

Maywood Middle School Student Handbook & Planner 2020-2021



14490 168th Ave SE
Renton, WA 98059
(425) 837- 6900

This planner belongs to:

NAME _____

IMPORTANT PHONE NUMBERS

POSITION	NAME	PHONE
Principal	Erin McKee	425-837-6904
Asst. Principal (last names A-L)	Crystal Weik	425-837-6981
Asst. Principal (last names M-Z)	John Gardiner	425-837-6906
Assistant to the Principal	Kim Putney	425-837-6904
Attendance Secretary	Ann Collin	425-837-6907
Bookkeeper	Polly Niblock	425-837-6902
Receptionist	Dawn Loreen	425-837-6903
Counseling Support Secretary	Joan Siegfried	425-837-6912
Registrar	Kris Ellis	425-837-6909
Counselor (last names A-Hi)	Nicole Kellar	425-837-6916
Counselor (last names Hj-Pe)	Kristin Beasley	425-837-6908
Counselor (last names Pf-Z)	Carly Nelson	425-837-6915
Mental Health Counselor	Hillary Jones	425-837-6982
Nurse	Nina O'Brien	425-837-6905
Health Room Asst.	Phyllis Warren	425-837-6914
Librarian	Mike Dahlin	425-837-6958

Issaquah School District #411
Middle School Student Handbook Information

Welcome

On behalf of the Maywood Middle School staff, we would like to welcome you to the 2020-21 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 Maywood 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 <https://www.issaquah.wednet.edu/maywoodms> 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.

ARRIVAL AND DEPARTURE

When bringing students to school or picking them up by personal vehicle, parents are requested to model common driving courtesy and carefully observe traffic safety rules. This includes watching carefully for students walking or riding bicycles, observing all directions of school crossing guard personnel, leaving crosswalk areas clear, entering only through marked entries and exiting through marked exit areas. It is important that we work together to keep our students safe.

Bicycles: Students who ride bicycles to school must walk their bicycles while on campus and park them in the designated areas of the school. Students are responsible for the security of their bicycles, and chains and locks are required to secure bikes to the rack. Please be reminded that King County law requires students to wear helmets when riding bicycles.

Bus Passes: Students are to ride their assigned buses to and from school. If a student needs to ride a different bus a bus pass is issued to the student by office personnel. Passes are not issued for buses that are full. The student must bring a note to the office before school or no later than student's lunch time.

1. The note should include the nature of or reason for the request,
2. The requested bus route number,
3. And a parent/guardian signature, date, and daytime phone number.

The office will issue a bus pass, which the student will pick up after school and must give to the bus driver. Bus drivers will accept only bus passes which have been processed through the office. After school activity bus passes are provided to students who have been in a Maywood supervised activity only.

Skateboards, Scooters, 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 equipment. When students are permitted to enter school 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 recommend students wear protective gear while riding scooters and skateboards.

Walking: Students who walk to MMS must use the crosswalks and sidewalks where available. Students walking through neighborhoods must abide by rules governing students entering or leaving the property (using guarded crosswalks, walking bicycles on school property, no roller-blades/skateboards on campus, etc.)

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 helps 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, clubs and ASB sponsored events. Membership sales also pay for transportation, after school sports equipment, uniforms, awards and officials. ASB cards are required at the door when attending ASB sponsored events. Replacement cards may be purchased for \$5.00 from the bookkeeper.

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.

Birthdays & Other Celebrations

Due to distractions to the learning environment, balloons are not allowed at school. Parents and students are discouraged from bringing any birthday gifts, party foods, flowers, etc. to MMS as this creates additional disruptions to regular school operation. Deliveries will be stored in the main office until the end of the day for students to pick up.

CAFETERIA

Students are to be seated while eating their lunch in the cafeteria. After the first fifteen minutes of lunch students will be excused to the courtyard, library, and/or other supervised activities as weather permits. If students choose to remain in the cafeteria they are expected to remain sitting at a table for the remainder of lunch.

