are you having the problem with? _____________________________________________

Date and Time of Incident: _______________________________________________________

Describe in detail the incident that has occurred between you and the aggressor.

What happened? ______________________________________________________________________

________________________________________________________________________________

Where did it happen? ________________________________________________________________

Why did it happen? __________________________________________________________________

What have you done to resolve this issue? _____________________________________________

________________________________________________________________________________

Were there any witnesses? Yes No If yes, please provide their names:_____________________

________________________________________________________________________________

Did a physical injury result from this incident? Yes No If yes, please describe. ______________

________________________________________________________________________________

Is there any additional information? ___________________________________________________

________________________________________________________________________________

Thank you for reporting!

Revised: 10/20/2015
BUYING, SELLING, BETTING
No buying or selling will be allowed on school property unless authorized by the school administration. Betting and gambling are not permitted on school property.

CHALLENGER: EXPECTATIONS FOR MIDDLE SCHOOL STUDENTS

WHILE ON CHALLENGER CAMPUS

General Expectations

- Beaver Lake Students should not be on the Challenger campus during school hours or during the extended school day which goes until 6:30 PM, unless participating in a pre-arranged volunteering opportunity or picking up a sibling.
- Bicycles, skateboards, and other wheeled vehicles must be walked while on campus and are never allowed in the playground structure area. Helmets are required. Do not block the walkways or traffic.
- Students are expected to follow the crossing guard rules and directions which include:
  - Wait for the crossing guard to stop traffic before entering the crosswalk.
  - Walk bicycle, skateboards, and other wheeled vehicles across the street.
  - Follow all crossing guard directions respectfully.
- Students are not to play on the play structure during the school day or during Comet Club hours which go until 6:30 PM.
- Beaver Lake students are not to walk through the Challenger building on Wednesday mornings unless pre-arranged with a teacher. When entering the building, sign in at the main office.

Volunteering at Challenger:

- Students interested in volunteering as classroom teacher’s assistants at Challenger should contact individual teachers or the Program Assistant in advance by email or phone to set up volunteer opportunities.
- Priority will be given to students who require community service hours, NJHS or other structured volunteer experiences.

Procedure for Picking Up a Sibling:

- Students should enter Challenger through the main office door.
- Upon entry, students should sign in at the visitor book and sign out for intended departure time (30 minutes maximum).
- Students may bring one friend along ONLY. (Other alternatives may be arranged with the office staff or a parent.)
- Students should wait quietly in the Atrium or in the front office waiting area.

While Waiting for a Sibling:

- Students should sit quietly and read or do homework.
- Cell phone and hand held games are prohibited.
- Use appropriate and respectful behavior with all staff and students (you are a guest, don’t disrupt the school day.)
- Respect all directions of staff.
CHEATING/PLAGIARISM  
(Academic Dishonesty)

- Cheating/plagiarism include, but are not limited to: copying another’s work to use as one’s own, allowing another to copy one’s work, self plagiarism, which is the use of one’s own previous work in another context, or making an effort to distribute class assignments or test information without teacher permission to another student (written or verbal.) Any attempt by a student to present work of others as his/her own, even if those students were working together in a group or partnership is considered cheating.

- All students involved or aware of any of the above transgressions will be disciplined and will receive one of the following consequences:
  - No credit
  - Do the assignment over
  - 101
  - Other appropriate natural classroom based consequences as determined by the teacher
  - Progressive discipline per the BLMS Handbook.

CHECK ACCEPTANCE RULES  
Issaquah School District

Our School District has established the following rules for accepting checks and collecting on bad checks. For a check to be an acceptable form of payment, it must include your full and accurate name, current address, and telephone number. In the event your check is returned for non-payment, the face value may be recovered electronically along with a state allowed recovery fee. At this time, the recovery fee to the company is $30.

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

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

CLOSED CAMPUS

- BLMS is a closed campus.
- Students staying for supervised after-school activities are expected to remain on campus until dismissal from that activity. Students remaining on campus after school MUST be in a supervised activity.
- Students are not allowed on campus prior to 7:40 AM on Mondays, Tuesdays, Thursdays, or Fridays OR before 9:50 AM on Wednesdays unless an appointment has been made between the teacher and student. If an appointment has been made, teachers will open the wing door closest to their classroom.
- Students are not allowed on campus after 2:50 PM on Mondays, Tuesdays, Thursdays, or Fridays OR 3:45 PM on Wednesdays, unless in a supervised activity.
- Students are not allowed to leave the campus once they have arrived except for off-campus field trips or early dismissals.
- During lunches, students must remain in the Commons, bus loop, or library. They must stay clear of all classrooms during lunch unless they have an appointment with a teacher. They are allowed to go to their lockers with a pass issued by a lunch supervisor.
- Students are to stay in the Commons or library while waiting for classes to begin in the morning, unless they have an appointment with a teacher.
- Once students leave campus after school they may not return unless accompanied by an adult.

School Jurisdiction: to ensure student safety, school jurisdiction extends to students going to and from school pursuant to WAC 180-40-225.
COMMUNICATION

It is the goal of our staff to maintain effective and positive communication between school personnel, students, and parents/guardians. Being well informed and in contact with one another is an excellent way to support students.

A weekly E-News is emailed to all users who have subscribed on our website. Parents and students are encouraged to read our E-News and make note of important dates and upcoming events. The BLMS reader board in front of the school is an excellent way to be aware of events such as assemblies, progress reports, concerts, report cards, athletics, and various school activities. The BLMS website is an excellent source of information. (A hardcopy is available upon request.)

The BLMS staff is well connected by technology. Parents and students are encouraged to keep up with course work, share ideas, and address concerns by using technologies such as e-mail, teacher websites, Family Access, and voicemail. Teachers have telephones in their classrooms; please try to call before or after school and during teacher prep times. Teachers are available to meet with parents daily, by appointment, a half hour before or after school. Per teacher contract, teachers have up to 48 hours to respond to a parent. The school belongs to all of us—students, staff, parents—and everyone is invited to be an active participant in teaching and learning at BLMS.

Suggestions for Positive Student, Staff and Parent Communication

At Beaver Lake, we encourage students, staff, and parents to communicate with one another. Common reasons for communicating are to seek insight, clarification, assistance, resources, or knowledge about students, classes, and school. Below are suggested steps to communicating and what to do if communication breaks down. The progressive steps are intended as a helpful guide only, not a rigid formula.

1. Student advocates for self by initiating conversation with teacher - student should assume increasing responsibility each year from 6th grade to 8th grade. (Counselors are available to help students plan out or practice the conversation they want to have with others.)

2. Parents follow up with their student or assist in the meeting.

3. Parents and students communicate with teacher.
   o Make use of opportunities available to connect with teachers (before school, after school, or during Bulldog Bonus Time).
   o Utilize Family Access and contact teachers with questions in a timely manner.
   o Email teachers with questions.

4. The teacher’s contract allows 48 hours to return communication (email, phone, personal appointment, etc.)

5. Counselors can be brought in to help with communication between students, parents, and teachers when communication is not happening between all parties effectively or in a timely manner.

6. **Before** consulting with an administrator, the parent/student shall first have met with the teacher to discuss concerns. If the situation is not resolved with the staff member, the parent/student can schedule an appointment with an administrator. (District Regulation 4220P)
COMPUTER USE

The Issaquah School District provides computer technology for the enhancement of learning. BLMS encourages and promotes the use of technology as a tool in academic study, collaboration, and innovation. All students will have a network account that provides access to the Internet and mainstream software applications through their classrooms, library, or computer labs. All use of the school network and computers must be for educational purposes.

Students are required to have on file a signed 6-12 Student Responsible Use Agreement, otherwise known as a Responsible Use Agreement (RUA). This document, signed by both the parents and the student, spells out specific rules and responsibilities for computer and network access at BLMS. We require that students adhere to school, District and State Regulations. Violations will result in progressive discipline up to and including expulsion. A search of student’s files may be conducted if there is suspicion that the student has violated the RUA.

These rules include, but are not limited to, the following:

Students will NOT:

- Attempt to gain unauthorized access to the network
- Deliberately disrupt the network
- Destroy data that is not your own
- Destroy, modify, or abuse the hardware or software
- Write shell scripts outside of class time
- Make changes to the desktop or system
- Use obscene, profane, lewd, vulgar, or rude language
- Use inflammatory, threatening, or disrespectful language
- Use any form of instant messaging or take part in chat rooms
- Play any games except as part of a directed classroom activity
- Give out personal information about yourself or others
- Consume food or drink in any computer lab
- Access staff computers and devices without permission

The student is responsible for his/her individual account and should take reasonable precautions to prevent others from using his/her account. Under no conditions should students give out their private password to other students.

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

Students will not use the network to access material that is profane or obscene or that advocates illegal acts or violence or discrimination towards others. An exception may be made if the purpose is to conduct research assigned by a teacher.

Notify your teacher immediately if:

- You accidentally access an inappropriate site
- The computer has been altered or is not working properly
- You see someone violating these rules
- REMEMBER: THE USE OF TECHNOLOGY AT SCHOOL IS A PRIVILEGE, NOT A RIGHT.
- BLMS IS NOT RESPONSIBLE FOR ANY PERSONAL ITEMS BROUGHT TO SCHOOL.
COUNSELING AND STUDENT SUPPORT

School Counselors
Beaver Lake Middle School has three counselors: Rashmika Eisenberg (Last Name A-H), Jaimie Motsenbocker (Last Name I-P) and Tim Hemker (Last Name Q-Z). If you need to reach a counselor, it is best to call and/or email to make an appointment during the hours of 7:40 AM and approximately 3:00 PM. With a large caseload, please understand that it might take a few days to receive a response. Contact information is as follows:

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone Number</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rashmika Eisenberg</td>
<td>425.837.4161</td>
<td><a href="mailto:EisenbergR@issaquah.wednet.edu">EisenbergR@issaquah.wednet.edu</a></td>
</tr>
<tr>
<td>Jaimie Motsenbocker</td>
<td>425.837.4163</td>
<td><a href="mailto:MotsenbockerJ@issaquah.wednet.edu">MotsenbockerJ@issaquah.wednet.edu</a></td>
</tr>
<tr>
<td>Tim Hemker</td>
<td>425.837.4162</td>
<td><a href="mailto:HemkerT@issaquah.wednet.edu">HemkerT@issaquah.wednet.edu</a></td>
</tr>
</tbody>
</table>

What does the school counselor do?

- Consult with individual students to support academic achievement and personal well-being
- Work with administrators and classroom teachers to develop strategies for at-risk students
- Talk with all students about our zero-tolerance harassment expectation and the importance of creating a safe and welcoming school climate
- Assist 8th grade students in making a successful transition to high school
- Assist 5th grade students and parents in the transition to BLMS
- Provide an opportunity for students to talk through their concerns and help resolve issues with teachers, peers, and family members
- Support students and their families during times of crisis
- Provide students and their families with school and community resource information and referrals
- Teach personal, social, and life planning skills to classroom groups
- Do frequent grade check-ins to assure student is achieving at their highest level

When can my student make an appointment to see the school counselor?

- Before/after school
- Lunch
- During elective or core class if necessary

What can I do if my student is having difficulty in a class?

