

**PACIFIC CASCADE MIDDLE SCHOOL  
2019-2020**



**STUDENT HANDBOOK & PLANNER**

**Pacific Cascade Middle School**  
24635 SE Issaquah-Fall City Road  
Issaquah, WA 98029-6451  
(425) 837-5900 (main)  
(425) 837-5910 (fax)

<https://www.issaquah.wednet.edu/pacificcascadems>

***This Planner Belongs To:***

**Name:** \_\_\_\_\_

**Lynx Life Teacher:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

## IMPORTANT NUMBERS

<b>PCMS Main Number: 425-837-5900</b> <b>Fax Number: 425-837-5910</b>	<b>Counselor, Laura Meserole:</b> <b>425-837-5914</b>
<b>Principal, Jeff McGowan:</b> <b>425-837-5902</b>	<b>Counselor, Miranda Williams:</b> <b>425-837-5915</b>
<b>Assistant Principal, Kathryn Coffin:</b> <b>425-837-5901</b>	<b>Counselor, Jessica Morrison:</b> <b>425-837-5926</b>
<b>Assistant Principal, Casey Stookey:</b> <b>425-837-5944</b>	<b>Psychologist, Jessica Kessler:</b> <b>425-837-5916</b>
<b>Assistant to Principal,</b> <b>Jennifer Frederick: 425-837-5903</b>	<b>Registrar/Counseling Secretary,</b> <b>Kim Schneider: 425-837-5911</b> <b>Counseling Fax: 425- 837-5913</b>
<b>Bookkeeper, Patty Goodin:</b> <b>425-837-5905</b>	<b>Nurse, Terry Ostendorf:</b> <b>425-837-5908</b>
<b>Athletics Secretary, Mary Beth Jones:</b> <b>425-837-5904</b>	<b>Health Room Specialist, Jean Ann</b> <b>Aguirre: 837-5974</b>
<b>Attendance, Pam Yates:</b> <b>425-837-5906</b>	

## PCMS BELL SCHEDULES

### MONDAY, TUESDAY, THURSDAY, FRIDAY SCHEDULE

Lynx Life        8:10 am - 8:30 am (20 minutes)  
 1<sup>st</sup> Period        8:35 am - 9:25 am (50 minutes)  
 2<sup>nd</sup> Period        9:30 am - 10:20 am (50 minutes)  
 3<sup>rd</sup> Period        10:25 am - 11:15 am (50 minutes)

<b>1<sup>st</sup> Lunch A    11:15 am – 11:45 am (30 minutes)</b>
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<b>4<sup>th</sup> Period A    11:50 am – 12:45 pm (55 minutes)</b>
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<b>4<sup>th</sup> Period B    11:20 am - 11:45 am (25 minutes)</b>
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<b>2<sup>nd</sup> Lunch B    11:45 am - 12:15 pm (30 minutes)</b>
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<b>4<sup>th</sup> Period B    12:20 pm - 12:45 pm (25 minutes)</b>
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<b>4<sup>th</sup> Period C    11:20 am – 12:15 pm (55 minutes)</b>
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<b>3<sup>rd</sup> Lunch C    12:15 pm – 12:45 pm (30 minutes)</b>
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5<sup>th</sup> Period        12:50 pm - 1:40 pm (50 minutes)

6<sup>th</sup> Period        1.45 pm – 2.35 pm (50 minutes)

### WEDNESDAY SCHEDULE

1<sup>st</sup> Period        10:20 am - 11:00 am (40 minutes)

2<sup>nd</sup> Period        11:05 am – 11:45 am (40 minutes)

3<sup>rd</sup> Period        11:50 am – 12:30 am (40 minutes)

<b>1<sup>st</sup> Lunch A    12:30 pm – 1:00 pm (30 minutes)</b>
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<b>4<sup>th</sup> Period A    1:05 pm – 12:45 pm (55 minutes)</b>
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<b>4<sup>th</sup> Period B    12:35 pm – 1:00 pm (25 minutes)</b>
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<b>2<sup>nd</sup> Lunch B    1:00 pm – 1:30 pm (30 minutes)</b>
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<b>4<sup>th</sup> Period B    1:35 pm – 2:00 pm (25 minutes)</b>
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<b>4<sup>th</sup> Period C    11:20 am – 12:15 pm (55 minutes)</b>
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<b>3<sup>rd</sup> Lunch C    12:15 pm – 12:45 pm (30 minutes)</b>
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5<sup>th</sup> Period        2:05 pm - 2:45 pm        (40 minutes)

6<sup>th</sup> Period        2:50 pm - 3:30 pm        (40 minutes)

## QUICK REFERENCES

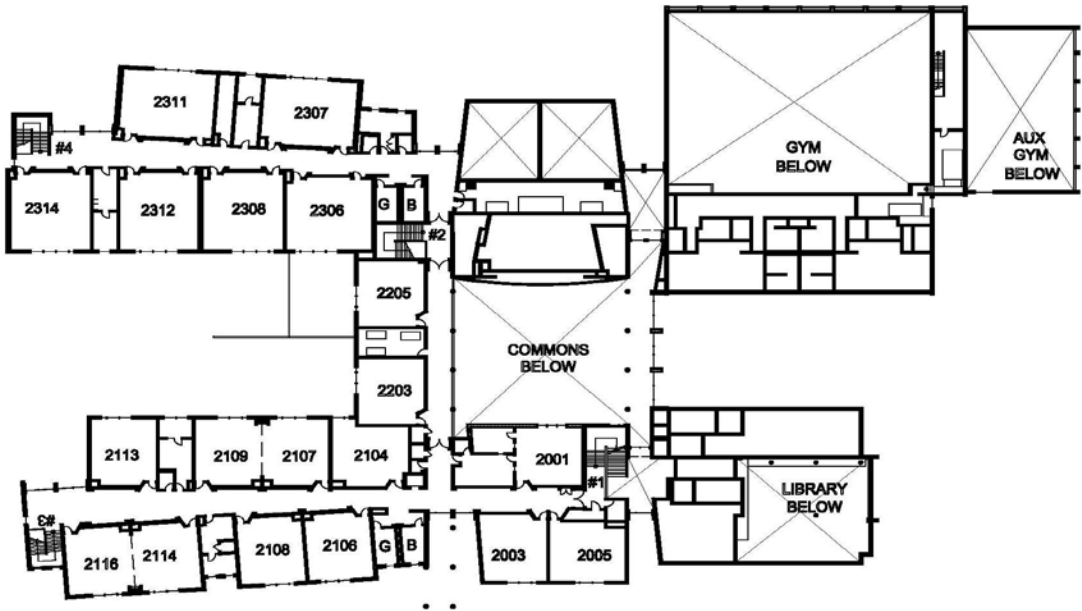
School Website: <https://www.issaquah.wednet.edu/pacificcascadems>