- Students are to walk to and from the cafeteria, courtyard & library
- Lockers are not accessible during lunches
- Cutting in the lunch lines is not acceptable
- All food and drinks are to be consumed in the cafeteria
- Students will use appropriate table manners and not throw food or garbage

The cafeteria has separate recycling, compost and garbage bins for student use. Students are responsible for cleaning up their eating space and placing their recycling, compost, and waste in the correct bins. Lunch trays are to be placed in the designated area for cleaning. If a student throws away a lunch tray they will be responsible for replacing the tray.

Charger Time

Charger Time is listed as period 7 on student schedules. It occurs four times a week on Monday, Tuesday, Thursday and Friday before or after a student's lunchtime depending on grade level. Charger Time is a time for important activities that include reading, social emotional lessons, student surveys, retakes/redos and school-wide WEB/ASB lessons.

The expectations for this Charger Time are:

1. Be Safe: Be where you are supposed to be & always have a pass
2. Be Kind: Engage in lessons in a polite and thoughtful way

3. Be Respectful: Read quietly so others may also read
4. Be Your Best: Arrive to Charger Time prepared with a book

Students are always expected to bring a book and read for the duration of Charger Time. A common school-wide syllabus is available from the school website.

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<ul style="list-style-type: none"> ▪ Second Step Lessons ▪ Student Surveys ▪ Silent Reading 	<ul style="list-style-type: none"> ▪ Retakes/Redos ▪ Silent Reading 	<p>No Charger Time</p>	<ul style="list-style-type: none"> ▪ Retakes/Redos ▪ Silent Reading 	<ul style="list-style-type: none"> ▪ ASB or WEB Lessons ▪ Elective Pull Outs ▪ Silent Reading

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.

FURTHER INFORMATION REGARDING ELECTRONICS AT MAYWOOD

It is discouraged for students to bring electronic devices to school, and those who bring them to school do so at their own risk. Students may not use personal cell/smartphones/i-pods, Bluetooth devices, speakers, cameras or video devices while on campus. Special circumstances must be arranged through the counseling office or with administration.

For safety purposes, students may have their cell phones on their person while at school; however, the phones are to be turned off and not used unless the school is in an emergency situation. Phones are provided on campus for students who wish to make phone calls during non-class time for contacting parents. Students and families are expected to plan carefully for the school day and communicate schedules with parents before school. Students are allowed to have electronic devices at school with permission of the classroom teacher to be used exclusively for educational purposes

such as a Kindle, Nook, or audio books from the MMS Library. These devices must not cause a disruption to the learning environment. Maywood is not liable for any loss or damage to personal technology items.

If these items are out and used during the school day, they may be confiscated by staff, given to an administrator, and the student may retrieve them after school. If a student is found to be in a second violation, the student's parent will be asked to come to school to retrieve the item. Three or more violations are considered repeated misconduct and students may face further disciplinary consequences.

Maywood is well equipped to offer students use of computers during the school day and students should consider not bringing personal electronic notebooks or laptops to school. MMS is not responsible for any personal items brought to school. Laser pointers are not permitted at school.

COUNSELING PROGRAM

Information regarding the MMS Counseling program can be found on the Counseling website. Maywood Middle School has three counselors and their caseloads are divided up by alphabet (first letter of last name). Contact information is as follows:

Counselor	Phone Number	Email	Serving Students Last Names
Nicole Kellar	(425) 837-6916	kellarn@issaquah.wednet.edu	A - Hi
Kristin Beasley	(425) 837-6908	beasleyk@issaquah.wednet.edu	Hj- Pe
Carly Nelson	(425) 837-6915	nelsonc@issaquah.wednet.edu	Pf - Z

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 1,000 feet of a designated school, school bus stop or public park.

EVENTS/ATHLETICS ATTENDANCE

Students who do not attend school for at least 4 periods during the school day of an event may not participate in school events. These events shall include, but are not limited to: school plays, musicals, concerts, all sports activities including practices. School administrators may grant special permission for medical/dental appointments or certain emergency absences.

Students at MMS are expected to be respectful while attending as an audience member or fan any extracurricular activity or school-sponsored event. Maywood's expectations are as follows:

1. Students attend afterschool/extracurricular events with an adult,
2. Students remain seated during the event, except during breaks.