1. Student should talk to the teacher.
2. Parent can follow-up with the teacher and set-up a meeting.
3. If the situation is not resolved to your satisfaction, proceed to the next level by contacting an administrator.
4. Students can contact a counselor at any time for strategies to resolve difficult situations.

What can my student do if they are having a problem with a peer?

- Consult their counselor for problem-solving ideas.
- Speak with teachers if it is a concern in the classroom.
- Fill out a Bullying Report Form if it is harassment.
DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act (FERPA) grants parents the right to notify school authorities that directory information is not to be released. You must make a request in writing and send it to the registrar by September 15th each school year. If such a written request is placed in a student’s record, Directory Information about the student will not be released, except in the case of extreme emergency to protect the health and safety of the student.

Please realize, by sending us a written request, your child will also be excluded from the school yearbook, PTSA newsletter, school directories, videos, District websites, etc. You have the right to opt in or out, however we cannot make exceptions for certain circumstances.

DRESS CODE

We will be following the Issaquah School District’s Student Dress Regulation 3224:

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.

EARLY DISMISSALS

Requests for early dismissal need to be turned in to the attendance office before school begins. As you are scheduling appointments for your children which might require an early dismissal, please be aware of our daily schedule. Our daily schedule is on our website for you to look at as you are scheduling appointments for your student. It’s always best to have your student meet you in the office in between classes or at lunch to avoid any interruption during class time. To expedite the release process, please call (425) 837-4157 or send an email to blmsattendance@issaquah.wednet.edu before 8:00 AM so that an Early Release Pass can be issued to the student. Parents must come in to the office for an early dismissal to sign out the student. If the student returns to school the same day, the student can sign back in upon their return.
ELECTRONIC EQUIPMENT

Personal digital devices include—but are not limited to—cellphones, digital audio players, cameras, and eReaders. Students who bring devices to school do so at their own risk. BLMS does not take responsibility for lost or stolen items.

1. When using a personal digital device for any reason, students agree to abide by the ISD Responsible Use Agreement.

2. EReaders are allowed for use in the classroom in place of a physical novel. Students may bring eReaders for this purpose without prior approval. EReaders with browsing capabilities fall under the personal digital device rules/expectations/protocol/guidelines listed below and should not be used for anything beyond reading for class.

3. Electronic devices must be turned off and out of sight during the school day. The exception to this guideline would be for use of devices in the classroom at the discretion of the teacher.

4. With advance notice from a teacher, students may bring personal digital devices to a class for a specific instructional purpose. Students without devices will be allowed to use classroom equipment for the lesson.

5. No filming at any time (video, audio, or photos) may be taken of any individual on any device without their permission during the school day or at a school activity, per ISD Regulation in the Middle School Student Handbook.

If these items or accessories such as earbuds are out during the school day, 8:10 – 2:35 or 10:20 – 3:30, without the permission of the teacher, the item will be confiscated. A 101 may be issued. The teacher may determine consequences or turn the phone over to an administrator. The student may pick up their device at the end of the school day for the first offense. For a second offense, a 101 will be issued. For the third offense, another 101 is issued and a parent must retrieve the device. Private dining will be a consequence of additional offenses. Additional consequences are possible when the use of a personal digital device violates specific ISD or BLMS Regulations in the areas of academic integrity, harassment, safety, etc.

EVENTS/ATHLETICS ATTENDANCE

Students must attend school the entire day of school in order to participate in school events. These events shall include, but are not limited to: school plays, musicals, concerts, all sports activities including practices, dances, socials, etc. (Exceptions: medical/dental appointments or certain emergency absences when approval is given by either the Principal or Assistant Principal.)

Students who participate in an after-school or evening athletic event or activity must remain until the end of the activity unless parents have made previous arrangements with the adult or coach in charge.

Parents are expected to pick up students within fifteen (15) minutes after the close of a school-sponsored event. Students who are not picked up within fifteen (15) minutes after the close of a school-sponsored event may not be allowed to attend the next such event. Practices are closed for observation to protect the safety of athletes.

Students at BLMS are expected to follow the BARKS behavior expectations while attending any extra-curricular activity or school-sponsored event. Sports attendance expectations are as follows: Students remain seated during the event (except during breaks) and food and drink should be consumed outside the gym with the exception of bottled water with caps.
EXTRACURRICULAR ACTIVITIES

All students at Beaver Lake Middle School are eligible to participate in or attend all school activities as long as they are not failing any classes, have an ASB membership and have outstanding citizenship, which includes staying above 80 points. Information on activities can be found on the Beaver Lake website.

Sampling of Possible Clubs and Activities

<table>
<thead>
<tr>
<th>Associated Student Body (ASB)</th>
<th>Art Club</th>
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<tbody>
<tr>
<td>Spelling Bee</td>
<td>Rubiks Club</td>
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<tr>
<td>Gaming Club</td>
<td>Coding Club</td>
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<tr>
<td>Junior Honor Society</td>
<td>Jazz Band</td>
</tr>
<tr>
<td>Math Club</td>
<td>Robotics Club</td>
</tr>
<tr>
<td>Geography Bee</td>
<td>Sewing Club</td>
</tr>
<tr>
<td>Athletic Teams</td>
<td>Homework Club</td>
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<tr>
<td>Green Team</td>
<td>School Musical</td>
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</tbody>
</table>

FEES AND EXPENSES

Some common fees and expenses are listed below. It is important that you keep all receipts when you pay fees.

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
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</thead>
<tbody>
<tr>
<td>Application Fee*</td>
<td>$2.00</td>
</tr>
<tr>
<td>Electives</td>
<td>$10.00 - $25.00</td>
</tr>
<tr>
<td>Field Trips</td>
<td>Money will not be refunded if a student is excluded due to academic or behavioral reasons.</td>
</tr>
<tr>
<td>Insurance</td>
<td>$9.00 - $42.00 (School Time Plan) and $54.00 - $169.00 (24 hour Plan)</td>
</tr>
<tr>
<td>Pictures</td>
<td>Prices Vary – Pay photographer on picture day</td>
</tr>
<tr>
<td>Sports Fee</td>
<td>$50.00 or $20.00 for Intramural</td>
</tr>
<tr>
<td>Sports/Band/Music/Clubs</td>
<td>ASB Membership $35.00 required</td>
</tr>
</tbody>
</table>

*There is a $2.00 charge per application to cover the cost of mailing and copies for all private school applications. Payment needs to be made to the Bookkeeper prior to submitting the application. This charge applies to each school you are applying to. All parts of each application, including the teacher evaluation forms, need to be turned into the Registrar, along with the receipt from the Bookkeeper showing the fee has been paid. The Registrar will make sure that all appropriate staff members complete the application and that the application is mailed in a timely fashion.
GETTING TO SCHOOL – ARRIVAL and DEPARTURE

**Automobiles and Motorcycles:** No automobiles, motorcycles, or any motorized vehicles are to be driven to school by middle school students. When bringing children to school or picking them up by automobile, parents are requested to model common driving courtesy and carefully observe traffic safety rules. Please pull all the way forward when in the traffic circle and dropping off your student. Students are to exit vehicles on the building side of the circle, not in traffic. Please watch carefully for students walking or riding bicycles, observing all directions of school crossing guard personnel, not stopping in crosswalk areas, entering only through marked entries and exiting through marked exit areas. Your patience is appreciated as we work together to safeguard our students.

Please note: While parents may certainly drop off or pick up students in the loop areas of the school, it is **NOT PERMISSIBLE TO PARK IN THE LOOP** as *this area is a restricted fire lane* – it is a $250 fine!

**Bus Passes:** Students are to ride their own assigned buses to and from school. Passes are not issued for buses that are full. If an emergency pass is needed to ride a different bus, the student must bring a note to the attendance office before school or no later than the student’s lunch time. The note should include the child’s name, their friend’s name and the bus number. A parent/guardian signature and daytime phone number also needs to be included. If there are any questions regarding the bus pass or if the bus is full, the parent will be contacted. The office will issue a bus pass, which the student will pick up during lunch and must give to the bus driver. Bus drivers will accept only bus passes, which have been processed through the office.

**Hoverboards**
The Issaquah School District prohibits the use, possession, or storage of electronic skateboards including self-balancing boards/scooters, more popularly known as hoverboards, and other similar equipment on all district property and vehicles.

**Skateboards, Scooters, Bikes, Unicycles, and In-Line Skates**
Students arriving on campus at the start of the school day and leaving the campus at the end of the school day may only use them as ‘transportation.’ Once on campus, students must remove/carry the above equipment. When students are permitted to enter wings and go to their lockers in the morning, they must take the equipment directly to their assigned locker for storage for the school day. We have a rack in the commons area to store scooters and over-sized skateboards. For students who ride their bike to school, we STRONGLY encourage them to lock their bike up each and every day. However, BLMS is not responsible for lost or stolen items so use at your discretion. Storing these items in the office is not an option.

**Walking:** Students who walk to BLMS must use the crosswalks and sidewalks where available. If they approach school from the Challenger side, students must abide by the Challenger rules governing students entering or leaving the property (using guarded crosswalks, walking bicycles on school property, no roller-blades/skateboards on campus, etc.)
**GRADING SYSTEM**

**GRADING SCALE**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Range</th>
<th>Grade</th>
<th>Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>93-100%</td>
<td>C</td>
<td>73-76</td>
</tr>
<tr>
<td>A-</td>
<td>90-92</td>
<td>C-</td>
<td>70-72</td>
</tr>
<tr>
<td>B+</td>
<td>87-89</td>
<td>D+</td>
<td>67-69</td>
</tr>
<tr>
<td>B</td>
<td>83-86</td>
<td>D</td>
<td>60-66</td>
</tr>
<tr>
<td>B-</td>
<td>80-82</td>
<td>F</td>
<td>59-0</td>
</tr>
<tr>
<td>C+</td>
<td>77-79</td>
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**FOUR POINT SCALE**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Point</th>
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<tbody>
<tr>
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<tr>
<td>A-</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td>2.3</td>
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<tr>
<td>C</td>
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<td>A-</td>
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<tr>
<td>D+</td>
<td>1.3</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
</tr>
</tbody>
</table>

Family Access:

The online grading program gives parents and students on-line access to student information, including grades, attendance, class schedules, and immunization records. Students and parents are encouraged to check grades regularly. This is an important form of communication between parents and teachers. For questions about Family Access passwords or logins, contact the registrar.

**GUM**

Beaver Lake is a gum-free school. This is to support a clean environment. Students are not permitted to chew gum on any part of the school campus. This rule/expectation/protocol/guideline is in effect during the school day and during after school activities. This includes the Commons, Gym, Track and Field. Teachers will monitor and address this within their own classrooms at their discretion. Progressive discipline will be issued for any student found chewing gum on school campus.

**HEALTH / EMERGENCY INFORMATION / INJURED STUDENT IN PE**

Emergency Plans

Put family/home personal plans in place now, especially for earthquake or early student release due to snow or power outage. School closure information may be obtained through AM/FM radio stations, TV stations, or accessing the District website; [https://www.issaquah.wednet.edu/](https://www.issaquah.wednet.edu/) or [https://www.flashalert.net/id/IssaquahSD](https://www.flashalert.net/id/IssaquahSD). Only designated emergency contacts listed in Skyward will be permitted to check out a student in an emergency. Photo ID is required.