<b>Activities Information</b>	ASB – 425-837-5900
<b>ASB Card Purchase, Fees, Fines, Yearbooks, Supplies, Refunds</b>	Patty Goodin - Bookkeeper's Office – 425-837-5905
<b>Athletic Eligibility Forms</b>	Mary Beth Jones - Athletic Secretary – 425-837-5904
<b>Attendance Concerns/Verification</b>	Marissa Schulz - Attendance Office – 425-837-5906
<b>Bus Routes and Schedules</b>	Transportation Office – 425-837-5900
<b>Counseling – Appointments, Academic Progress, Summer School , Personal Crisis</b>	Kim Schneider – Counseling Office – 425-837-5911
<b>Discipline</b>	- Principal – 425-837-5903 Jeff McGowan– Asst. Principal – 425-837-5903 Casey Stookey - Asst. Principal – 425-837-5903
<b>Emergency Student Contact</b>	Marissa Schulz - Attendance Office – 425-837-5906
<b>First Aid and Health Room</b>	Terry Ostendorf - Nurse – 425-837-5908 Jean Ann Aguirre – HR Specialist – 425-837-5974
<b>Lockers</b>	Mary Beth Jones – Main Office – 425-837-5904
<b>Lost and Found</b>	Main Office – 425-837-5900
<b>PCMS Calendar, Events Scheduling</b>	Jennifer Frederick – Principal's Secretary – 425-837-5903
<b>Records, Transcripts, Report Cards, Private School Applications</b>	Kim Schneider – Counseling Office – 425-837-5911
<b>Student Schedules</b>	Kim Schneider - Counseling Office – 425-837-5911
<b>Visitor Approval/Check-In</b>	Mary Beth Jones – Athletic Secretary – 425-837-5903
<b>Withdrawals</b>	Kim Schneider – Counseling Office – 425-837-5911

# MAP OF PACIFIC CASCADE MIDDLE SCHOOL

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## PACIFIC CASCADE MIDDLE SCHOOL GENERAL INFORMATION

- The official school day is 8:10 AM to 2:35 PM on M, Tu, Th, and F, and 10:20 AM to 3:30 PM on Wednesday. **Please do not drop off your student before 7:50 AM on Monday, Tuesday, Thursday or Friday and 10:00 AM on Wednesday. The first bell rings at 8:05 AM on M, Tu, Th, F and 10:15 AM on Wednesday.**
- The bookkeeper's office is open before school, at lunch and after school to receive money for classes, field trips, etc. All money should go to the bookkeeper and not teachers or coaches.
- Deliveries/Messages – Following the Love and Logic philosophy, items brought to school for students are placed on the front desk in the office **and it is the student's responsibility to check this table and pick up items.** We cannot guarantee delivery of messages of a non-emergency nature. Please make arrangements for after school plans before your student leaves for school.
- There is a student telephone in the main office for use at lunch and before/after school.
- All students must be in a supervised activity to remain on campus after the buses leave. Activity buses leave at 4:20 on M, T, TH and 5:20 on W. Student must have a bus pass. Only students in school related after school activities may ride the activity bus.
- All students need permission to be out of class and comply with the 15/10 rule. Students are not to leave class during the first 15 minutes and the last 10 minutes of class to minimize disruptions in the learning.
- Students must walk in the building at all times. Running to lunch, between classes, and in the halls is unacceptable.
- Please use the crosswalk and follow the directions of the crossing guards for your safety at the school entrance.
- Lunch money goes directly to the cafeteria and must be dropped off before 10:00 AM. Checks should have student name and lunch number on them or you may access [www.MySchoolBucks.com](http://www.MySchoolBucks.com) to deposit money into your child's account.
- Lost and found items are kept on a table in the commons and in the PE offices. Unclaimed items will be donated to charitable organizations periodically. Students will be given notice when the items will be donated.
- All Issaquah School District schools are closed campuses. Student visitors are not permitted during the school day.

## PACIFIC CASCADE MIDDLE SCHOOL GENERAL RULES

- Verbal, physical, or cyber harassment, bullying, intimidation or abuse will not be tolerated. Such behavior may result in suspension. All students should report incidences of this behavior to a staff member immediately.
- Cheating, copying another's work and /or plagiarism are serious offenses and will be individually dealt with.
- Electronic equipment are distracting to student learning and will be taken at staff discretion. **Electronics, including: cell phones, readers, laptops, ear buds must be OFF and put away while at school.** Some classrooms allow cell phones as instructional technology. Classes that utilize cell phones will hold students to the electronic user policy for this program. PCMS is not responsible for lost, damaged, or stolen cell phones.
- Stealing or taking anyone's things without their permission may result in suspension from school.
- Using any inappropriate language including profanity and/or obscene gestures are prohibited. Students may receive in or out-of-school suspension.
- Items that interfere with student learning may not be brought to school. Such items include, but are not limited to water toys, rubber bands, animals, trading cards, shocking devices, laser pointers, and any other items that are considered toys. Bringing sports equipment from home is not appropriate, but if you need to bring equipment, please clear it through the office.
- Public displays of affection: Students are expected to act within the boundaries of good taste while on campus or on the school bus. Prolonged embracing, kissing and/other forms of personal displays of affection (PDA'S) are not acceptable.
- Fighting warrants serious consequences. All participants will receive an administrative referral and suspension.
- Vandalism and destruction of any school property is not tolerated. Payment or restitution and disciplinary consequences will be issued.
- Students cannot possess or give another student a weapon or a facsimile of a weapon, such as a firearm, knife, fireworks, handcuffs, pepper spray, mace spray, or other dangerous objects at school or at a school activity on or off school grounds.
- No form of tobacco is allowed anywhere on campus. Students selling, in possession of, or under the influence of any illegal substance will be subject to immediate suspension and referral to the King County Police. Pacific Cascade Middle School is a drug-free zone.

## ACADEMICS

### **HOMWORK POLICY**

- Students at PCMS have homework in all core classes. This varies from week to week. The amount is approximately 1-2 hours per evening.
- Student Planners should be utilized as a part of homework “tracking” for all students, parents, and teachers.
- Parents are expected to assist students and teachers in supporting time management skill development.
- Generally, daily homework calendar is posted on teacher websites.

### **GRADING SCALE**

PCMS uses the following letter grades and numerical equivalents:

A	93.0%-100 %	4.0		C	73.0%-76.99%	2.0
A-	90.0%-92.99%	3.7		C-	70.0%-72.99%	1.7
B+	87.0%-89.99%	3.3		D+	67.0%-69.99%	1.3
B	83.0%-86.99%	3.0		D	60.0%-66.99%	1.0
B-	80.0%-82.99%	2.7		F	0.0%-59.99%	0.0
C+	77.0%-79.99%	2.3				

### **GRADE REPORTS**

All students can view their mid-trimester reports in October, January, and May. They also receive 3 official trimester end grades each year. All grades and report cards can be viewed in the Portfolio tab in Family Access Gradebook.