3. Food or drinks are not allowed in the gyms with the exception of bottled water with caps.

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. Students must be picked up promptly after the end of the activity but no later than within twenty (20) minutes after the close of a school-sponsored event.

Fees & Fines

Some common fees and expenses are listed below. It is important that you keep all receipts when you pay fees. Refunds are subject to administrative discretion and approval.

Field Trips	Fee varies and typically covers activity and transportation.
Student Planner	\$5.00
Pictures (color)	Price varies and is prepaid to the photographer on picture day.
Sports and Clubs	\$35.00 ASB Membership Required
P.E. Uniform	\$15.00 (\$8 shirt, \$7 shorts)
Sports Fee	\$50.00/ or Jamboree \$20.00 <i>per season</i>
Electives Fee	Fees, if applicable, will range from \$5.00 – \$15.00
Yearbook	\$30.00
Private School Application Fee	\$2.00*

*There is a \$2.00 charge per application to cover the cost of processing any private school applications.

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.**

FIELD TRIPS

Students in good standing are eligible for field trips. All school rules and expectations apply while students are on field trips. Students are advised to request homework assignments two days prior to the field trip and are expected to complete and turn in homework as assigned. Permission slips and fees must be submitted prior to the deadlines or student may not be able to participate in the scheduled field trip.

Food

Eating and drinking is permitted in the cafeteria only. Students are not to take food or colored drinks in the classrooms or hallway. However, clear water is permitted in the classrooms.

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.

GRADING SYSTEM

GRADING SCALE

A	=	93-100%	C	=	73-76
A-	=	90-92	C-	=	70-72
B+	=	87-89	D+	=	67-69
B	=	83-86	D	=	60-66
B-	=	80-82	F	=	59-0
C+	=	77-79			

FOUR POINT SCALE

A	=	4.0	C	=	2.0
A-	=	3.7	C-	=	1.7
B+	=	3.3	D+	=	1.3
B	=	3.0	D	=	1.0
B-	=	2.7	F	=	0.0
C+	=	2.3			

GUM

Students are not allowed to chew gum while on campus. This includes before school, during school and while at after school activities. Students who are found to be chewing gum will be asked to dispose of it and may face disciplinary consequences for non-compliance or repeated misconduct.

HALLS/HALLPASSES

During passing time students are expected to make their way to their next class. Students are allowed to access their lockers or use the restroom during passing time. Passing time is not intended as a socializing time and congregating in the hall is not permitted. Students must walk while in the halls. If students are in the halls during class time they need to have a pass from a teacher or office staff member. The academic halls are not open during lunches. Teacher Assistants (TAs) and students in elective classes that require work outside of the classroom must carry a badge while outside the classroom to indicate their role. Students may not access their lockers during lunches unless issued a pass from the office.

HEALTH / EMERGENCY INFORMATION

Safety is our first priority and we regularly update our emergency plans and our staff members receive annual training to ensure we know how to respond in the event of a crisis situation. The plan is in place to first and foremost prevent a crisis, but also to prepare, respond and recover from one should it occur. We are required by law to practice one lock down drill, multiple fire drills and one earthquake drill each year. During these drills and throughout the year, students play an important role in maintaining the safety and security in their school. A student's role includes:

- Being serious about safety, both during instructional time and during drills
- Participating in drills and following the drill expectations

- Reporting any potential dangers or threats they observe (see something = say something)
- Sharing feelings of distress, worry and anxiety with an adult at home or at school

In the event of a crisis that occurs on a school campus, the district website will be the main information source for parents regarding school updates. The district will also be in close contact with law enforcement and the media to help deliver important school information including the parent student reunion station should a school crisis take place. When picking up a student at the Parent/Student Reunion station, please bring your picture ID. Since we will be releasing over 1100 students, the process will be lengthy and we appreciate your patience as we reunite students and parents in the safest and most secure way possible. Parents also have an important role to play in promoting safety and security in our schools that includes:

- Discussing at home what your child is learning about safety and security.
- Using the best safety practices at home to encourage lifelong safe behavior.
- Always checking in at the school office and wearing proper identification.
- Recognizing and following the rules of the school.
- Signing your child out through the office if you are taking him/her out early.
- Communicating with teachers and/or the school office regarding changes in your student's schedule.
- Completing and updating emergency forms so that the school always has a current address, phone numbers, and emergency contact.

