

2020-21

# PINE LAKE MIDDLE SCHOOL STUDENT HANDBOOK

COMMUNITY EXCELLENCE RESPECT DISCOVERY INTEGRITY



## Welcome to Pine Lake Middle School!

At Pine Lake, staff and students believe in the value of Discovery, Integrity, Respect, Excellence and Community. Visitors to our campus often comment on the feeling of Pine Lake and on our friendly school culture. Pine Lake is that and so much more. At PLMS, students and staff enjoy an adventure together and challenge one another to reach beyond the known and to discover and learn whatever it is that lights their spark.

Together, guided by our school-wide beliefs, our community enjoys the magic of learning.

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

Homeroom Teacher: \_\_\_\_\_

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

Telephone: \_\_\_\_\_

Grade: \_\_\_\_\_

Visit the PLMS website: <https://www.issaquah.wednet.edu/pinelakems>



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## Important Information

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

**Family/Student Access:** <https://www.issaquah.wednet.edu/family/FamilyAccess>

**Pay Online:** <https://web.issaquah.wednet.edu/TouchBase/>

**Middle School Sports Registration:** <https://www.issaquah.wednet.edu/family/sports/MSsports>

<b>PLMS Phone #</b>	425-837-5700
<b>PLMS Fax #</b>	425-837-5762
<b>Principal – Michelle Caponigro</b>	425-837-5707
<b>Vice Principal – Mike Deletis</b>	425-837-5703
<b>Dean of Students – Carolyn Santos</b>	425-837-5729
<b>Assistant to the Principal- Nancy Brooks</b>	425-837-5777
<b>Attendance/Athletic Secretary - Karen Lobo</b>	425-837-5701
<b>Registrar – Lakshmi Palaniappan</b>	425-837-5710
<b>Bookkeeper- Debi Rapoza</b>	425-837-5706
<b>Office Support – Ritika Tannan</b>	425-837-5776
<b>Nurse – Erin Hayes</b>	425-837-5708
<b>Health Room Specialist – Patti Honnen</b>	425-837-5786
<b>Transportation</b>	425-837-5900
<b>Counselor (A-Ho) – Kristen Brittain</b>	425-837-5713
<b>Counselor (Hp-Pa) – Kirsi Varsa</b>	425-837-5773
<b>Counselor (Pb-Z) – Meagan Elliot</b>	425-837-5712
<b>School Psychologist – Laurie Engelbeck</b>	425-837-5711
<b>Mental Health Counselor – Rosie Bancroft</b>	425-837-5749

## Daily Schedule 2020-2021

### Mon, Tue, Thurs, Fri

<b>Homeroom</b>	<b>8:10-8:35 (25)</b>
<b>Period 1</b>	<b>8:35-9:30 (55)</b>
<b>Period 2</b>	<b>9:35-10:25 (50)</b>
<b>Period 3</b>	<b>10:30-11:20 (50)</b>
<b>A Lunch 11:20-11:50 (30)</b>	<b>Period 4 11:55-12:45 (50)</b>
<b>Period 4 11:25-12:15 (50)</b>	<b>B Lunch 12:15-12:45 (30)</b>
<b>Period 5</b>	<b>12:50-1:40 (50)</b>
<b>Period 6</b>	<b>1:45-2:35 (50)</b>

### Wednesday

<b>Period 1</b>	<b>10:20 – 11:05 (45)</b>
<b>Period 2</b>	<b>11:10-11:50 (40)</b>
<b>Period 3</b>	<b>11:55-12:35 (40)</b>
<b>A Lunch 12:35-1:05 (30)</b>	<b>Period 4 12:40-1:25 (45)</b>
<b>Period 4 1:10-1:55 (45)</b>	<b>B Lunch 1:25-1:55 (30)</b>
<b>Period 5</b>	<b>2:00-2:40 (40)</b>
<b>Period 6</b>	<b>2:45-3:30 (45)</b>

## Modified Schedule

### End of Tri Early Release (No lunch)

Period 1	8:10-8:35
Period 2	8:40-9:03
Period 3	9:08-9:31
Period 4	9:36-9:59
Period 5	10:04-10:27
Period 6	10:32-10:55