### **FAMILY ACCESS GRADEBOOK**

Parents can check their student’s grades through Family Access. The link is found on the PCMS website. Teachers are required to update their grade books at mid-tri and at the end of the trimester although some teachers may update more often.

### **CONFERENCES and TEACHER-PARENT COMMUNICATION**

Parent/teacher conferences are scheduled by parents, teachers, counselors or administrators, as needed. These are known as “Guidance Team” meetings. Teachers can also be contacted via voice- mail and email.

### **ACADEMIC INTEGRITY/HONESTY POLICY**

Academic integrity speaks to a student’s commitment and responsibility to pursue scholarship openly and honestly. It respects the concept that learning is the primary purpose of education, secondary to grades and credits. Academic dishonesty is defined as any action that may result in creating an unfair academic advantage for oneself or an unfair academic advantage or disadvantage for any other student.

A student shall not attempt to earn credit or receive a grade for coursework (tests, quizzes, assignments, projects, essays) in a manner other than defined as acceptable by each instructor. Academic integrity violations are documented throughout a student’s secondary school career (grades 6 – 12). Academic integrity violations include, but are not limited to:



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

**All students involved in or aware of any of the above transgressions will be disciplined or may receive zero/partial credit.**

**HIGH SCHOOL CREDIT**

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

**CHECK CASHING POLICY**

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

If payment has not been made, the face value may be recovered electronically along with a state allowed recovery fee. At this time, the fee to the recovery company, e-Cap, is \$25.00. In the event your check is returned for non-payment, the district has the right to no longer accept this form of payment for the remainder of the school year. Alternative forms of payment may be used such as cash, a cashier’s check or a money order. The district receives only the face value or a partial value of the check electronically recovered from e-Cap and does not receive any additional recovery income from a non-payment item.

**CO-CURRICULAR INFORMATION**

Pacific Cascade Middle School provides many opportunities for student involvement through our co-curricular program, including activities/clubs, athletics, and fine arts. As representatives of our school, students who participate in the co-curricular programs are held to high expectations and standards. We expect *all* students to demonstrate excellent citizenship and sportsmanship and to be positive role models at *all* times.

### **ASB CARDS**

The ASB Activity Card fee supports activity days, assemblies, guest speakers, dances, after-school clubs, co-curricular programs, transportation for music festivals and athletics, student recognition, sports equipment, officials, supervision and many other activities.

The price of the ASB card is \$35.00.

**IMPORTANT:** ALL STUDENTS PARTICIPATING IN ANY ACTIVITY SANCTIONED BY THE ASSOCIATED STUDENT BODY MUST PURCHASE AN ASB CARD TO BE ELIGIBLE TO PARTICIPATE IN THOSE ACTIVITIES. THIS INCLUDES ALL STUDENT CLUBS AND MUSIC GROUPS.

### **IDENTIFICATION CARDS**

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

### **ACTIVITIES**

There are many activities/clubs at PCMS in which students can participate. Activities/clubs are created to reflect student interest.

Students must report directly to a supervised club after school. Students are not allowed to leave campus until the club is over at 4:10/5:10 pm.

### **ATHLETICS**

Eligibility: In order for students to participate in any athletic program, they must:

1. Maintain passing grades and earn credit in all classes (enroll in at least 4 classes)
2. Maintain a 2.0 trimester and cumulative GPA and have NO failing grades
3. Clear all fines
4. Purchase an ASB Activity Card for \$35.00
5. Pay the district participation fee of \$50.00 per sport season (with a maximum of \$150.00 per student across the year) or \$20.00 per intramural (Jamboree) sport.
6. Have a current physical examination completed prior to participation in a sport which **must be dated after June 15 of each school year**. Physicals are valid for 12 months from the date of the exam, and must also indicate a doctor's approval for "full participation." A new physical exam will be required each year of participation.
7. Have completed all athletic registration forms including a physical examination form, medical emergency form, and Coach Confidential Emergency Information Form and returned them to the PCMS Athletic Secretary. All forms can be found on our website or in our front office.
8. Sign an agreement to abide by the Issaquah School District Student Athletic Handbook

There will be no refunds given after the first competition.

**Note: In order to participate in any after school activity, theatre, sports, concerts, etc., a student must attend class for at least one-half of the school day. (Exceptions: Medical/dental appointments, certain emergency absences when approved by either the Principal or Assistant Principal.) All fines must be paid.**

The following sports are offered at the middle school level:

<u>FALL</u>	<u>WINTER I</u>	<u>WINTER II</u>	<u>SPRING</u>
<b>Cross Country</b> (Co-Ed)	<b>Basketball</b> (Girls)	<b>Basketball</b> (Boys)	<b>Track</b> (Co-Ed)
<b>Softball</b> (Co-Ed)	<b>Wrestling</b> (Co-Ed)	<b>Soccer</b> (Girls)	
<b>Volleyball</b> (Girls)			

- **ALL** students are encouraged to become actively involved in one or more of the sports that are offered. All students who turn out for a sport are given the opportunity to play at some level.
- Practices are held immediately after school Mondays through Thursdays – no Friday practices. Students must be picked up on time.
- An activity bus (with limited stops) is provided Monday through Thursday for students wishing to participate in supervised after-school activities. **Students must have an Activity Bus Ticket.** Tickets are available from supervising teachers and coaches. Activity buses leave PCMS at 4:25 pm on Monday, Tuesday, and Thursday and 5:20 pm on Wednesday.

### ACADEMIC PROBATION

- In order to maintain athletic eligibility during the current trimester, a student shall maintain passing grades in **all** classes. Grades will be checked 10 days into the beginning of the sport season.
- If a student-athlete receives any failing grades, regardless of the grade point average, that student-athlete is placed on academic probation for 10 calendar days. The student-athlete is allowed to continue to attend and participate in practices only. He/she may not participate in athletic contests during this time. Grades will be checked at the end of the 10-day probation period.
- Academic checks and discipline reviews will be conducted by the Athletic Director, and the student-athlete eligibility will be determined by these checks. If a student continues to fail and/or receive discipline referrals, he/she will not be allowed to participate in athletic competition for the remainder of the season.

For questions regarding PCMS Athletics, you may contact the following:

**PCMS Athletic Secretary: Mary Beth Jones @ (425) 837-5904**  
**PCMS Athletic Director: Casey Stookey @ (425) 837-5944**

### FINE AND VISUAL ARTS

The PCMS Fine Arts Program offers students an opportunity to participate in programs and productions throughout the year. The Instrumental Music Program includes Concert Band, Jazz Band, Guitar and Orchestra, while vocal music provides Choir and 1Voice Vocal Jazz. In addition, students may have the opportunity to participate in after school drama productions, talent show and drawing and art classes.