HEALTH INFORMATION

Illness or Injury

A student who becomes ill or who is injured at school should report to his/her classroom teacher or to the office. If illness/injury is serious enough, parents will be notified to take the student home or to a doctor; otherwise, the student will return to class. Student with fevers are not eligible to return to school with medication. Students must be fever free (below 100.0) and symptom free for 24 hours before returning to school. In some cases and according to the Department of Health guidance the requirement may be for students to be fever free (below 100.0) and symptom free for 72 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 or to the office. A staff member will call parent/guardian when necessary. Only parent or emergency contact people may pick up an ill or injured student.

Immunizations

All Issaquah School District students must comply with immunization standards. On or before the first day of attendance, each student is required by state law to have a signed "Certificate of Immunization" on file at school. Immunization requirements are posted on the ISD website at: www.issaquah.wednet.edu/health/resources.asp.

Medications

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).

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

Medication Administration at School

An "Administration of Oral Medication at School" form must be signed by a parent or legal guardian *and* physician for all medications, prescribed and over-the-counter medication.

- All medications must be kept in the health room.
- For prescription medication, both the parent/legal guardian and a licensed physician or dentist must complete the form with specific instructions for administration.
- With the exception of inhalers, 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, and name of physician.

Students needing Epi-pens for severe allergic reactions need to have up to date forms and Epi-pens on the first day of school. Likewise, students who use inhalers will need to have them available at school with proper authorization by the first day of class.

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 the end of the previous school year to be done by you and the doctor over the summer. The medication or treatment order must be from the student's licensed health care provider. This is defined (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. Our school nurse, Nina O'Brien, is available on a part-time basis. She may be contacted by voice mail at (425) 837-6905 or email at obrienn@issaquah.wednet.edu

HOME-SCHOOL 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 important way to support students. The Maywood e-news is e-mailed home to MMS families. The Maywood e-news is available in hard copy upon request. Parents and students are encouraged to read the e-news and make note of important information, dates and upcoming events.

The MMS website <https://www.issaquah.wednet.edu/maywoodms> is a good source of information for progress reports, concerts, report cards, athletics, and various school activities. The MMS 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, Family Access, teacher websites and voicemail. Teachers have telephones in their classrooms; please try to call before or after school and during teacher planning periods.

Families are encouraged to keep the emergency information current and up-to-date. The school should be notified immediately of any address, phone number or email changes during the school year.

Family/Student Skyward Access

Skyward Family and Student Access gives parents and students on-line access to student information, including test scores, attendance, class schedules, and immunization records. Parents can verify on-line that the emergency contact information on each student is correct. Directions to retrieve or set up your Family Access log in/password can be found on the district website at this address: <https://www.issaquah.wednet.edu/family/FamilyAccess>

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

The Maywood Middle School Library welcomes students for research, reading and homework. Students may access the library from 7:50 AM to 8:05 AM Monday through Friday and from 10:05 AM to 10:15 AM on Wednesdays. Students are expected to remain in the Library until dismissed by the Library staff. After school library hours are 2:35 PM – 4:15 PM Monday, Tuesday, and Thursday. The library is open for students after the first fifteen minutes of each lunch and students are expected to remain in the library until lunch dismissal. Classes will often use the library during the school day for academic learning. The library is not open to students when classes are using the library. Library schedule is subject to change. MMS students have a wide variety of print and electronic resources to help them with their studies. Consult the

school's website at www.mms.issaquah.wednet.edu for a complete library catalog and available databases. Students must have a signed Acceptable Use Agreement to use school technology. Personal responsibility is expected with borrowed materials and fines are assessed on all overdue materials. Students with library fines will not be allowed to check out additional materials until fines are cleared. All library information including rules and regulations can be found on the https://connect.issaquah.wednet.edu/staff/maywood/mr_dahlins_site.