Illness or Injury

A student who becomes ill or who is injured at school should report to his/her classroom teacher or to the Health Room. If the illness/injury is serious enough, parents will be notified to take the student home. If a parent or guardian cannot be reached, the student will return to class, if they are able. Only parent or emergency contact people may pick up an ill or injured student. Students need to be fever and symptom free, without medication, for 24 hours before returning to school.

Every accident on the school grounds, in the building, at practice sessions or at any athletic event sponsored by the school, must be reported immediately to the person in charge. During school, report at once to a teacher, health room, or to the main office.
Immunizations – Requirements:  https://www.issaquah.wednet.edu/family/health/immunization-requirements

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

Letters have been sent to incoming 6th graders regarding the new Tdap requirement. If their birthday is before August 15th, we require them to get the vaccine before school starts.

Religious, philosophical, or medical exemptions are allowed in most cases. A doctor appointment is required for counseling when using a philosophical or medical exemption. However, in the event of an outbreak of a “vaccine-preventable disease” for which the student is exempt, the student may be excluded from school by order of the local health department for the duration of the disease outbreak. If you have any questions regarding vaccination requirements, please contact the school nurse directly.

All students, staff, substitutes, and volunteers should be aware of their immunization status.

Injured/Sick Students in PE

Students without any kind of note (parent or doctor) have to stay in PE class. The student should inform their teacher, and the teacher may allow them to sit out of the activity, or send the student to the health room or PAWS Room.

Students with a PARENT note must provide the note to their PE teacher at the beginning of class and be sent to the PAWS Room. Students with a PARENT note can be excused from class for up to 2 days. After 2 days, a doctor’s note is required to be excused from PE. The doctor’s note should be provided to the PE teacher and the Health Room.

Medications

When it is necessary for a student to receive medication at school, the procedure below must be followed:

- A parent MUST bring all medications in to the health room.
- An “Authorization for Administration of Medication at School” form, for each medication, must be signed by a parent or legal guardian and physician for any medication a student needs to take at school.
- Over the counter medications must be kept in the health room and administered by health room staff.
- For prescription/over the counter medication, BOTH the parent/legal guardian AND a licensed healthcare provider, must complete the form with specific instructions for administration.
- With the exception of inhalers, Epi-pens and Insulin, students are not allowed to carry their medication.
- All medication must be in the original container labeled with the student’s name, name of medication, dosage, mode of administration, current expiration date, and name of physician.

Students needing Epi-pens for severe allergic reactions need to have all forms and Epi-pens at school on the first day of school for safety reasons. Likewise, students who use inhalers will need to have them available at school with proper authorization the first day of school. Students who self-carry Epi-pens must provide an additional one to be stored in the health room.

Children with life-threatening conditions such as severe bee sting or food allergies, severe asthma, diabetes, or severe seizures, are now required to have a medication or treatment order and nursing plan in place before they start school. They will be excluded from school if the information is not filed by the first day of school. If your child has an existing medical issue requiring a care plan and medication, forms were mailed to you at the end of the previous school year to be completed by you and the doctor over the summer. The medication or treatment order must be from the child’s licensed health care provider. This is defined in (RCW 18.79.260(2)) as a licensed physician and surgeon, dentist, osteopathic physician and surgeon, naturopathic physician, podiatric physician and surgeon, physician assistant, osteopathic physician assistant or advanced registered nurse practitioner acting within the scope of his or her license.

Nurse

Our school nurse, Kerri Whitworth, will be available on a part-time basis. She may be contacted by accessing voice mail at 425-837-4159 or email, WhitworthK@issaquah.wednet.edu.
**ID CARD**

All students will be issued a photo ID card. This card is needed for identification and safety purposes. Replacement cards may be purchased from the bookkeeper for a cost of $5.00.

**LIBRARY**

**Welcome to the Beaver Lake Library!** We are open before school, during lunches, and after school most days.

Students can check out up to 5 books at a time for 21 school days. Books may be renewed if not reserved or on hold for another user. Personal responsibility is expected from students in choosing books wisely and in returning them in a timely manner.

Students may use library computers for research, homework and **limited** printing. Students are expected to adhere to district policies when using library hardware and software and to follow BLMS building guidelines with regard to the use of electronic devices.

Learn more about what is going on in the BLMS library by visiting our fabulous library website at [www.tinyurl.com/BLMS library](http://www.tinyurl.com/BLMS library). Here you will find library hours, reading suggestions, the library catalog, writing guidelines, access to databases, and more!

**BLMS Databases Home Access** (username / password):

- **Britannica ImageQuest**: blms / blms *From home use this log in first, then log in with your personal account username/password if you created an account.
- **Facts on File Databases** (Ancient & Medieval History Online, American History Online, Modern World History Online, Issues and Controversies): IssaquahSchools / Issaquah
- **Today’s Science**: beaverlake / eagles
- **NoodleTools**: IssaquahSchools / Issaquah *From home use this log in first, then log in with your personal account username/password.
- **Science Flix**: beaverlms / flix
- **FactCite**: beaverlake / search
- **NewsBank, inc.**: issaquahschool / issaquah

**All other databases** listed on the BLMS Library Research page are available through our **KCLS and Issaquah School District Partnership**. In an effort to increase student access to the King County Library Systems’ online resources, students may log in to KCLS from school, home, or from any computer or device by entering 411 followed by their student ID number as a username (in place of a library card number) and the last 4 digits of their student number as a PIN.

**LOCKERS**

**Academic Lockers**

Lockers are school property and must be cared for responsibly. Students must only use their assigned locker. Use good judgment in the following ways:

- Backpacks must be stored in lockers.
- Avoid overstuffing lockers.
- Lockers should only open with a combination, do not pre-set your locker to open automatically.
- In order to protect your belongings, locker combinations are private and should not be shared with others.
- It is recommended that valuables be left at home. BLMS will not be held responsible for lost or stolen property.
- School supplies should be stored in lockers.
- Lockers are a privilege. We expect proper use at all times.
- Lockers are expected to be kept clean. Lunch items should be cleaned out daily.
- The outside of your locker should be clean – free of writing or decorations of any kind.
Locker problems should be reported to the office for custodial help. The student must first check in with their classroom teacher for attendance purposes and obtain permission to go to the office. A student must obtain permission from the office to change a locker with another student.

**Music Lockers**
All music students are offered locks and lockers for storing their musical instruments. Due to limited locker space, some students may need to share lockers. BLMS is not responsible for instruments that are damaged, stolen and/or not locked up. Families are strongly encouraged to insure their student’s instrument.

**PE Lockers and Attire**
Required PE attire will include a **gray (no logos) t-shirt** and plain navy or black athletic shorts, appropriate athletic shoes and athletic socks. Please have sweats available for cold weather days. Gray BLMS t-shirts and navy shorts are available for purchase through the Bookkeeper and during Bulldog Business Days.

- Each Friday students will need to take home PE clothes and wash them.
- Athletic shoes are necessary for proper support and to protect the gym floor. No slip-ons or trail shoes.
- PE lockers and locks are available and issued to each student. Personal locks are not allowed to be used on PE lockers. Please observe the same guidelines with PE lockers as have been given for hallway lockers.
- If locks are misplaced, lost, or stolen, students are responsible for paying for the lock before an additional lock is issued.
- **Students are expected to store all personal items in lockers that are locked and secure.**
- **BLMS is not responsible for personal items.**

**LOST AND FOUND**
Lost and found items are kept in the Commons in a cabinet, in the main office and in the locker rooms. Unclaimed and found items will be donated at the end of each six weeks. Label your PE and street clothing, shoes, and other personal belongings so they may be returned if found.
LUNCH

Food Services / Student Lunch Accounts
Each student is assigned a lunch account accessed at the cashier terminal by entering a unique 4-digit PIN. For your convenience funds may be loaded to the student’s account. In an effort to increase lunch line speed, students are encouraged to deliver cash and checks to the kitchen prior to the lunch period, and know their 4 digit number. Please make checks payable to Issaquah Food Services.

Credit card payments may be made online by creating an account on Myschoolbucks.com. A fee of $2.49 will be charged by Myschoolbucks.com for each transaction. Further information may be found by visiting: https://www.issaquah.wednet.edu/family/MySchoolBucks

In addition to the standard hot lunch program, a la carte items are available for purchase and include items such as vendor pizza, beverages, snacks, etc. Prices for a la carte items vary ($0.50-$3.00) and are subject to change. Students must have sufficient funds to purchase a la carte items. Charges for ala carte items are not permitted. Further information on the Issaquah School District’s Local Meal Charge Policy may be found by visiting: https://www.issaquah.wednet.edu/docs/default-source/district/food-service/isd-local-meal-charge-policy.pdf?sfvrsn=b42efc17_6

Lunch prices (common items):

- Complete lunch - $4.00
- Milk - $0.50
- Chips - $1.00
- Vendor pizza – $2.25

The kitchen may be reached with further questions at 425-837-4176.

Microwaves are available for students to use appropriately. However, due to the sensitivity of surrounding smoke detectors, microwavable popcorn is not permitted.

If a student forgets a lunch or does not have funds to purchase items they may seek assistance from a lunch supervisor. We are here to help!

Lunch Behavior Expectations and Procedures
In order to make lunch a pleasant time for everyone, the following BARKS expectations have been established for the lunchroom:

During lunch students will:

- Return trays and utensils to proper place.
- Leave table area clean, placing garbage in garbage cans; recycling in recycling bins; compostable materials in compost containers.
- Be accountable for throwing away all garbage at lunch tables; this includes garbage that may not belong to them.
- Respond appropriately to any adult correcting their behavior.
- Be excused from their table in order to leave the Commons and go to their next class/outside/library.
PERSONAL PROPERTY
While Beaver Lake Middle School students are expected to respect the personal property of others, students are reminded not to bring valuables or large amounts of cash to school. BLMS is not responsible for stolen or damaged personal property. Lockers and locks are provided to all students to keep personal items safe and secure. Students should not share combinations or pre-set their lockers.

PUBLIC DISPLAY OF AFFECTION
Inappropriate or excessive overt demonstrations of affection include, but are not limited to:
- kissing
- extended hugging
- hand-holding
- fondling
These actions are inappropriate for the school setting. Inappropriate is defined as causing others to be uncomfortable or offended with behavior. Staff members will determine the appropriateness of the behavior and privately counsel with student(s) if this should occur. Repeat offenders will be issued a 101 slip and may be referred to a school administrator.

SPORTS
Athletics Philosophy & District Regulations
Recognizing the unique developmental needs of the middle school student, Beaver Lake Middle School promotes activities that build student success through active participation, increased skill building and positive sportsmanship. Furthermore, it is the belief of the Issaquah School District that athletic participation and academic achievement go hand-in-hand and that we need to emphasize the significance of our students learning essential, lifetime academic skills along with successful participation in an athletic program. Please note that intramural teams have a limited number of practices and competitions.