## **PCMS JUNIOR HONOR SOCIETY**

The Junior Honor Society is an organization that recognizes and encourages academic achievement while also developing additional characteristics essential to citizens in a democracy. The JHS member strives to achieve five core principles: scholarship, character, leadership, citizenship, and service.

**Students who have a cumulative grade point average of 3.7 after the first trimester of 8<sup>th</sup> grade will be invited to join Junior Honor Society.** The invitation to join Junior Honor Society will be sent to student's homes in mid-December and the acceptance forms will be due back in early January. The first JHS meeting at PCMS will be in January. An activity bus is available for bus riders after the meeting, however, the group is so large that members are asked to provide their own transportation if it is possible.

In addition to maintaining or improving their GPA and attending meetings, Junior Honor Society members will be asked to attend one meeting a month Jan – May and complete eight hours of community service between June and April of the current school year. There is also an expectation that students will not have a suspension, expulsion or final "F" grade in a class due to cheating or plagiarizing. Students who meet these requirements will be invited to attend the Induction Ceremony in May.

## **COUNSELING CENTER**

The counseling staff is organized with three full-time school counselors, a full time mental health counselor, a school psychologist and a registrar. Students are assigned to a specific counselor for academic, emotional, and social needs, while the mental health counselor is available for students needing in-depth social/emotional support. Students can make appointments with their counselor by visiting the Counseling Center, located in the main office. Parents can also make appointments with their students' counselor by calling the Registrar, Kim Schneider at 837-5911, between 7:50 a.m. and 3:45 p.m. daily.

### **COUNSELING CENTER SERVICES INCLUDE:**

- Work individually with students to listen and talk through their concerns, problem solve, and resolve issues with teachers, peers and family members
- Provide classroom presentations on relevant topics such as Depression and Suicide Prevention, Harassment and Bullying, and Career Exploration
- Teach "Life Skills" curriculum once a week in all 6th grade Health classes
- Connect families with resources in the district and community
- Help students map an academic plan that guides them through any of our district comprehensive high schools
- Assist 6th grade students in making a successful transition to middle school, and 8th grade students in making a successful transition to high school
- Support students and their families during times of crisis
- 504 coordination
- Work with classroom teacher to develop teaching strategies for at-risk students

### **Teacher rating form requests for medical evaluations**

Students needing teacher rating forms as part of a medical evaluation should submit the forms and doctor information to their counselor. The counselor will distribute and collect the forms from the teachers and then fax or mail the forms directly to the doctor.

### **WITHDRAWAL PROCESS**

Students withdrawing from Pacific Cascade should contact the Counseling office at least 3 days before their last day in school. Prior to withdrawing, students are required to:

1. Obtain grades and signatures from all teachers
2. Return all books to the library
3. Return all textbooks to the Textbook Coordinator
4. Check with the Bookkeeper for all fines
5. Clean out hall locker and PE locker (if applicable)

Return required paperwork to the Counseling office for clearance

Failure to complete any of these items may cause a delay in forwarding student records to another school. An official transcript will not be sent to another school if a student withdraws without paying fines or returning books. Please contact the Registrar, Kim Schneider, at (425) 837-5911 if you have any questions.

### **PRIVATE SCHOOL APPLICATIONS AND RECORDS REQUESTS**

All private school applications and other records requests should be turned in directly to the Counseling Office. A release of information form needs to be completed by the parent/guardian in order to send records to third party. Please do not give applications to teachers without contacting the Registrar. Application requests require a minimum of 3 business days to process. A \$2.00 fee will be assessed for each application to cover mailing costs and copies.

## **DISCIPLINARY PROCEDURES**

Love and Logic is a philosophy of raising and teaching children which allows adults to be skilled in the interactions with children. Love allows children to grow through their mistakes. Logic allows children to live with the consequences of their choices. Love and Logic is a way of working with children that puts parents and teachers back in control, teaches children to be responsible, and prepares young people to live in the real world, with its choices and consequences.

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.

At Pacific Cascade a progressive discipline approach is used. The goal is to assist the student in:

- identifying the problem
- understanding what new behavior is necessary
- encourage the student to accept accountability for their actions
- provide the student with an opportunity to demonstrate improvement and personal growth

There are two forms used in documenting student behaviors.

- Office Data Referral Form – used to document up to three general rule violations. Students may be referred to the office after the violation.
- Immediate Discipline Form – used in situations where immediate action is needed: fights, insubordination, defiance.

Every case is considered on its individual merit. Repeated violations may result in severe disciplinary action or suspension.

## DRESS CODE

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

- Shoulder straps of a single shirt must be at least 3 fingers wide. Shirts cannot be low-cut in the front or back. (No bare midribs, no spaghetti straps, no visible undergarments.)
- Students are asked to wear clothes that completely cover undergarments (bras, bra straps, boxer shorts, thong underwear, underwear, etc.).
- Shorts and skirts must be at least the length of student’s fingertips when hands are dropped to sides.
- Cannot advertise or display writing or pictures that are obscene or suggestive.
- No hoods are to be worn anywhere on campus.

If a student’s dress or grooming is objectionable under these provisions, the principal or designee will ask the student to make appropriate corrections. If the student refuses, the student is subject to disciplinary action. A complete copy of Policy #3224 may be obtained at any school.

## ELECTRONIC READING DEVICES

Students may use electronic devices such as Amazon’s Kindle, Barnes & Noble’s Nook, Apple’s iPad, and laptops in accordance with our Electronic Device User Agreement. This opportunity is a privilege that requires extra caution and responsibility both on the part of the students and their parents. This agreement excludes all cell phones and smart phones.

In order to bring an electronic device to school, students must first do the following:

- Obtain a copy of the Electronic Device User Agreement Form, review the agreement and have both parent and student sign off on the agreement. This form can be obtained in the office or off the school website.
- Return the Electronic Device Acceptable Use Permission Form to the office for approval.

The use of any device (including Wi-Fi access) is for education and research only. Please refer to The Electronic Information System Agreement Terms on page 19.

## EMERGENCY PREPAREDNESS

Safety is the number one priority for Issaquah District schools. As a result, every school has a clear crisis management plan. The plan is in place to first and foremost prevent a crisis, but also to prepare, respond and recover from one should it occur. In our quest to be prepared, each building is required by law to practice Lock Down drills, Fire drills, Shelter in Place drills and one drill chosen by the building each year. This practice will help in the event of a real crisis.

### **School information and Student Release** **(Where to find your child in the event of a school crisis)**

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. You may want to keep the district site book-marked for future reference. The district will also be in close contact with law enforcement and the media to help deliver important school information should a school crisis take place. Pacific Cascade’s Parent/Student Reunion Station will be located in the back parking lot. Parents should park *off campus* across the street. Parents must bring picture ID. Since we will be releasing over 1000+ students, the process will be lengthy. We appreciate your patience as we reunite students and parents in the safest and most secure way possible.