Lockers

Students are to only use their assigned locker. The school is not responsible for lost, stolen, or damaged goods belonging to students. Lockers are provided for student convenience and are the property of the Issaquah School District (ISD). The ISD retains the right to access any locker in the event there is a safety or health hazard to any persons or property. Students are responsible for the care and maintenance of their locker. Students will not disclose their combination to other students. A student found to deface or damage a locker may face disciplinary consequences. Fines may be assessed in such instances. Each student is expected to sign a locker agreement indicating they understand and will follow locker usage procedures before being issued a locker.

Locker Guidelines include:

- Backpacks must be stored in lockers.
- Backpacks are not allowed in classrooms.
- No accessing lockers at lunches.
- All personal electronics are to be stored in lockers during the school day. Students are allowed to carry their cell/smartphones on their person in case of an emergency. Students' cell/smart phones are to be turned off and not used during school and while students are on campus.
- Avoid overstuffing lockers.
- Lockers should not be pre-set to open automatically.
- Do not share your locker combinations with others.
- It is recommended that valuables be left at home. MMS is not responsible for lost or stolen property.
- Locker problems should be reported to the main office.

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. MMS is not responsible for instruments that are damaged, stolen and/or not locked up. **Families are strongly encouraged to insure their student's instrument.**

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.).

POSITIVE BEHAVIOR AND SOCIAL EMOTIONAL SUPPORT (PBSES)

ISD has implemented PBSES in all elementary and middle schools and the vision is to promote respect, positive relationships, and predictable, proactive learning environments so that students can lead socially and emotionally safe and healthy lives.

At Maywood we work to create a supportive school environment where students form positive relationships with one another and staff, expectations are clear and students are regularly celebrated for their achievements—both academic and otherwise. Our Maywood Way Matrix is a useful resource for students, staff and families to understand and teach the behavior expectations. It helps guide students’ behavior in all school environments. Posters are displayed in classrooms, hallways, the cafeteria, and all other common areas to ensure that students have access to information guiding each student to Be Safe, Be Kind, Be Respectful and Be Your Best. This Matrix is found below:

The Maywood Way Matrix (page 1)

	Arrival/Departure	Hallways/ Stairs	Bathrooms/ Locker Rooms	Cafeteria	Courtyard
Be Safe	<ul style="list-style-type: none"> Walk bikes on campus. Follow directions of crossing guard. Walk to/from bus. Use crosswalks and sidewalks. Go directly to bus, pick-up, or after school activity. 	<ul style="list-style-type: none"> Walk in the hall. Stay to the right. Keep hands, feet, and body to yourself. Keep moving in an orderly fashion. 	<ul style="list-style-type: none"> Walk safely. Use facilities properly. Report vandalism & other problems to an adult. 	<ul style="list-style-type: none"> Walk. Keep space clean. Food stays on plate. Wait your turn. 	<ul style="list-style-type: none"> Eat and drink inside cafeteria. Follow all rules of Bump. Keep hands and feet to self. Only those participating should be on the court. Use equipment correctly.
Be Kind	<ul style="list-style-type: none"> Wait your turn to board/exit bus. Hold door for others. Thank the person who brought you to school. Greet peers and talk positively with them. 	<ul style="list-style-type: none"> Use appropriate, kind language. Hold door for others. Wait your turn to access locker. 	<ul style="list-style-type: none"> Wait in line. Keep your conversation kind. 	<ul style="list-style-type: none"> Get to know new people. Invite others to sit with you. Speak to others as you’d want to be spoken to. 	<ul style="list-style-type: none"> Use appropriate, kind language. Return all equipment @ 3 whistle end of period.
Be Respectful	<ul style="list-style-type: none"> Wait your turn to access locker. Wait in designated areas until the bell rings. Move efficiently to keep hallways open. Stay to the right. Be aware of those around you. Keep a calm voice and body. 	<ul style="list-style-type: none"> Speak in an “indoor” voice. Treat others as you would like to be treated. Be mindful of other classes. Pick up trash and keep Maywood clean. 	<ul style="list-style-type: none"> Keep bathroom/locker room clean. Remember the One Paper Towel Challenge. Respect others’ privacy. Respect others’ belongings. Flush, wash, & dispose of trash properly. 	<ul style="list-style-type: none"> Appreciate all foods. Use good table manners. If you see something, say something. Be a leader at your table, and encourage listening & positive behavior. Take only what you can eat. 	<ul style="list-style-type: none"> Follow staff requests. Stay in courtyard until 3 whistle dismissal. Stay on concrete and away from windows.
Be Your Best	<ul style="list-style-type: none"> Remember all supplies needed for your classes. Be prompt and go directly to class after locker. Bring all materials home at the end of the day needed for homework completion. 	<ul style="list-style-type: none"> Stop to help others. Hold doors open. Move promptly to next class. 	<ul style="list-style-type: none"> Promptly return to class. Pick up after yourself. 	<ul style="list-style-type: none"> Include others. Visit quietly. Sit in new spaces. Recycle and compost; strive for zero waste. 	<ul style="list-style-type: none"> Encourage others to follow rules.