Participation
- Emphasize participation over win/loss records
- Provide opportunities for everyone to participate
- Balance competition with cooperation
- Encourage lifelong participation in activities

Skill building
- Develop age appropriate skills
- Focus on fundamentals
- Develop skills as a foundation for improvement

Sportsmanship
- Develop a positive team attitude
- Encourage, cooperate, and collaborate with peers
- Present positive adult role models that demonstrate self-control and respect

Athletic Eligibility
All athletes participating in any sport must have a completed sports folder on file in the office prior to the first practice. A student shall undergo a thorough medical examination and be approved for interscholastic athletic competition by a medical authority licensed to perform a physical.

- A Physical Examination Form needs to be signed by an examining physician dated after June 1st. This form is available in the office and on the school website.
- Online Registration is required for every sports season. Please visit this site to access the athletic registration portal: [http://www.issaquah.wednet.edu/family/sports/MSsports/Default.aspx](http://www.issaquah.wednet.edu/family/sports/MSsports/Default.aspx)
**Sport Seasons**

<table>
<thead>
<tr>
<th>Season</th>
<th>Sports</th>
<th>Dates</th>
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</thead>
<tbody>
<tr>
<td>II</td>
<td>Co-Ed Wrestling &amp; Girls Basketball</td>
<td>Nov - Jan</td>
</tr>
<tr>
<td>III</td>
<td>Boys Basketball &amp; Girls Soccer</td>
<td>Jan - Mar</td>
</tr>
<tr>
<td>IV</td>
<td>Co-Ed Track &amp; Field</td>
<td>April – May</td>
</tr>
</tbody>
</table>

**Academic Eligibility**

Students who are passing all their classes are eligible to participate in athletic competitions. Grades will be checked 10 days into the season of each sport. If the student is failing a class she/he will be placed on academic probation for 10 days. The student may turn out and participate in practice, but may not participate in athletic competitions during this 10 day probationary period. At the end of the 10 days, grades are checked again. If the student is passing all classes, then she/he may participate in competitions. If she/he is not passing all classes, then she/he is placed on academic probation again for another 10 days. If, at the end of the second 10 days the student is not passing all classes, the student is removed from the team for the remainder of the season.

**Behavior Expectations**

As a member of any athletic team, athletes are expected to conduct themselves according to the code of conduct set out by their coaches and the expectations outlined in the student handbook. If, during the course of the sports season, a student is referred more than twice to the office for disciplinary actions or has dropped below 81 points, that student may be suspended or removed from the team. **Students will lose eligibility for the duration of the season for the following behavior violations:** Possession of drugs, alcohol or tobacco at school or possession of any weapon at school. Any student that is referred to the office for disciplinary reasons more than twice during an athletic season may be suspended from participation for a long or short period of time. Length of suspension depends on the degree of the infraction and will be at the discretion of administration.

**Attendance**

Athletes are required to have a minimum of 8 practices prior to participating in their first athletic competition. Also, if during the first 8 days of practice an athlete is absent four days in a row, upon his/her return those four days will be deducted from the amount of practices the athlete has already attained and the athlete then must attend practices until she/he has attained the minimum of 8 practices prior to participating in competitions. If illness/injury occurs after the 8 day minimum requirement, it is up to the individual coach to determine participation eligibility. Students must attend a full school day to be able to participate in athletics (practices and events.)

**Sports Fee requirement/rules/expectations/protocol/guidelines**

All athletes are required to pay a $50.00 sports fee for each sport, with the exception of intramural sports, which is $20.00. The sports fee is due before their first practice for non-cut sports or after team selection has been made for cut sports. If a student participates in 3 sports seasons (paying $150), the 4th sports season is free. All athletes are also required to purchase a $35.00 ASB membership.

We strongly encourage you to complete the process early to avoid disappointment on the first day of practice/tryouts. All original paperwork (no copies, please) and fees must be paid by the end of 2nd lunch on the day practice begins in order to participate. The office will only accept completed paperwork. Coaches will be given a list of students cleared to participate daily. If there are any questions or concerns regarding clearance status, please contact the Attendance office.
STUDENT SUCCESS & RECOGNITION
Our students have many opportunities to learn the true meaning of social learning. They will experience success and recognition for positive choices and natural and logical consequences for poor choices. Opportunities range from Buddy BARKS tickets and Most Valuable Bulldog Awards to our unique 101 progressive discipline system.

Buddy BARKS Tickets
At Beaver Lake Middle School, we have adopted a common language around expected behaviors that all staff and students follow. Beaver Lake Bulldogs show pride with Buddy BARKS.

Be:

Accountable: able to be trusted to do what is right or to do the things that are expected or required

Respectful: show high regard or courtesy

Kind: show a friendly, generous, sympathetic, or warm-hearted nature

Safe: look out for the health, happiness, and fortunes of a person or group

Our Buddy BARKS are posted in every classroom, so students have the consistency and predictability as they move from class to class. BARKS are also posted through the building, in the hallways, bathrooms, gyms, library, and in the Commons. When a staff member notices a student demonstrating any of the expected behaviors they can give them a BARKS ticket to reinforce the appropriate behaviors. Students can use the tickets to be entered in to drawings for prizes and as currency at the ASB student store to purchase items.

BARKS tickets provide students with positive feedback which is important for the following reasons:

- Reinforces positive behaviors and expectations
- Increases motivation, buy-in, and effort
- Improves behavior and academics
- Provides a visual, concrete reason for students to work toward behavioral and academic goals
Most Valuable Bulldog

The Most Valuable Bulldog (MVB) program recognizes a wide range of students for their hard work and contributions. At BLMS, there are characteristics of behavior we encourage students to strive toward that are timeless and universal qualities of character. These are our Life Skills which are posted on banners hung around our Commons area. The following are the qualities in which they represent:

INTEGRITY To be honest and sincere and of sound moral principle
COMMON SENSE To use good judgment
RESPONSIBILITY To be accountable for your actions
COOPERATION To work together toward a common goal or purpose
FRIENDSHIP To make and keep friends through mutual trust and caring
SENSE of HUMOR To laugh and be playful without hurting others
ORGANIZATION To plan, arrange, and keep things in an orderly way
EFFORT To try your very HARDEST
INITIATIVE To do something because it NEEDS to be done
FLEXIBILITY The ability to alter plans when necessary
PERSEVERANCE To continue in spite of difficulties
PROBLEM-SOLVING To seek solutions in difficult situations
PATIENCE To wait calmly for someone or something
CURiosity A desire to LEARN or know about one’s world
CARING To feel concern for others


Every month, staff at BLMS select students who exceptionally demonstrate any of the Life Skills and are 101 free as our Most Valuable Bulldogs. School Wide Celebrations will be held each month in the PAWS space before school to reinforce our Life Skills. The students will be invited to come for hot chocolate or apple cider with Administrators to receive their MVB certificates. These names will be posted on one of the ASB display boards and Beaver Lake website, and parents will receive an email notification through Skyward. All students in the school will be recognized and celebrated once a trimester at lunch with a free treat from our PTSA.
SUBSTITUTE TEACHERS
Failure to follow the directions or cooperate with a substitute teacher, student teacher, or guest speaker may result in private dining, a 101 with double points taken away from the student, or other progressive discipline.

TEACHER MEETINGS BEFORE AND AFTER SCHOOL
Students meeting with teachers before 7:40 AM, or before 9:50 AM on Wednesdays, should meet teachers at their hallway wing door. The front doors of the school will not be unlocked for individual teacher meetings.

VISITORS, GUESTS & RELATIVES
Student visitors or relatives are not permitted at BLMS during school hours including lunch times. Parents, guest speakers, or volunteers who have business to conduct are required to fill out an online application, register at the main office by signing in, and wear a visitor badge at all times while on campus. An ID is required.
Welcome
On behalf of the Beaver Lake Middle School staff, we would like to welcome you to the 2019-20 school year! Our goal is to provide a safe and caring environment, where ALL students experience a positive learning environment. We strongly encourage you to pursue excellence in your academic studies, become actively engaged in the co-curricular programs that our school has to offer, and treat everyone at Beaver Lake Middle School with respect and kindness. This handbook includes our policies, procedures, and important information. Please refer to the handbook when questions arise. You may also refer to the school website for updated contact information for staff, teacher websites, event dates, and more.

General School Policies and Procedures

Academic Progress
Course grades are updated regularly on Family Access for each course taken. Please log in to the Family Access system to view attendance and academic progress for your student. For questions on logging in to Family Access, please ask the school registrar.

Assembly Behavior
Assemblies are an integral part of the school curriculum and have an educational value, therefore, attendance at assemblies is required. Students are expected to conduct themselves in a way that demonstrates respect for those speaking or performing as well as those in attendance. Students who misbehave at assemblies may be removed from the assembly by an administrator and subject to discipline.

Check Acceptance Policy
The District has established the following protocol for accepting checks and collecting bad checks: For a check to be an acceptable form of payment, it must include the current, full, accurate name, address and telephone number. If a check is returned for non-payment, the face value may be recovered electronically along with a state allowed recovery fee. In the event a check is returned for non-payment, checks will not be an acceptable form of payment for the rest of the school year.

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 Regulation and laws applying to technological hardware and software. In cases involving any activity prohibited by District Regulation 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 Regulations 2022 and 5225 may be obtained at any school or on the District website at www.issaquah.wednet.edu.

Every student using a District computer is required to have a parent sign a Responsible Use Agreement. 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.
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 Regulations 2340 and 4320. A complete copy of these Regulations may be obtained at any school or on the District website at www.issaquah.wednet.edu.

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 1000 feet of a designated school, school bus stop or public park.

Equitable Conduct Expectations

The Issaquah School District values equity, diversity and inclusion. The district is committed to building and sustaining a welcoming school community. Our district and community are made up of people of different backgrounds, needs and perspectives. Our learning community includes people of varying races, ethnic backgrounds, abilities/disabilities, religions, ages, languages, socioeconomic status, immigration status, sexual orientation, gender expressions or identities.

Student expectations include:

- Respect each individual, even if that person’s identity is different from your own.
- Seek to understand your impact on others while seeking to understand other’s intent.
- Communicate respectfully with others in person, on social media and in any other form.
- Use what you are learning to use good judgment and make ethical and informed decisions.
- Take responsibility for your words and actions.

We all have a responsibility to report behavior that interferes with having an equitable and inclusive learning environment that honors and respects people of all identities. If you become aware of any actions that violate the expectations above, we encourage you to speak up through one or more of the following ways:

- Tell a teacher, staff member or other trusted adult immediately.
- If you are comfortable and safe doing so, speak up in the moment to encourage more equitable and inclusive talk or action, and/or support those being hurt.
- Report it anonymously via Issaquah Tip: https://www.issaquah.wednet.edu/family/TAI. Be sure to include details such as names of people, time, location and building.

Fines

School fines are issued when a student fails to pay a class fee in the first three weeks of the trimester and/or when a student damages or fails to return any property of the school including, but not limited to, textbooks, items checked out from the library, athletic uniforms, rental instruments, technology support items, etc. All fines are due by the end of the trimester in which they are issued. Once the trimester passes, even if the item is found and submitted, the fine is still due and payable because the school will have purchased a replacement item in order to maintain the inventory for student use. You are encouraged to pay your fees & fines online. You can access the "Pay Online" button from the School home page using the same user name as Family Access. The password is the last name of your student.