## HEALTH ROOM PROCEDURES

### 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. For middle school, the requirements are:

DTaP (Diphtheria, Tetanus & Pertussis) 5 doses are required for school entry.

Plus one dose of Tdap is required for all grades given on or after 11 years of age.

Polio – four doses

MMR (Measles/Mumps/Rubella): **two** doses given **after the first birthday and at least 28 days apart**.

3 doses of Hepatitis B Series are required for all middle school students.

Chickenpox vaccine (Varicella) two doses or verification of disease by a healthcare provider is required for 6<sup>th</sup> grade entry. The vaccination is recommended but not required for grades 7 & 8.

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

### Medications

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

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

### Emergency Information

- Confidential Emergency Information forms must be on file in the health room for every student. It is vital that parents/guardians fill out these forms completely online. These forms are especially important to have on file in case of emergency or illness.
- If your child has a life-threatening health condition (severe bee sting allergy, severe food allergy, severe asthma, Epi-Pen, diabetes, seizures, etc.), Washington State Law SHB 2834 requires that a medication or treatment order and a nursing plan be in place **before** your child's first day of school. Immediately contact your child's school nurse at 425-837-5908.

### Injuries or illness at school

- Ask your teacher for a pass to the health room.
- Health room staff will assist you, give first aid and/or contact your parents as appropriate.
- All emergencies and injuries should be reported promptly to a staff member. An incident report will be filled out by a staff member.

## **IMPACT**

Impact provides a fun and engaging place for middle school students to go after school. This Issaquah School District program combines tutoring, enrichment classes, and recreation to create a unique and exciting after school opportunity. Impact is a great place for students to create new relationships and explore new skills, all while having fun. Choice based enrichment classes are offered daily, including cooking, video production, photography, arts & crafts, leadership, cinema studies, career exploration and much, much more. A healthy afternoon snack is provided daily. Hours are Monday through Friday from after school until 6:30 pm. For more information and tuition costs, please contact Impact at 425-837-5962.

## **LIBRARY**

### **KCLS Databases offered through the Library**

Every PCMS student can use their school ID to access fantastic databases through the King County public library. Instructions on how to access these databases and links to databases most useful to middle school students can be found on the PCMS library home page. When your classes are working on research, Mrs. Steirer and your teachers can direct you to the most applicable databases for your research, however, KCLS has databases for a variety of topics that could interest many students.

## **LOCKERS**

- Having a locker is a privilege. DO NOT give the combination to anyone.
- Students are not permitted to share lockers with friends or change lockers.
- You will be responsible for any damage and held accountable for any contraband found in your locker.
- If you have a problem with your locker, go to class, get a pass from your teacher, and go to the main office. The secretary will locate a custodian or administrator to help you.
- Each student is expected to sign a locker agreement form and follow these procedures.
- 

## **LOST & MISPLACED ITEMS**

PCMS is not responsible for damaged, lost or stolen items. Please report lost items to the front office immediately. Students are advised not to leave books, backpacks, or valuables unattended anywhere on campus or on the bus. Lost and found items are given to local charitable organizations several times throughout the year. If a student wants to claim an item that was not originally theirs, the student must get an ok from the Assistant Principal before taking the item.



## LUNCH

Computerized accounting allows students to pre-pay any amount either by check made payable to ISD Food Services or [www.myschoolbucks.com](http://www.myschoolbucks.com). Lunch money goes directly to the cafeteria and must be dropped off before 10:30 AM. Checks should include student name and lunch number.

- Complete lunch \$4.00
- Milk \$ 0.50
- A la carte (desserts, chips, drinks) prices vary
- Delivered pizza price varies
- If a student's account is overdrawn they may charge a maximum of two hot lunches.
- Lunch time sports court activities will include basketball, team/open shooting and sharing of all basketballs. Safety, respect and fair play will be actively enforced.
- Due to safety concerns, visitors are not allowed in our cafeteria during lunches.

**Lunchroom expectations:** Respectful behavior is expected at all times. This includes appropriate language, waiting your turn in line, good manners, and sitting while you eat. Students who choose to misbehave or create a mess will be given clean-up duties or private dining. Saving places in the lunch line is not fair to other students. During lunch, students may be in the café, commons, patio (when open), and at the bump courts.

## ON-LINE PAYMENTS

Supplies and fees can be purchased online through the "Pay Online" link on the PCMS website. Log in with your Family Access login and student last name or click on the "detailed instructions" link. Class fees, sports registration, ASB cards, and fines can all be paid online with a credit card. Anyone who wishes to pay by cash or check is still able to visit the PCMS bookkeeper during normal school business hours.

## PARENTS & COMMUNITY

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

PCMS welcomes all parents to participate in PTSA. This group has a bi-monthly board meeting where community input is sought and school information is shared. Parents are urged to contact PTSA board members if they have questions, concerns, or wish to get involved.

### **PARENT VOLUNTEERS**

Parent volunteers are an integral part of the PCMS culture and enrich the curriculum and program. Parents looking for volunteer opportunities should contact the PTSA Volunteer Coordinator.

### **VISITORS**

- All visitors and volunteers must sign in at the office, provide a reason for being on campus as well as wear an ID lanyard. No exceptions. Be prepared to show ID.
- Classroom visitations by parents/community members must be pre-arranged with the Principal and with the teacher(s).
- Students from other schools are not eligible to visit PCMS.

## TEXTBOOKS

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

ALL BOOK FINES MUST BE PAID BEFORE YEARBOOKS WILL BE ISSUED.

## TRANSPORTATION

### **BUS TRANSPORTATION**

- Buses are safe, convenient student transportation, and due to limited parking lot space for drop-off and pick-up, all students are encouraged to ride the bus.
- Failure to follow the rules of district buses can result in suspension from the bus.
- Activity buses (with limited stops) are provided Monday through Thursday for students wishing to participate in supervised after-school activities. Students must have an Activity Bus Pass. Passes are available from supervising teachers and coaches.

### **BUS PASSES**

Students are allowed to ride a bus other than the one assigned under the following conditions:

- Students must have a **written** request from parents and get a bus pass from the front office.
- Bus passes can be obtained before school or during lunch.
- Bus passes are available throughout the school year except for the first month and the last two weeks of school.
- Please go to the school website to view closed busses.

**NOTE:** If the bus is already full with regularly assigned passengers, it is not possible to ride the bus.

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

- Students are not allowed on campus prior to 7:20 am or 9:50 am (Wednesdays). Students are not allowed on campus after 2:30 pm or 3:45 pm (Wednesdays) unless involved in a supervised activity.
- Students may wait for parents in front of the school.
- Parent drivers should drop their students off in the front of the school. Please form one lane and wait in line. **DO NOT** cut in front of other drivers as this causes a serious safety hazard for students.
- Do not block traffic flow in the parking lot.