The Maywood Way Matrix (page 2)

	Library	Computer Labs	Assemblies	Emergency Drills	Field Trips
Be Safe	<ul style="list-style-type: none"> Walk. Push in your chair. Use computers appropriately. Keep chairs from tipping. 	<ul style="list-style-type: none"> Sit in chair without spinning. Log off computer before leaving. Push in chair before leaving. 	<ul style="list-style-type: none"> Keep hands and feet to self. Use stairs for entry and exit (bleachers). Sit with teacher. Remain seated until dismissed by rows. 	<ul style="list-style-type: none"> Walk to and from field. Stay on the paths and sidewalks. Remain calm. Move quickly to designate spot. Quiet & in line at 3 whistle signal Use main entry doors to return to class. 	<ul style="list-style-type: none"> Stay with assigned chaperone. Bring only the items allowed. Be aware of surroundings - "stranger danger." Follow directions.
Be Kind	<ul style="list-style-type: none"> Clean up after yourself. Keep food and drink in cafeteria. 	<ul style="list-style-type: none"> Respect personal space. Straighten room up for next student. 	<ul style="list-style-type: none"> Listen and participate. Recognize and include all. 	<ul style="list-style-type: none"> Help others find their lines. Help teacher with signs and bags. Use positive language. 	<ul style="list-style-type: none"> Listen and watch with a positive attitude. Show gratitude to venue host and chaperones. Leave area in better shape than when you arrived (trash, etc.).
Be Respectful	<ul style="list-style-type: none"> Use soft voice. Put materials back where you found them. Keep hands and feet to self. 	<ul style="list-style-type: none"> Use computers only for educational purposes. 	<ul style="list-style-type: none"> Devices are off and stored away. Formal vs. informal assembly behavior Patience during transitions Quiet when speaker is at mic Quiet feet on bleachers 	<ul style="list-style-type: none"> Be quiet. Listen to and follow instructions. Return directly to class at 2 whistle signal. 	<ul style="list-style-type: none"> Honor personal boundaries. Use respectful language. Use inside voices and take turns. Treat others better than you would like to be treated.
Be Your Best	<ul style="list-style-type: none"> Be thoughtful of others. Be a problem solver. Return library materials on-time. 	<ul style="list-style-type: none"> Use technology appropriately. Follow District Appropriate Use Policy. 	<ul style="list-style-type: none"> Respond appropriately: clap, cheer, and laugh. Make good choices regarding whom to sit near. Remember that your choices impact your ability to Be Your Best! 	<ul style="list-style-type: none"> Remain calm & quiet. Help others. Follow directions. 	<ul style="list-style-type: none"> Be a positive representative of Maywood. Keep track of personal belongings. Take advantage of the unique learning experience.

If families would like more information regarding PBSES or its implementation in ISD please see the ISD PBSES website at <https://www.issaquah.wednet.edu/academics/programs/pbses> or the Maywood Middle School PBSES website at <https://connect.issaquah.wednet.edu/middle/maywood/p/pbses?Redirected=true> . Additionally you may contact an administrator or the part-time Maywood PBSES coach, Nikki McGrath at (425) 837-6980 or mcgrathn@issaquah.wednet.edu.