Good Neighbor Policy

The District wishes to maintain positive relationships with our neighbors. Students are to avoid trespassing on neighbors’ property, littering and loitering in the street near their homes.
**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 Regulation 2422 and related Regulations and Procedures are available on the District's website.

**Identification Cards**

All students are provided with a student identification card, featuring their name, grade and a photo. Students are expected to carry their card at all times during the school day.

**Inspection, Search and Seizure**

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, of his/her personal property, and of school property when there is reasonable and individualized 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. A search is required when there are reasonable grounds to suspect a student has a firearm on school grounds, school transportation or at school events. Any search conducted must comply with applicable laws. School property shall remain under the control of school officials, and shall be subject to search.

**Searches of Students and Personal Property**

Any search of a student conducted by a District employee must be reasonably related to the discovery of contraband or other evidence based upon an individualized suspicion of the student's violation of the law or school rules.

The term "contraband" means items, materials, or substances the possession of which is prohibited by law or District Regulation, including but not limited to, controlled substances, alcoholic beverages, tobacco products, nicotine delivering device, or any object that can reasonably be considered a firearm or a dangerous weapon.

**Locker Searches**

All student lockers may be searched at any time without prior notice and without reasonable suspicion that the search will yield evidence of any particular student's violation of the law or school rules. If the school official conducting such a search develops a reasonable suspicion that any container inside the locker, including but not limited to a purse, backpack, gym bag, or an article of clothing, contains evidence of a student's violation of the law or school rules, the container may be searched pursuant to the District's procedures governing personal searches.

Additional information regarding student privacy and searches may be found in Regulation 3230 and Procedure 3230P.

**Library**

All library information including rules and regulations can be found on the BLMS Library website at [https://connect.issaquah.wednet.edu/middle/beaver/beaver_lake_library/](https://connect.issaquah.wednet.edu/middle/beaver/beaver_lake_library/)
Lunch Accounts

Charging a Meal

Students will be assigned a lunch account that can be used to purchase standard program meals from the school kitchen. Applications for meal assistance are available at https://www.issaquah.wednet.edu/district/departments/operations/foodservice or by contacting the Food Service Office at 425-837-5060. They are also available in the front office of each school building.

Balance Notification

Food Services partners with Myschoolbucks.com, a service that allows the use of credit cards to make payments for a student's lunch account. There is a $2.49 fee per credit card transaction charged by Myschoolbucks.com, however, the use of their website to monitor a student's lunch balance is free. It is also free for users of Myschoolbucks.com to set up e-mail notifications when their student's lunch balance reaches a specified dollar amount. Families are encouraged to utilize this free service in order to receive automated reminders when their student's lunch balance is low. Log on instructions and a link to Myschoolbucks.com can be found on the District website at https://www.issaquah.wednet.edu/family/MySchoolBucks.

Food Services also has developed an automated balance notification service that will notify parents via e-mail when the student's lunch balance is low and again when the lunch balance is in arrears. In addition to these e-mail balance notifications, each school kitchen will send negative balance letters once per week. The negative balance notification e-mails and letters will continue to be sent weekly until the unpaid meal charges have been resolved.

Students will be given access to a standard program meal regardless of lunch account balance. Charges to the student's lunch account will continue to accrue until reconciled.

A student's lunch account must have sufficient funds to purchase a la carte items (chips, cookies, vendor pizza, bottled beverages, etc.).

Medication Administration at School

Washington State Law and Issaquah School District Policy require that schools have written authorization from a licensed healthcare provider and parent on file yearly when a child needs to take medication during the school day. All medication must be in the original pharmacy labeled container. Students who carry and self-administer medication must carry only one daily dose in an original pharmacy container.

Additional information and requirements related to the administration of medication at school may be found in District Regulations and Procedures 3416 and 3416P (Medication at School), 3417 and 3417P (Catheterization), 3419 and 3419P (Self-Administration of Asthma and Anaphylaxis Medications), and 3420 and 3420P (Anaphylaxis).

Student Dress Code

Appropriate clothing in a school or at school events contributes to a positive and quality environment at school, thus student clothing must be appropriate for an academic atmosphere. Students dress and grooming may not:

• Disrupt, interfere with, disturb, or detract from school activities.

• Create a hazard to the student's safety or to the safety of others. For example, students are required to wear appropriate footwear at all times.
• Promote by printed word or symbol the use of illegal substances or other prohibited activities, including but not limited to intimidation, harassment, sexual innuendo, vulgarity, and obscenities.

If school officials reasonably believe 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 discipline. See District Regulation 3224.

**Student Rights and Responsibilities**

Students are entitled to the rights of all people as set forth in the Constitution and laws of the United States; the Constitution and laws of the State of Washington; the law regarding equal education opportunity; First Amendment rights to freedom of press, speech, peaceable assembly and petition; and the right to be secure in their pursuit of an education while in the custody of the District. These rights are subject to the District's authority to make reasonable rules and regulations to maintain the educational process.

**Students with Special Health Care Needs**

Students with life-threatening conditions such as severe bee sting, severe food allergies, severe asthma, diabetes, seizures, etc., are required to have a medication or treatment order and nursing care plan in place before they start school each year. If a medication or treatment order is not provided, the chief administrator of the school is required to exclude the child until such order has been provided. This requirement applies to students with a life-threatening condition who are new to the district and students who are already attending the school. Contact your school nurse to discuss your child's healthcare needs at school.

For additional information and requirements related to life-threatening health conditions, please see Regulation 3413 and Procedure 3413P.

**Transportation**

The mission of the District and bus drivers is to safely transport students to and from school. A complete copy of Regulation 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 decision based on those violations.

**Visitors**

During the school day, only parents, adult relatives, volunteers and invited guests are allowed to visit District schools. Parents, adult relatives, volunteers and invited guests will continue to have access to all District schools before and after the school day in order to confer with and directly assist teachers, staff and students, provide support for District programs and observe or participate in school sponsored activities.

Parents, adult relatives, volunteers and invited guests visiting a school during the school day must register at the school's office upon arrival, must comply with any safety procedures and directives indicated by the principal, and must not engage in any activity or behavior which is disruptive to the educational process. Additional information and requirement related to visitors at school are in Regulation 4311 and Procedure 4311P.
Attendance Policies and Procedures

Attendance

Washington state law requires that all students between 8 years of age and 18 attend school full-time, unless the student is excused from full-time attendance or meets certain exceptions. Parents are expected to ensure regular school attendance by their children. As provided in Regulation 3122, regular school attendance is necessary for mastery of the educational program provided to students. Daily attendance and active participation in each class are critical parts of the learning process. Excessive absenteeism, whether excused or unexcused, has a negative impact on academic achievement.

Students are expected to attend all classes each day. Teachers shall keep an accurate record of absences and tardiness. Students will be marked absent when they have an absence for any full class period. As used in this handbook, an "absence" means a student is (a) not physically present on school grounds, and (b) not participating in the following activities at an approved location: instruction, any instruction-related activity, or any other district or school approved activity that is regulated by an instructional/academic accountability system, such as participation in District-sponsored sports. A "full-day absence" is when a student is marked absent for fifty-percent or more of their scheduled day. A "tardy" is non-attendance for less than a full class period.

Parents will be informed when their student(s) misses one or more periods. Students participating in a co/extra-curricular activity must be in attendance in all periods, as assigned, to be eligible for participation in the activity or event.

Excused Absences are absences due to:

- Illness, health condition or medical appointment (including, but not limited to, medical, counseling, dental, optometry, pregnancy, and in-patient or out-patient treatment for chemical dependency or mental health) for the student or person for whom the student is legally responsible;
- Family emergency, including, but not limited to, a death or illness in the family;
- Religious or cultural purpose including observance of a religious or cultural holiday or participation in religious or cultural instruction;
- Court, judicial proceeding or serving on a jury;
- Post-secondary, technical school or apprenticeship program visitation, or scholarship interview;
- State-recognized search and rescue activities consistent with the TCW 28A.225.055;
- Absence directly related to the student’s homeless or foster care/dependency status;
- Absences due to suspensions, expulsions, or emergency expulsions imposed pursuant to Chapter 392-400 WAC if the student is not receiving educational services and is not enrolled in a qualifying “course of study” activities as defined in WAC 392-121-107;
- Absences due to student safety concerns, including absences related to threats, assault, or bullying; Absences due to a student’s migrant status; and
- An activity that is consistent with District policy and is mutually agreed upon by the principal (or designee) and a parent or emancipated youth.

A school principal or designee has the authority to determine if any absence meets the above criteria for an excused absence. The principal or designee may only grant permission for a student’s absence providing such absence does not adversely affect the student’s educational process.
**Verification**: Parents are expected to notify the school office by 8:00 AM of the day following the absence or send a signed note of explanation with the student upon the student's return to school. Adult students or emancipated students must notify the school office of their absences with a signed note of explanation. If attendance is taken electronically, either for a course conducted online or for students physically within the District, an absence defaults to unexcused until such time as an excused absence may be verified by a parent or emancipated or adult student. See Procedure 3122P for additional information regarding the procedures governing excused absences.

**Unexcused Absences** are any absence from school that does not meet one of the criteria above for an excused absence.

- Each full-day unexcused absence shall be followed by a warning letter or telephone call to the parent.
- At some point after the second full-day unexcused absence and before the fifth unexcused absence, the District will take data-informed steps to eliminate or reduce the student's absences as specifically set forth in RCW 28A.225.020(1)(c), including all subsections.
- After three full-day unexcused absences within any month, a conference with the parent, student, and principal/designee. If the parent does not attend the conference, the conference may be conducted with the student and principal/designee. If the parent does not attend, he/she will be notified of the steps taken to eliminate or reduce the student’s absences.
- Not later than the student's fifth full-day unexcused absence within any month, the District will enter into an agreement with the student and parents that establishes school attendance requirements, refer the student to a community truancy board, or file a petition and affidavit with the juvenile court alleging a violation of RCW 28A.225.010.
- No later than the student's seventh full-day unexcused absence within any month or upon the tenth full-day unexcused absence during the current school year, the District shall file a petition and affidavit with the juvenile court alleging a violation of RCW 28A.225.010 by the parent, student, or parent and student.

Generally, a student’s grade shall not be affected if no graded activity is missed during an unexcused absence. However, any work due or assigned during an unexcused absence cannot be made up for credit.

**Make Up Work**
 Assignments and/or activities not completed because of an excused absence or tardiness may be made up in the manner provided by the teacher. A student is allowed one make up day for each day of absence. Failure to punctually complete missed assignments will result in the loss of credit for those assignments. Students should note that not all types of work can be made up (guest speakers, graded class discussions, etc.). Should this type of work occur on a date when a student has an excused absence, the assignment may be excused and not counted in the student's grade OR an alternative assignment may be provided per the teacher’s decision.

**Extended Illness or Chronic Health Condition**
 If a student is confined to home or hospital for an extended period, the family and school counselor should work together to arrange for the accomplishment of assignments at the place of confinement, whenever practical. If the student is unable to do his/her schoolwork, or if there are major requirements of a particular course that cannot be accomplished outside of class, the student may be required to take an incomplete or withdraw from the class without penalty and/or make up the course at another time. These plans should be arranged with the family, school counselor and administrator. The school team should convene on behalf of a student with an extended illness or chronic health condition that is impacting school attendance and consider any input and recommendations of the student's medical provider.
Family Access
Family Access provides parents and students on-line access to student information including attendance. Parents and students are encouraged to monitor attendance records regularly using Family Access and contact the attendance office for discrepancies. Family Access Login and Passwords may be obtained in person from the school registrar.