### **STUDENTS WHO ARE WALKING**

- Use the crosswalks and sidewalks.
- When walking home through neighborhoods, do not cut through yards, driveways, etc.

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

- All bikes are to be locked and parked in the bike racks behind the school. All bike riders must wear helmets.
- All skateboards and scooters should be stored in the front office. Students must wear helmets when riding. PCMS is not responsible for lost or stolen items.
- Bikes, skateboards, scooters and rollerblades must be carried on and off campus.

**Electronic Information System Agreement Terms**

**Network**

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

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

**Security**

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

**Copyright**

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

**Personal Safety**

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

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

**Issaquah School District #411**  
Middle School Student Handbook Information

*Parents who do not want directory information, photographs or video tapes, or their telephone number released must submit a written request to their student's school no later than September 15<sup>th</sup> of each school year. If the school does not receive a request by that date, school staff will assume that there is no objection to the release of such information. A complete copy of Regulation #3231 may be obtained at any school or on the District website at [www.issaquah.wednet.edu](http://www.issaquah.wednet.edu).*

### Attendance

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

Absences that are excused include: illness/health, religious observances, school-approved activities, family emergencies, disciplinary actions as required by law, and family trips with prior principal permission. In case of absences, please notify the school before 8 AM and provide your name, your child's name, grade and reason for the absence.

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

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

### Computer/Technology Use

The District encourages information dissemination, collaboration, innovation, and experimentation through the ethical use of technology. The District requires its staff and students to adhere strictly to 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](http://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.

### Student Conduct

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

The district requires that each student adhere to the rules of conduct and submit to corrective action taken as a result of conduct violations. The rules of conduct are applicable during the school day as well as during any school activity conducted on or off campus. Special rules are also applicable while riding on a school bus.

Students are expected to:

- A. Conform to reasonable standards of acceptable behavior;
- B. Respect the rights, person and property of others;
- C. Preserve the degree of order necessary for a positive climate for learning; and
- D. Submit to the authority of staff and respond accordingly.

Student discipline, suspension, and/or expulsion will be administered in such a manner as to take into consideration the nature, severity, and circumstances of the violation, the individual circumstances of the student, and prior or other forms of corrective action or discipline which may have been imposed. A complete copy of Regulation #3241 and relate regulations are available on the district's website.

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

### Drug Free Zones

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

### Distribution of Printed Materials on School Grounds

In respect for the rights and beliefs of all of our students, you must obtain prior approval from the office of the Operations Coordinator before you or your student attempt to hand out any printed information, including invitations to students or staff, on school grounds. If you wish to post information on the school's community bulletin board or other area set aside for this purpose, please contact your principal for approval. Guidelines for distribution of material on school grounds are included in 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](http://www.issaquah.wednet.edu) .

### Family Educational Rights and Privacy Act (FERPA).

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

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 record that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may submit a written request to the principal, identifying the part of the record they wish to have amended, and the reasons why they believe the record is inaccurate or misleading. If the district decides not to amend the record, the parent or eligible student will be notified of the decision, of their right to a hearing, and of the hearing procedures to be followed.

The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent the FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is the disclosure to school officials with legitimate educational interests, such as: an administrator, supervisor, teacher, or support staff member, a school board member, law enforcement personnel; a person/company with whom the district has contracted to perform a service, such as: an attorney, auditor, medical consultant or therapist; or a parent/student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school official has a legitimate education interest if the official needs to review an education record in order to fulfill his/her professional responsibility. Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

Parents or eligible students have the right to file a complaint with the U.S. Department of Education concerning any alleged failure by the district to comply with the requirements of FERPA at the following address:

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

### 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](http://www.issaquah.wednet.edu).

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

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

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

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

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

### 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 are available on the district's website.

## Nondiscrimination

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

### **Title IX Coordinator**

Sena Camarata, Director of Human Resources

5150 220th Ave. SE

Issaquah, WA 98029

camaratas@issaquah.wednet.edu

### **Civil Rights Compliance Officer**

Lisa Hechtman, Assistant Superintendent of Human Resources

5150 220th Ave. SE

Issaquah, WA 98029

hechtmanl@issaquah.wednet.edu

### **Harassment, Intimidation, Bullying (HIB) Coordinator**

Melissa Evans, Assistant Director of Student Intervention -  
Compliance

5150 220th Ave. SE

Issaquah, WA 98029

evansm@issaquah.wednet.edu

### **Section 504 Coordinator**

Pam Ridenour, Director of Student Interventions

5150 220th Ave. SE

Issaquah, WA 98029

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

You can report discrimination and discriminatory harassment to any school staff member or to the district's Civil Rights Coordinator, listed above. You also have the right to file a complaint (see below). For a copy of the district's nondiscrimination regulation and procedure, contact your school or district office or view it online here:

<http://www.issaquah.wednet.edu/docs/default-source/district/regulations-manual/3000/3210-nondiscrimination.pdf?sfvrsn=0>

<http://www.issaquah.wednet.edu/docs/default-source/district/regulations-manual/3000/3210p-nondiscrimination.pdf?sfvrsn=0>

**Release of Student Information**

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

The school district will forward education records upon request to a school in which a student seeks enrollment.

The school district will release directory information which includes the student's name, address, telephone number, date and place of birth, participation in officially recognized activities, sports, weight and height of members of athletic teams, attendance dates, diplomas, awards received, yearbook and other photos, and most recent school attended.

The school district may also release photographs or videotapes of students taken in circumstances not generally considered harmful or an invasion of the privacy of the involved students.

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

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



Parents who do not want directory information, photographs or video tapes, or their telephone number released must submit a written request to their student's school by September 15. If the school does not receive a request by that date, school staff will assume that there is no objection to the release of such information. A complete copy of Regulation #3231 may be obtained at any school or on the district website at [www.issaquah.wednet.edu](http://www.issaquah.wednet.edu) .

### Responsibilities, Duties, and Rights

A primary mission of the Issaquah School District is to provide learning experiences that help all students develop skills, competencies, and attitudes that are fundamental to their becoming responsible, contributing citizens. It shall be the responsibility and duty of the students to:

- comply with the district's written regulations, rules, and regulations established for the governance of the schools;
- pursue the required course of studies; and
- submit to reasonable corrective action or discipline imposed by the district and its agents for violation(s) of such rules.

A complete copy of Regulation #3200 may be obtained at any school.

### Student Conduct Expectations

As authorized by chapter 28A.600 RCW, the following procedure sets forth rights and conduct expectations for students, along with the sanctions that may be imposed for violations of such expectations. At all times, this procedure will be read consistent with federal statutes and regulations, state statutes, common law, and rules promulgated by the Washington Office of the Superintendent of Public Instruction.