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. All visitors, no matter the purpose for the visit, should be prepared to show a picture or state issued identification upon arrival. Additional information and requirements 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 and 18 years of age 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 and Guardians may contact the Maywood Attendance Office by emailing mmsattendance@issaquah.wednet.edu or by calling (425) 837-6900. 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 RCW 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 Logon 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 records 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 attended school.

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 designated 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. 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 in a manner 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 Regulation and Procedure 3241 and 3241P available on the District's website: www.issaquah.wednet.edu/district/regulations.

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. 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.

Before administering a long-term suspension or expulsion, the District will consider one or more other forms of discipline to support the student in meeting behavioral expectations.

- 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
- Assault, threats, extortion, causing physical injury or damage to school property
- Behavior that constitutes harassment, intimidation or bullying under Regulation 3207 where such acts adversely impact health and safety of students and staff
- Criminal acts
- Dangerous weapons, instruments, & activities
- Fighting
- Disruptive conduct
- False alarms

For student behaviors 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.

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.

Cheating or Disclosure of Exams - 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.

Defaming Another Person – Conduct that defames another person is prohibited.

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

Endangering Self, Other Students or Staff

Engaging in 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.

Fighting - 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.

Gang-Related 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, Intimidation or Bullying - See Regulation 3207.

Lewd Conduct

Making False Statements - 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.

Refusal to Cease 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.

Sexual Misconduct – Misconduct that could constitute sexual assault or harassment is prohibited.

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.

Use of Motor Vehicles – Using vehicles on school property in a way that jeopardizes safety or property 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.

Violation of Terms 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.

Behavior Agreements

The District may enter into behavior agreements with students and parents in response to behavior violations, including agreements to reduce the length of a suspension conditioned on participation in treatment services, agreements in lieu of suspension or expulsion or agreements holding a suspension or expulsion in abeyance. The duration of a behavior agreement may not exceed the length of an academic term.

A behavior agreement may not waive a student’s opportunity to participate in a reengagement meeting or to receive educational services during a suspension, expulsion or emergency expulsion.

Entering into a behavior agreement with students and parents does not preclude the District from administering discipline for behavioral violations that occur after the agreement is entered.

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

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 District's rules and regulations as set forth in the District's Middle School Student Athletic Handbook.

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 Regulation 2151.

Harassment, Intimidation, Bullying and Non-Discrimination

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.

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 students.

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 work place, including "pin-ups" or sexually degrading cartoons posted in the school site; uninvited sexually suggestive looks, constant leering or ogling, or gestures; uninvited sexual teasing, remarks, or questions regarding an individual's personal life, which have no relationship to the school environment; and demands for sexual favors in return for 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 as an intentional electronic, written, verbal or physical act that:

- Physically harms a student or damages the student's property;
- Has the effect of substantially interfering with a student's education (to be determined by considering a targeted student's grades, attendance, demeanor, interaction with peers, participation in activities, and other indicators);

- 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.

Conduct that is “substantially interfering with a student’s education” will be determined by considering a targeted student’s grades, attendance, demeanor, interaction with peers, participation in activities, and other indicators.

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. There is no requirement that the targeted student actually possess the characteristic that is the basis for the harassment, intimidation, or bullying.

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 conduct 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 District's Title IX Officer, HIB Coordinator, Civil Rights Coordinator, or Section 504 Coordinator, who are listed below.

Title IX Coordinator

Amanda Dorey, Director of Human Resources
5150 220th Ave. SE
Issaquah, WA 98029
425-837-7000
doreya@issaquah.wednet.edu

Civil Rights Compliance Officer

Amanda Dorey, Director of Human Resources
5150 220th Ave. SE
Issaquah, WA 98029
425-837-7000
doreya@issaquah.wednet.edu

Harassment, Intimidation, Bullying (HIB) Coordinator

Stacey Zachau, Assistant Director of Student Intervention – Compliance
5150 220th Ave. SE
Issaquah, WA 98029
425-837-7000
zachus@issaquah.wednet.edu

Section 504 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.