Attendance Procedures
• Upon returning to school from an absence, students must obtain an admit slip at the main office and present it to each teacher that day.
• Students who become ill at school must check out with the attendance office even if the health attendant speaks with a parent. Failure to do so could result in an unexcused absence and disciplinary action, however, a student may not be suspended or expelled for absences or tardies.
• Students who leave class during the school day must be properly checked out through the Attendance Office (see 3124 and 3124P). An absence that results from a student leaving class during the school day will be deemed excused or unexcused based on the criteria set forth in Regulation 3122. Leaving class without prior approval and without properly signing out may be cause for disciplinary action.
• Procedures outlined in the BECCA Bill will be followed as unexcused absences occur. See Procedure 3122P.
• Disciplinary action may be assessed for truancy, however, a student may not be suspended or expelled for absences or tardies.
• Students are encouraged to contact their teachers via email and class websites to get make up work. Arrangements can be made with teachers to pick up work through the attendance office. Homework/make up work will not be gathered for students missing school because of personal choice or truancy.
• Students are expected to take care of attendance business during their own time such as before school, during break, at lunch or after school.

Grades and/or Credits
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.

Additional information regarding excused and unexcused absences is provided in District Regulation 3122 and Procedure 3122P.

Student Records and Information

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:
• 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.

• The right to request an amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or in violation of the student's right of privacy. Parents or eligible students may submit a written request to the principal, identifying the part of the education record(s) they wish to have amended, and the
reasons why they believe the record is inaccurate, misleading, or in violation of the student's rights of privacy. If the District decides not to amend the record as requested, the parent or eligible student will be notified of the decision, of the right to a hearing under 34 C.F.R. § 99.21, and of the hearing procedures to be followed.

- 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.

Students and parents have the right to file a complaint about an alleged failure by the District to comply with the requirements of FERPA by contacting the U.S. Department of Education at the following address:

Family Regulation Compliance Office
U.S. Dept. of Education
400 Maryland Ave. S.W.
Washington, D.C., 20202-4605

Release of Student Information

The Issaquah School District cannot disclose personally identifiable student information or education without the written consent of a parent, with the following exceptions:

- The District may disclose student information and education records without parent consent to school officials with legitimate educational interests. The term "school officials" includes District administrators, supervisors, teachers, counselors, information systems specialists, support or clerical staff members, school board members, or school resource officers. It may also include certain contractors, consultants, service providers, or volunteers, including, but not limited to, attorneys, auditors, medical consultants, service providers, or therapists. 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;

- The District may disclose education records to another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student has already enrolled, as long as the disclosure is related to the student's enrollment or transfer;

- The District may disclose student information or records to certain organizations conducting studies for, or on behalf of, the District;

- The District may release student information or records to comply with a judicial order or lawfully issued subpoena;

- The District may disclose student information or records in connection with a health or safety emergency, as defined by FERPA;

- The District may disclose directory information, as provided below; and

- The District may release student information and education records as otherwise permitted or required by law.
**Directory Information**

The District may disclose information regarding students that the District has designated as "directory information." Directory information is defined as the student's name, photograph, address, telephone number, date and place of birth, dates of attendance, participation in officially recognized activities and sports, weight and height of members of athletic teams, diplomas and awards received, and the most recent previously school attended.

The residential addresses of participants in the state Address Confidentiality Program will not be available for release as directory information. Social Security numbers, student identification numbers (with authentication factors such as a secret password or personal identification number) or other personally identifiable information are also not considered directory information.

Directory 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 District publications or public media. Information will not be released for commercial purposes.

Parents have the right to refuse to allow the District to designate any or all of the above types of information designated as directory information for their child. To do so, parents must submit a written request to their child's school by September 15 that identifies the type(s) of information the parent does not want designated as directory information for their child. If the school does not receive a written request by that date, school staff will assume that there is no objection to the information being designed as directory information for their child. Additional information regarding student records may be found in Regulation 3231 and Procedure 3231P.

**Student Conduct and Discipline**

**Student Conduct Expectations**

Students, parents, and school personnel are jointly responsible for expecting and demonstrating behavior that ensures a safe, orderly, and healthy environment for all persons at all times. Students may not behave in a manner that is disruptive to the educational process or that is unsafe for other students, staff, and/or self. All students are expected to obey the written rules and regulations established for the orderly operations of the District and the reasonable requests, instructions, and directives of District personnel. The term "District personnel" includes all adults, including contractors and volunteers, authorized to supervise student activities. Failure to do so will be cause for discipline. The Student Conduct Expectations also pertain to students involved in Running Start and WaNIC during lunch and traveling between schools. At all times, this handbook will be read consistent with federal statutes and regulations, state statutes, common law, and rules promulgated by the Washington Office of the Superintendent of Public Instruction.

This handbook contains a summary of the District's general discipline policies. For a complete set of all regulations and procedures related to student conduct and discipline, please see Regulations and Procedures 3240, 3240P, 3241, and 3241P.

**District Authority**

All students will obey the written rules and regulations established for the orderly operations of the District and the reasonable requests, instructions, and directives of District personnel. For purposes of Regulation 3240 and this handbook, the term "District personnel" includes all adults, including contractors and volunteers, authorized to supervise student activities. Failure to do so will be cause for disciplinary action. All students will submit to reasonable discipline by the District and its representatives for violations of regulations and rules.
Students who involve themselves by engaging in, attempting to engage in, and/or conspiring to engage in acts that have a detrimental effect on the maintenance and operation of the school or the District, criminal acts, and/or violations of school rules and regulations, may be subject to discipline by the school and prosecution under the law. The rules will be enforced by school officials:

- On school grounds immediately before, during, and immediately after school hours;
- On school grounds at any time when a school is being used by any school group(s) or for a school activity;
- Off school grounds at a school activity, function or event;
- Off school grounds if the actions of the student materially or substantially affects or interferes with the educational process or otherwise has a sufficient nexus to the school; and
- In District-provided transportation, or any other place while under the authority of District personnel.

**Definitions**

- **Behavioral violation**: A student's behavior that violates the District's discipline policy.

- **Campus**: All areas of any District school (including parking areas and stadium complexes/fields)

- **Classroom exclusion**: The exclusion of a student from a classroom or instructional or activity area for behavior violations. Classroom exclusion does not include actions that result in missed instruction for a brief duration when: (a) a teacher or other school personnel attempts other forms of discipline to support the student in meeting behavioral expectations; and (b) the student remains under the supervision of the teacher or other school personnel during the brief exclusion.

- **Detention**: When a student is required to report to a designated area of the school for a specified period of time. Detention may be served before school, after school, or during lunch and includes monitored study hall.

- **Discipline**: Any action taken by the District in response to behavioral violations.

- **Disruption of the educational process**: Interrupting classwork, creating disorder, or invading the rights of a student or group of students.

- **Emergency Expulsion**: The removal of a student from school because the student's presence poses an immediate and continuing danger to other students or school personnel, or an immediate and continuing threat of material and substantial disruption of the educational process. An emergency expulsion must end or be converted to another form of discipline within ten (10) school days from the start of the emergency expulsion.

  For purposes of administering an emergency expulsion, the term immediate and continuing threat of material and substantial disruption of the educational process means: (1) The student's behavior results in an extreme disruption of the educational process that creates a substantial barrier to learning for other students across the school day; and (2) School personnel have exhausted reasonable attempts at administering other forms of discipline to support the student in meeting behavioral expectations.

- **Expulsion**: A denial of admission to the student’s current school placement in response to a behavioral violation. An expulsion may not be for an indefinite period of time and may not exceed the length of an academic term, unless the District's Superintendent grants a petition for extension of the expulsion. An expulsion may only be administered:
(1) for behavioral violations under RCW 28A.600.015(6)(a)-(d); and (2) after the District has determined that if the student returned to school before completing an expulsion, the student would pose an imminent danger to students or school personnel.

- **Length of an academic term**: The total number of school days in a single trimester, as defined by the school board.

**Other forms of discipline**: Actions used in response to behavioral violations, other than classroom exclusion, suspension, expulsion, or emergency expulsion.

**Saturday School**: When a student is required to report to school on a Saturday from 8am to 12pm for monitored study hall or other activities, including campus cleanup.

**School Business Day**: Any calendar day, except Saturdays, Sundays, or any federal, state, or school holiday, when the office of the District's Superintendent is open to the public for business.

**School Day**: Any day or partial that students are in attendance at school for instructional purposes.

**School District Property**: All property of Issaquah School District, including any District school's campus, parking areas, stadium complex, and other District property.

**Suspension**: The denial of attendance in response to a behavioral violation from any subject or class, or from any full schedule of subjects or classes, but not including classroom exclusions, expulsions, or emergency expulsions.

- **In-School Suspension**: A suspension in which a student is excluded from the student’s regular educational setting but remains in the student’s current school placement for up to ten (10) consecutive school days.
- **Short-Term Suspension**: A suspension in which the student is excluded from school for up to ten (10) consecutive school days.
- **Long-Term Suspension**: A suspension in which a student is excluded from school for more than ten (10) consecutive school days. A long-term suspension may not exceed the length of an academic term and may not be administered beyond the school year in which the behavioral violation occurred. A long-term suspension may only be administered: (1) for behavioral violations listed in the section titled “Suspensions and Expulsions” below; and (2) after the District has determined that if the student returned to school before completing a long-term suspension, the student would pose an imminent danger to students or school personnel or an imminent threat of material and substantial disruption of the educational process.

**Classroom Exclusions**

Students may be excluded from their classroom or instructional or activity area in a manner consistent with Procedure 3241P for behavioral violations that disrupt the educational process. At least one other form of discipline to support the student in meeting behavioral expectations will be attempted prior to a classroom exclusion, unless the student’s presence poses an immediate and continuing danger to other students or school personnel, or an immediate and continuing threat of material and substantial disruption of the educational process.

**Suspensions and Expulsions**

Short-term or in-school suspensions may be imposed as appropriate for the behavioral violations identified in this handbook and in the District’s regulations and procedures. Before administering a short-term or in-school suspension, one or more forms of discipline will be attempted to support the student in meeting behavioral expectations.
Long-term suspension may only be imposed if: (1) a student commits any of the following behavioral violations; and (2) the school determines that the student would pose an imminent danger to students or school personnel OR would pose an imminent threat of material and substantial disruption of the educational process if the student returned to school before completing a long-term suspension.

Expulsion may only be imposed if: (1) a student commits any of the following behavioral violations; and (2) the school has determined that the student would pose an imminent danger to students or school personnel if the student returned to school before completing an expulsion.