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

The student is responsible as a citizen to observe the laws of the United States, the state of Washington, and local ordinances and laws. The student will respect the rights of others while in school, on school property, at all school activities, on district provided transportation or otherwise under school authority.

### Compliance with Rules

All students will obey the written rules and regulations established for the orderly operations of the district and the reasonable requests, instructions, and directives of district personnel. For purposes of Regulation 3240 and this procedure, 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 school district and its representatives for violations of regulations and rules.

The following list of offenses generally describes such conduct, but is not intended to be exclusive. Each is specifically prohibited on school grounds, on school sponsored transportation, at school events off school grounds, and off school grounds if the conduct materially and substantially affects the educational process or district operations.

Such misconduct may also result in an expulsion or emergency expulsion under the circumstances described in Regulation, 3241 and 3241P.

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

**Academic Dishonesty**- Deception, and or cheating 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.

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

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

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

Pursuant to RCW 28A.635.090, students who interfere by force or violence with school personnel or other students are subject to immediate suspension or expulsion.

**Attendance** - Students must maintain regular school attendance in accordance with Regulation 3122.

**Bomb Threats** - Threatening to bomb or damage any public school facility or property is prohibited. Burglary - breaking into a school with intent to steal, is prohibited.

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

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

**Destruction of Property** - Defacing, injuring or damaging school property in any way is prohibited. Pursuant to RCW 28A.635.060 students and parent/guardian are liable to the school district for all damages to school district property. A student's grades, diploma, or transcript may be withheld pending repayment.

**Disruptive Conduct** - Willful conduct which creates a disturbance on school premises/buses and or at school district sponsored events or interferes with the educational process is prohibited. Such conduct includes, but is not limited to:

1. Occupying a school building or school grounds in order to deprive others of its use;
2. Blocking the entrance or exit of any school building or room in order to deprive others of passing through;
3. Preventing students from attending a class or school activity;
4. Blocking normal pedestrian or vehicular traffic on a school campus;
5. 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 possess, use, sell, transmit, be under the influence of, or show evidence of having used any alcoholic beverage or other drugs or substances capable of or intended, purported, or presumed to be capable of altering a student's mood, perception, behavior or judgment, other than properly used, over-the-counter pain relievers and medications prescribed by a physician for an individual student and used at school in accordance with Regulation 3416. Nor shall the student possess, use, sell, or transmit paraphernalia associated with such drugs, alcohol, or chemical substances.

1st offense of any of the above – LTS(30-90 days);emergency expulsion; police notified

Multiple offenses of any of the above-emergency expulsion, police notified; may result in expulsion from the district

### **Selling controlled substance**

1st offense – LTS(30-90 days);emergency expulsion; police notified

2nd offense- emergency expulsion, police notified; may result in expulsion from the district

### **Alternative Consequences for Drug/Alcohol Violations**

Alcohol and drug use is a considerable threat not only to those students who are under the influence, but also to those who are innocent bystanders. The Issaquah School District is committed to providing a drug-free environment for all students and maintains zero tolerance for students who violate the school district regulation concerning drugs and alcohol. The usual recommended consequence for a first offense of the ISD Drug/Alcohol Regulation is emergency expulsion, followed by a 90- day suspension from school. A second offense may result in the student's permanent expulsion from the Issaquah School District.

In an attempt to identify a student's drug or alcohol dependency or abuse and support those students in attaining follow-up care or education, **Beaver Lake Middle School** offers an alternative to a lengthy suspension. Listed below are the expectations and steps a student must follow in converting an emergency expulsion to a long- or short-term suspension:

Choose a state certified assessing agency and sign appropriate release forms to:

Enable the school to give the assessing agency information that would be useful in making an accurate assessment, and

Allow the assessing agency to share information regarding the student's assessment and ongoing progress with school personnel.

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

Upon completion of these steps, the emergency expulsion will be converted to a suspension of not fewer than 10 days. Upon returning to school, the student will be expected to:

Follow the recommendation as made by the assessing agency.

The school will stay in close contact with the assessing agency to ensure the student is compliant with the recommendations that were made, and will assist the student in remaining drug/alcohol free.

These expectations will be in effect until the completion of the long-term suspension (up to 90 days). If the student fails to comply with these expectations, the privilege of returning to school will be revoked and the student will be suspended for the remainder of the semester.

**Explosives** - Possession or use of anything tending or serving to explode with force or violence, such as

firecrackers, bullets or pipe bombs, is prohibited.

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

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

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

**Fighting** - The act of quarreling involving bodily contact is prohibited.

**Forgery** - The act of fraudulently using in writing the name of another person or falsifying times, dates, grades, addresses or other data is prohibited.

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

**Gang Activity** - In accordance with Regulation 3240, students shall not display, reflect, or participate in dress, apparel, activities, acts, behaviors, or manner of grooming which: (a) lead school officials to reasonably believe that such behavior, apparel, activities, acts or other attributes are gang related and would disrupt or interfere with the school environment, activity or educational objectives; (b) present a physical safety hazard to self, students, staff and others; (c) create an atmosphere in which a student, staff, or other person's well-being is adversely affected by undue pressure, behavior, intimidation, overt gesture or threat of violence, or (d) imply gang membership or affiliation by written communication, marks, drawing, painting, design, emblem upon any school or personal property or on one's person.

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

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

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

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

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

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

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

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

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

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

**Misuse of Electronic Information Systems** - Students shall comply with the responsible use guidelines of Procedure 2022P when using electronic information systems such as email, networks, and the Internet.

**Motor Vehicles on School Property** - Use of motor driven vehicles on school property by students, visitors, and school employees shall be regulated in the interest of safety. See Regulation 3240P.

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

**Robbery** - stealing from an individual by force or threat of force is prohibited.

**Selling Items at School** - Only authorized organizations may sell on school property or at school events.

**Student Expression** - Student expression may not be vulgar, lewd, obscene, or plainly offensive, be used to cause a substantial disruption of the educational process or interfere with the rights of others. School-sponsored expression may be further regulated on the basis of legitimate pedagogical concerns. See Regulations 3220 and 3224.

**Telecommunication/Electronic Devices** - Cell phones or any other electronic devices shall not disrupt the educational process. Students are not allowed to use school telephones except in emergency situations. Cellular phone use is prohibited during the school day. Please help your student by communicating schedules and planning the materials needed for school the next day. In addition, no mechanical or electronic device shall be used to audio or video record any classroom instruction or activity on district premises immediately before, immediately after and during the school day or on district provided transportation without the express permission of the classroom teacher and administrative staff at the school. The school reserves the right to inspect a student's personal communication device/electronic equipment, e.g., cell phone, laptop, e-reader, etc., if there is reason to believe the student has violated the Responsible Use Guide, school rules, or engaged in other misconduct while using their device.