A. Having a firearm on school property or school transportation in violation of RCW 28A.600.420;

B. Any of the following offenses listed in RCW 13.04.155, including:
   1. any violent offense as defined in RCW 9.94A.030, including
      a. any felony that Washington law defines as a class A felony or an attempt, criminal conspiracy, or solicitation to commit a class A felony;
      b. manslaughter in the first or second degree;
      c. indecent liberties committed by forcible compulsion;
      d. kidnapping in the second degree;
      e. arson in the second degree;
      f. assault in the second degree;
      g. assault of a child in the second degree;
      h. extortion in the first degree;
      i. robbery in the second degree;
      j. drive-by shooting; and
      k. vehicular homicide, when proximately caused by driving a vehicle while under the influence of intoxicating liquor or any drugs or by operating a vehicle in a reckless manner; and
   l. vehicular assault caused by operating or driving a vehicle while under the influence of intoxicating liquor or any drug, or by operating a vehicle in a reckless manner;
   2. any sex offense as defined in RCW 9.94A.030, which includes any felony violation of chapter 9A.44 RCW (other than failure to register as a sex offender in violation of 9A.44.132), including rape, rape of a child, child molestation, sexual misconduct with a minor, indecent liberties, voyeurism; a felony violation of RCW 9A.64.020; a felony violation of chapter 9.68A RCW (other than RCW 9.68A.080); a criminal attempt, solicitation, or conspiracy to commit a sex offense; and any felony conviction or adjudication with a sexual motivation finding;
   3. inhaling toxic fumes in violation of chapter 9.47A RCW;
   4. any controlled substance violation of chapter 69.50 RCW;
   5. any liquor violation of RCW 66.44.270;
   6. any firearms and dangerous weapons violation of chapter 9.41 RCW, including having a dangerous weapon at school in violation of RCW 9.41.280;
   7. any violation of chapter 9A.36 RCW, including assault, malicious harassment, drive-by shooting, reckless endangerment, promoting a suicide attempt, coercion, assault of a child, custodial assault, and failing to summon assistance for an injured victim of a crime in need of assistance;
   8. any violation of chapter 9A.40 RCW, including kidnapping, unlawful imprisonment, custodial interference, luring, and human trafficking;
   9. any violation of chapter 9A.46 RCW, including harassment, stalking, and criminal gang intimidation; and
   10. any violation of chapter 9A.48 RCW, including arson, reckless burning, malicious mischief, criminal street gang tagging and graffiti, and defacing a state monument;
C. Two or more violations of the following within a three-year period
   1. criminal gang intimidation in violation of RCW 9A.46.120;
   2. gang activity on school grounds in violation of RCW 28A.600.455;
   3. willfully disobeying school administrative personnel in violation of RCW 28A.635.020; and
   4. defacing or injuring school property in violation of RCW 28A.635.060; and

D. Any student behavior that adversely impacts the health or safety of other students or educational staff.

The phrase "student behavior that adversely impacts the health or safety of other students or educational staff" includes, but is not limited to, the following examples:

- Abusive behavior, lewd conduct, harassment and sexual harassment
- Alcoholic beverages, narcotics, and stimulant drugs
- Arson
- Assault, threats, extortion, causing physical injury or damage to school property
- Criminal acts
- Dangerous weapons, instruments, & activities
- Firearms/facsimiles
- Disruptive conduct
- False alarms
- Repeated misconduct
- Threats of violence

For student behaviors-including specific offenses contained in Regulation 3240 and Procedure 3240P-that do not fall within one or more of the categories listed immediately above, schools may only impose classroom exclusion, in-school suspension, short-term suspension, or other forms of discipline.

Before administering any suspension or expulsion, the student's individual circumstances and the nature and circumstances of the behavioral violation will be considered to determine whether the suspension or expulsion, and the length of the suspension or expulsion, is warranted.

In the case of classroom exclusions, suspensions, or expulsions, parents will be notified. Depending on the circumstances of the infraction and the discipline imposed, a suspension/expulsion may begin immediately during the school day, after school, or the following morning. In order to minimize absences from school and depending upon the infraction, in-school suspension/Saturday School may be used as an alternative to out of school suspension.

Any student or parent who is aggrieved by the imposition of discipline may utilize the procedures in Procedure 3241P for the purpose of grieving the discipline.

Law enforcement agencies shall be contacted for 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; trespassing; abuse and theft as appropriate; and of other criminal activities.

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.

**Compliance with Rules**

Engaging in, attempting to engage in, and/or conspiring to engage in any of the following list of offenses generally describes conduct for which students may be subject to discipline, but is not intended to be exclusive. Such misconduct may
result in other forms of discipline, classroom exclusion, suspension, expulsion or emergency expulsion as set forth in Regulation 3241 and Procedure 3241P.

**Alteration of Records** – Falsification, alteration, or unauthorized destruction of any school record or any communication between home and school is prohibited.

**Arson** - Knowingly and/or maliciously causing a fire or explosion is prohibited.

**Assault** - The threatened or attempted use of force or violence upon the person of another is prohibited.

**Bomb Threats** - Threatening to bomb or damage any public school facility or property is prohibited.

**Bullying** - Any intentional written message or image - including those that are electronically transmitted, verbal or physical act, including but not limited to one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation or mental or physical disability or other distinguishing characteristics, when the act:

- Physically harms a student or damages the student's property;

- Has the effect of substantially interfering with a student's education (for example, substantially interfering with classroom performance, attendance or pattern of tardiness);

- Is so severe, persistent or pervasive that it creates an intimidating or threatening educational environment; or

- Has the effect of substantially disrupting the orderly operation of the school.

**Burglary** - Breaking into a school with intent to steal is prohibited.

**Cheating** - Intentional deception or the use of unauthorized materials in the preparation or completion of any school assignment, assessment, examination or project, or in the conduct of any school-related activity is prohibited, along with the aiding and abetting of such behavior by others.

**Criminal Activity** - Commission of any crime on school grounds, or the commission of a crime or other dangerous conduct anywhere that indicates the student's presence on school grounds poses a danger to other students or staff is prohibited.

**Cumulative Violations**

**Dangerous Behavior** - Engaging in behavior which a reasonable person would know creates a risk of injury to another individual is prohibited.

**Defiance** - Students must obey the lawful instructions of school personnel.

**Destruction of Property** - Defacing, injuring or damaging school property in any way is prohibited.

**Discriminatory Harassment** - Conduct or communication that (1) is intended to be harmful, humiliating or physically threatening, and (2) shows hostility toward a person or persons based on their real or perceived sex, race, creed, religion, color, national origin, sexual orientation, gender identity, gender expression, veteran or military status, disability or use of a trained dog guide or service animal, is prohibited.
Disruptive Conduct - Willful conduct that creates a disturbance on school premises, at school sponsored activities or on District-provided transportation, or that interferes with the educational process, is prohibited. Such conduct includes, but is not limited to:

- Occupying a school building or school grounds in order to deprive others of its use;
- Blocking the entrance or exit of any school building or room in order to deprive others of passing through;
- Preventing students from attending a class or school activity;
- Blocking normal pedestrian or vehicular traffic on a school campus; and
- Interfering seriously with the conduct of any class or activity.

Disruptive Dress and Appearance - Dress and appearance must not present health or safety problems, intimidate others, or cause disruption. See Regulation 3224.

Drugs, Alcohol and Mind-Altering Substances - A student shall not illegally possess, use, sell, distribute, or be under the influence of drugs, alcohol, mind-altering substances, medication not prescribed to them by a physician and approved in writing by the parent/guardian, drug paraphernalia, or any item that purports to be such.

Explosives - Possession or use of anything tending or serving to explode with force or violence, such as firecrackers, bullets or pipe bombs, is prohibited.

Extortion/Blackmail/Coercion - Obtaining money or property by violence or threat of violence, or forcing someone to do something by force or threat of force is prohibited.

False Accusations/Defamation - Students shall not make untrue charges of wrongful conduct or other defamatory statements.

False Alarms/Fire Apparatus - Setting off false alarms, discharging or stealing fire extinguishers or damaging alarm systems is prohibited.

Fighting - The act of quarreling involving bodily contact is prohibited. This includes fighting and instigating, promoting, or escalating a fight, as well as failure to disperse. Engaging in any form of fighting where blows are exchanged is prohibited, regardless of who initiated the fight.

Forgery and Misuse of Documents - The act of fraudulently using in writing the name of another person or falsifying times, dates, grades, addresses or other data is prohibited. 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 open or alter official school documents and private documents, either paper or electronic.

Gambling - The act of risking or betting something of value on the outcome of an event, a game of chance, etc. is prohibited.

Gang Activity - Students shall not display, reflect, or participate in dress, apparel, activities, acts, behaviors, or manner of grooming that: (a) lead school officials to reasonably believe that such behavior, apparel, activities, acts or other attributes are gang related and would disrupt or interfere with the school environment, activity or educational objectives; (b) present a physical safety hazard to self, students, staff and others; (c) create an atmosphere in which a student, staff, or other person's well-being is adversely affected by undue pressure, behavior, intimidation, overt gesture or threat of violence, or (d) imply gang membership or affiliation by written communication, marks, drawing, painting, design, emblem
upon any school or personal property or on one's person.

**Harassment, Malicious** - Derogatory action or intimidation of another person in a way that places that person in reasonable fear of harm to his/her person or property or that disrupts the learning environment is prohibited. See Regulations 3205 and 3207.

**Harassment, Sexual** - Unwelcome or uninvited sexual advances, requests for sexual favors, sexual comments, cartoons, innuendoes and other verbal or physical conduct of a sexual nature is prohibited. See Regulation 3205.

**Hazing** - Students shall not participate, conspire to participate, or conspire for others to participate in hazing or harassing acts that injure, degrade or disgrace, or that tend to injure, degrade or disgrace other individuals.

**Inappropriate Display of Affection** - Overt displays of affection or sexually-oriented actions that violate standards of acceptable social conduct are prohibited.

**Inappropriate Language or Conduct** - Vulgar, obscene or profane language or conduct, whether spoken, in writing, or in gesture or action, is prohibited.

**Intimidation** - Intimidation of school personnel or other students by direct threat of force or violence is prohibited.

**Laser Pointers** - Use and/or possession of laser points by students in any circumstance not under the direct supervision of a teacher is prohibited.

**Leaving Campus During School Hours** — Students are required to remain on the school grounds from time of arrival unless officially excused. Students involved with approved off-campus activities during school hours must have a valid off-campus pass in their possession. Visitations to other schools must be approved in advance by both principals. See Regulation 3122.

**Littering** - Throwing, dropping, depositing, or discarding of litter is prohibited.

**Loitering** - Loitering in lavatories, parking lots and areas designated off-limits is prohibited.

**Lying** - The act of intentionally making an untrue statement or providing false or misleading information to a staff member with the intent to deceive, mislead, or misrepresent the truth.

**Misuse of Electronic Information Systems** - Students shall comply with the Responsible Use Handbook and Procedure 2022P when using electronic information systems such as e-mail, networks, and the Internet.

**Motor Vehicles on School Property** - Use of motor driven vehicles on school property by students, visitors, and school employees shall be regulated in the interest of safety.

**Need to Identify Self** - All persons must, upon request, identify themselves to school personnel.

**Repeated Misconduct** - A student shall not repeatedly fail to comply with District Regulations or school rules or with reasonable directions of school personnel during any period of time when properly under the authority of school personnel.

**Robbery** - stealing from an individual by force or threat of force is prohibited.
Selling Items at School - Only authorized organizations may sell items on school property or at school events.

Student Expression - Student expression may not be vulgar, lewd, obscene, or plainly offensive, be used to cause a substantial disruption of the educational process or interfere with the rights of others.

Telecommunication/Electronic Devices - Student use of personal devices shall not be in violation of 2022P and/or building or class rules.

Theft - The unauthorized carrying away of the personal property of another person or the property of the District is prohibited.

Threats of Violence or to Kill Another Person (Including "hit lists") are prohibited.

Tobacco - Tobacco products and delivery devices include, but are not limited to, cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco, nicotine, electronic smoking/vapor devices and vapor products, non-prescribed inhalers, nicotine delivery devices or chemicals that are not FDA approved to help people quit using tobacco, devices that produce the same flavor or physical effect of nicotine substances and any other smoking equipment, device, material or innovation.

Any use of such products and delivery devices by staff, students, visitors and community members will be prohibited on all District property, including all District buildings, grounds and District-owned vehicles, and within five hundred feet of schools. Possession by or distribution of tobacco products to minors is prohibited. See Regulation 4215.

Trespassing - Being present in an unauthorized place or refusing to leave when ordered to do so is prohibited.

Verbal Abuse - The use of disrespectful or threatening language to school personnel or other students is prohibited.

Weapons - Possession, transmission or use of any object that is or reasonably appears to be a dangerous weapon or related device is prohibited. Such objects include, but are not limited to: firearms, ammunition, stun guns, air guns, incendiary or explosive devices, clubs, knives with blades of at least three (3) inches in length, or other cutting or stabbing instruments brought or possessed with the intent to cause bodily harm, or to instill fear and/or intimidate by their mere presence on school property or at school sponsored events, chemical inhalants, and look-alike items or replicas displayed or represented as real weapons.

Pursuant to RCW 9.91.160, persons over eighteen (18) years of age, and persons between fourteen (14) and eighteen (18) years of age who have written parental permission, may possess personal protection spray devices (i.e., mace or pepper spray) on school property.

No one may deliver such a spray device to anyone under fourteen (14), or to anyone between fourteen (14) and eighteen (18) who does not have written parental permission. Personal protection spray devices may only be used in self-defense as defined by state law. Possession, transmission, or use of a spray device under any other circumstances will be treated as a violation of the District’s rule prohibiting weapons.

Special Provisions Regarding Drugs, Alcohol, and Mind-Altering Substances

Students shall not illegally use, possess, sell, distribute or be under the influence of drugs, alcohol, mind-altering substances, medication not prescribed to them by a physician and approved in writing by the parent/guardian, drug
paraphernalia, or any item which purports to be such. Any violation of this provision may result in immediate long-term suspension or expulsion for a first-time offense.

Alternative Consequences for Drug/Alcohol Violations

Alcohol and drug use is a considerable threat not only to those students who are under the influence, but also to those who are innocent bystanders. The Issaquah School District is committed to providing a drug-free environment for all students and maintains zero tolerance for students who violate the School District Regulation concerning drug and alcohol.

In an attempt to identify a student’s drug or alcohol dependency or abuse and support students who are using drugs or alcohol in attaining follow-up care or education, the District offers an alternative to a lengthy suspension for those students. Listed below are the expectations and steps a student must follow in converting an emergency expulsion to a long- or short-term suspension or expulsion for drug or alcohol use violations:

- Choose a state certified assessing agency and sign appropriate release forms to:
  - Enable the school to give the assessing agency information that would be useful in making an accurate assessment; and
  - Allow the assessing agency to share information regarding the student’s assessment and ongoing progress with school personnel.

- Fully participate in a drug/alcohol assessment at the agency.

Upon completion of these steps, the emergency expulsion will be converted to a suspension of appropriate duration. Upon returning to school, the student will be expected to follow the recommendation as made by the assessing agency. The school will stay in close contact with the assessing agency to ensure the student is compliant with the recommendations that were made, and will assist the student in remaining drug/alcohol free.

These expectations will be in effect until the completion of the long-term suspension or expulsion (up to 60 days). If the student fails to comply with these expectations, the privilege of returning to school will be revoked and the student will be suspended or expelled as set forth above.

Academic Integrity/Honesty Regulation

Academic integrity speaks to a student’s commitment and responsibility to pursue scholarship 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 or attended 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 tracked throughout a student’s career. 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 or sharing of identical or highly similar passages of one’s own work, or the work of another, unless specifically authorized by the teacher.

- Cheating – using notes or other materials without a teacher’s permission on tests and assignments.

- 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.

Students will be required to sign an Academic Integrity/Honesty pledge that acknowledges understanding and commitment to honor this Regulation.

**Consequences for Violation of Academic Integrity/Honesty**
The degree or level of violation of the academic integrity/honesty, including specific circumstances, will be weighed in each case. Depending upon the severity of the violation, consequences may be accelerated even for a first time offense.

Standard Consequence for 1st violation is:
- Failing grade for the assignment/test/project
- Parent contact

Standard Consequence for 2nd violation ranges from:
- Failing grade for the assignment/test/project
- Parent contact
- Possible short-term suspension

**Violation of Suspension or Expulsion**
During the period of any suspension or expulsion from school, students shall not enter upon any real and personal property that is owned, leased, rented, or controlled by the District without the express prior approval of a building principal or designee.

**Student Athletic/Activity Code**
The opportunity to participate in the interscholastic athletic program is a privilege granted to all students of the District. Participants in this voluntary program are expected to conform to specific conduct standards established by the District, principals, athletic directors and coaches. All interscholastic activities and events shall be in compliance with the rules and regulations of the Washington Interscholastic Activities Association (WIAA) and or the Issaquah School District as appropriate and determined by the Executive Director of Compliance and Legal Affairs.

A student who is found to be in violation of any athletic/activity rules is subject to removal from the team. Provision is made for a student who has allegedly violated one or more of the athletic/activity conduct rules to appeal a disciplinary action as specified in procedure 2151P. General conduct expectations and requirements for students participating in athletics/activities are found in Regulation2151

A complete copy of Regulation 3240 may be obtained at any school or on the District website at www.issaquah.wednet.edu.
**Harassment, Intimidation, Bullying and Non-Discrimination**

**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.

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 Regulations on harassment—sexual and otherwise—support our high expectations for proper behavior. Please take a moment to review the summary of Regulation 3205 and 3207, which protect student. 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.

Examples of harassing behaviors include, without limitation: invitations for dates that 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 workplace, 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 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.

**Prohibition of Harassment, Intimidation, and Bullying**

If a student feels that he or she is being harassed, intimidated, or bullied for any reason including 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 Regulation 3207 may be obtained at any school or on the District website at www.issaquah.wednet.edu.

"Harassment, intimidation or bullying" is defined for purposes of this Regulation as any intentional written message or image - including those that are electronically transmitted, verbal or physical act, including but not limited to one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation or mental or physical disability, or other distinguishing characteristics, when the act:

- Physically harms a student or damages the student’s property; or

- Has the effect of substantially interfering with a student's education (for example, substantially interfering with classroom performance, attendance, or pattern of tardiness) or
• Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or

• Has the effect of substantially disrupting the orderly operation of the school.

Nothing in this section requires the affected student actually to possess a characteristic that is a basis for harassment, intimidation, or bullying.

"Other distinguishing characteristics" can include but are not limited to: physical appearance, clothing or other apparel, socioeconomic status, and weight. "Intentional acts" refers to the individual's choice to engage in the act.

Conduct that may rise to the level of harassment, intimidation and bullying may take many forms, including, but not limited to: slurs, rumors, jokes, innuendoes, demeaning comments, graffiti, pictures, photographs, drawings, cartoons, pranks, ostracism, physical attacks or threats, gestures, or acts relating to an individual or group whether electronic, written, oral, or physically transmitted messages or images.

Nondiscrimination

The District will provide equal educational opportunity and treatment for all students in all aspects of the academic and activities program without discrimination based on race, religion, creed, color, national origin, age, honorably-discharged veteran or military status, sex, sexual orientation, gender expression or identity, marital status, the presence of any sensory, mental or physical disability, or the use of a trained dog guide or service animal by a person with a disability. The District will provide equal access to school facilities to the Boy Scouts of America and all other designated youth groups listed in Title 36 of the United States Code as a patriotic society.

Sexual Harassment

Students and staff are protected against sexual harassment by anyone in any school program or activity, including on the school campus, on the school bus, or off-campus during a school-sponsored activity. See Regulation 3205 and Procedure 3205P.

Sexual harassment is unwelcome behavior or communication that is sexual in nature. Sexual harassment can occur adult-to-student, student-to-student or can be carried out by a group of students or adults. Sexual harassment will be investigated by the District even if the alleged harasser is not a part of the school staff or student body. The District prohibits sexual harassment of students by other students, employees, volunteers, or third parties involved in District activities or engaged in the authorized use of District facilities.

The term "sexual harassment" includes:

• Acts of sexual violence;

• Unwelcome sexual or gender-directed conduct or communication that interferes with an individual's educational performance or creates an intimidating, hostile, or offensive environment;

• Unwelcome sexual advances;
• Unwelcome requests for sexual favors;

• Sexual demands when submission is a stated or implied condition of obtaining an educational benefit; and

• Sexual demands where submission or rejection is a factor in an academic, or other school-related decision affecting an individual.

A "hostile environment" has been created for a student when sexual harassment is sufficiently serious to interfere with or limit the student's ability to participate in or benefit from the school's program. The more severe the conduct, the less need there is to demonstrate a repetitive series of incidents.

**Discrimination and Sexual Harassment Complaints**

If you believe that you or your child have experienced unlawful discrimination or harassment at school, you have the right to file a complaint.

Before filing a complaint, you can discuss your concerns with your child's principal or with the school District's Title IX Officer, HIB Coordinator, Civil Rights Coordinator, or Section 504 Coordinator, who are listed below.

**Title IX Coordinator**
Sena Camarata, Director of Human Resources
5150 220th Ave. SE
Issaquah, WA 98029
425-837-7000
camaratas@issaquah.wednet.edu

**Civil Rights Compliance Officer**
Lisa Hechtman, Assistant Superintendent of Human Resources
5150 220th Ave. SE
Issaquah, WA 98029
425-837-7000
hechtmanl@issaquah.wednet.edu

**Harassment, Intimidation, Bullying (HIB) Coordinator**
Melissa Evans, Assistant Director of Student Intervention - Compliance
5150 220th Ave. SE
Issaquah, WA 98029
425-837-7000evansm@issaquah.wednet.edu

**Coordinator**
Pam Ridenour, Director of Student Interventions
5150 220th Ave. SE
Issaquah, WA 98029
425-837-7000
ridenourp@issaquah.wednet.edu
Parent/Volunteer and Employee/Applicant-Related Matters

Carleena Scammon, Director of Human Resources
5150 220th Ave. SE
Issaquah, WA 98029
scammonc@issaquah.wednet.edu

The complaint procedure for allegations of harassment, intimidation, and bullying is in District Procedure 3207P.

The complaint procedure for allegations of discrimination is in District Procedure 3210P.

The complaint procedure for allegations of sexual harassment is in District Procedure 3205P.