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

**Threats to Kill Another Person** (including "hit lists") are prohibited.

**Tobacco** - Use or possession of tobacco products (including e-cigarettes) by students is prohibited. This includes chemicals or devices that produce the same flavor or physical effect of nicotine substances, and any other tobacco innovation. See Regulation 4215.

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

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

**Weapons** - Possession, transmission or use of any object that is, or reasonably appears to be, a dangerous weapon or related device is prohibited. Such objects include, but are not limited to: firearms, ammunition, 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.

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.

Pursuant to RCW 9.41.280. Students who possess a dangerous weapon on school premises, school-provided transportation, or areas of facilities while being used exclusively by public schools may be immediately expelled. Law enforcement and parents will be notified. Pursuant to RCW 28A.600.420, students who possess a firearm must be expelled without an opportunity for readmission for at least one (1) year. This minimum one-year expulsion will also apply to students who act with malice and display an instrument that appears to be a firearm on public school property, transportation, or other facilities being used exclusively by public schools. The superintendent of the school district or educational service district may modify the expulsion of a student on a case-by-case basis.

### **Violation of Suspension**

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

### **Student Athletic/Activity Code**

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

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

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

### **Safe and Positive Environment**

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

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 Regulations 3205 and 3207, which protect students. 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.

### Searches

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

### 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.

Sexual harassment is unwelcome behavior or communication that is sexual in nature when:

1. A student or employee is led to believe that he or she must submit to unwelcome sexual conduct or communications in order to gain something in return, such as a grade, a promotion, a place on a sports team, or any educational or employment decision, or
2. The conduct substantially interferes with a student's educational performance, or creates an intimidating or hostile educational or employment environment.

#### **Examples of Sexual Harassment:**

- Pressuring a person for sexual favors
- Unwelcome touching of a sexual nature
- Writing graffiti of a sexual nature
- Distributing sexually explicit texts, emails, or pictures
- Making sexual jokes, rumors, or suggestive remarks
- Physical violence, including rape and sexual assault

**You can report sexual harassment** to any school staff member or Title IX Coordinator, Sena Camarata, 425-837-7000, [camaratas@issaquah.wednet.edu](mailto:camaratas@issaquah.wednet.edu).

You also have the right to file a complaint (see below). For a copy of your district's sexual harassment regulation and procedure, contact your school or district office, or view it online here: <http://www.issaquah.wednet.edu/docs/default-source/district/regulations-manual/3000/3205p-sexual-harassment-of-students-prohibited-procedures.pdf?sfvrsn=0>

#### **COMPLAINT OPTIONS: DISCRIMINATION AND SEXUAL HARASSMENT**

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

Before filing a complaint, you can discuss your concerns with your child's principal or with the school district's Section 504 Coordinator, Title IX Officer, or Civil Rights Coordinator, who are listed above. This is often the fastest way to revolve your concerns.

## **Complaint to the School District**

### ***Step 1. Write Our Your Complaint***

In most cases, complaints must be filed within one year from the date of the incident or conduct that is the subject of the complaint. A complaint must be in writing. Be sure to describe the conduct or incident, explain why you believe discrimination, discriminatory harassment, or sexual harassment has taken place, and describe what actions you believe the district should take to resolve the problem. Send your written complaint—by mail, fax, email, or hand delivery—to the Superintendent or Civil Rights Compliance Coordinator.

### ***Step 2: School District Investigates Your Complaint***

Once the district receives your written complaint, the coordinator will give you a copy of the complaint procedure and make sure a prompt and thorough investigation takes place. The Superintendent or designee will respond to you in writing within 30 calendar days—unless you agree on a different time period. If your complaint involves exceptional circumstances that demand a lengthier investigation, the district will notify you in writing to explain why staff need a time extension and the new date for their written response.

### ***Step 3: School District Responds to Your Complaint***

In its written response, the district will include a summary of the results of the investigation, a determination of whether or not the district failed to comply with civil rights laws, notification that you can appeal this determination, and any measures necessary to bring the district into compliance with civil rights laws. Corrective measures will be put into effect within 30 calendar days after this written response—unless you agree to a different time period.

## **Appeal to the School District**

If you disagree with the district's decision, you may appeal to the district's Board of Directors. You must file a notice of appeal in writing to the secretary of the board within 10 calendar days after you received the District's response to your complaint. The board will schedule a hearing within 20 calendar days after they received your appeal, unless you agree on a different timeline. The Board will send you a written decision within 30 calendar days after the District received your notice of appeal. The Board's decision will include information about how to file a complaint with the Office of Superintendent of Public Instruction (OSPI).



## Complaint to OSPI

If you do not agree with the district's appeal decision, state law provides the option to file a formal complaint with the Office of Superintendent of Public Instruction (OSPI). This is a separate complaint process that can take place if one of these two conditions has occurred: (1) you have completed the district's complaint and appeal process, or (2) the district has not followed the complaint and appeal process correctly.

You have 20 calendar days to file a complaint to OSPI from the day you received the decision on your appeal. You can send your written complaint to the Equity and Civil Rights Office at OSPI:

**Email:** [Equity@k12.wa.us](mailto:Equity@k12.wa.us) | **Fax:** 360-664-2967

**Mail or hand deliver:** PO Box 47200, 600 Washington St. S.E., Olympia, WA 98504-7200

For more information, visit [www.k12.wa.us/Equity/Complaints.aspx](http://www.k12.wa.us/Equity/Complaints.aspx), or contact OSPI's Equity and Civil Rights Office at 360- 725-6162/TTY: 360-664-3631 or by email at [equity@k12.wa.us](mailto:equity@k12.wa.us).

## Other Discrimination Complaint Options

*Office for Civil Rights, U.S. Department of Education*

206-607-1600 | TDD: 1-800-877-8339 | [OCR.Seattle@ed.gov](mailto:OCR.Seattle@ed.gov) | [www.ed.gov/ocr](http://www.ed.gov/ocr)

*Washington State Human Rights Commission*

1-800-233-3247 | TTY: 1-800-300-7525 | [www.hum.wa.gov](http://www.hum.wa.gov)

## Student Dress

The student and parent/guardian may determine the student's personal dress and grooming standards, provided that the student's dress and grooming do not lead school officials to reasonably believe that such dress or grooming will: Disrupt, interfere with, disturb, or detract from school activities. Create a health or other hazard to the student's safety or to the safety of others.

Promote by printed word or symbol the use of illegal substances or other prohibited activities which may include, but not be limited to, intimidation, harassment, sexual innuendo, vulgarity, and obscenities.

If a student's dress or grooming is objectionable under these provisions, the principal or designee will ask the student to make appropriate corrections. If the student refuses, the student is subject to disciplinary action. A complete copy of Regulation #3224 may be obtained at any school.

## 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. A complete copy of Regulation #6608 may be obtained at any school or the Transportation Department.