### Mon, Tue, Thurs, Fri

1 Hour Delay – School starts at 9:10am	
Period 1	9:10-9:55
Period 2	10:00-10:45
Period 3	10:50-11:35
A Lunch 11:35-12:05	Period 4 11:40-12:25
Period 4 12:10-12:55	B Lunch 12:25-12:55
Period 5	1:00-1:45
Period 6	1:50-2:35

2 Hour Delay – School starts at 10:10am	
Period 1	10:10 - 10:45
Period 2	10:50 - 11:25
Period 3	11:30 - 12:05
A Lunch 12:05-12:35	Period 4 12:10-12:45
Period 4 12:40-1:15	B Lunch 12:45-1:15
Period 5	1:20 - 1:55
Period 6	2:00 - 2:35

### Wednesday

1 Hour Delay – School starts at 11:20am	
Period 1	11:20-12:00
Period 2	12:05-12:35
Period 3	12:40-1:10
A Lunch 1:10-1:40	Period 4 1:15-1:50
Period 4 1:45-2:20	B Lunch 1:50-2:20
Period 5	2:25-2:55
Period 6	3:00-3:30

2 Hour Delay – School starts at 12:20pm	
Period 1	12:20-12:50
Period 2	12:55-1:22
Period 3	1:27-1:54
Period 4	1:59-2:26
Period 5	2:31-2:58
Period 6	3:03-3:30

## PLMS Expectations

- Please review the Issaquah School District - Middle School Handbook Information beginning on page 18 for more information about student conduct.
- Students may not possess or furnish another student with a weapon or a facsimile of a weapon (such as a firearm, knife, fireworks, handcuffs, pepper spray, mace spray, etc.) at school or at a school activity on or off school grounds.
- 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. PLMS is a drug-free zone.
- Harassment (verbal, physical or cyber), bullying, intimidation or abuse will not be tolerated.  
Such behavior may result in suspension or expulsion. All students should immediately report incidences of this behavior to a staff member.
- No form of tobacco is allowed anywhere on campus.. Use of Juul devices or vapes is prohibited. A student in possession of or using any form of tobacco is subject to immediate suspension. Matches and/or lighters are not allowed on campus and will be confiscated.
- Vandalism or destruction of any school property is not tolerated (such as writing on desks or restroom walls, carving into tables, etc.). Payment or restitution and disciplinary measures will be the consequence of such actions.
- With completion of a signed Responsible Use Agreement form, students may access personal technology devices for learning purposes in learning places. Please see the Responsible Use Agreement form (available on PLMS website) for details.
- Items that disturb others 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 similar devices.
- Using or displaying any lewd or inappropriate language is prohibited. This includes profanity and obscene gestures.
- Public display of affection among students is not appropriate on school grounds at any time.
- No betting or gambling is permitted on campus.
- Fighting or unexpected physical contact warrants serious consequences. All students involved will receive an administrative referral for determination of consequences.
- Stealing or taking another person's belongings without permission will result in administrative referral for determination of consequences.
- Cheating, copying another's work and plagiarism are serious offenses and violate our school belief of integrity. This behavior will result in administrative referral for determination of consequences.



## School Information

- Please check pages 2 - 3 or the PLMS website for the 2020-2021 bell schedules.
- The Bookkeeper's office is open before school, at lunch and after school (except on Fridays) to accept payment for classes, field trips, sports fees, etc. All money should go to the Bookkeeper—not to teachers or coaches. In addition to paying online at <https://web.issaquah.wednet.edu/touchbase/>, you may also pay with cash, a check or a debit/credit card.
- Deliveries/Messages – Items brought to school for students are placed on a designated shelf in the office. It is the students' responsibility to check these cubbies and pick up items. We cannot guarantee delivery of messages of a non-emergency nature. When possible, please make after-school plans before your student leaves for school in the morning.
- Lunch money is given directly to the cafeteria and should be dropped off before 10:00 AM for use that day. Checks payable to "ISD Food Service" should have the student's name and lunch number written on them. Access MySchoolBucks.com to deposit money into your child's account; you may also view your student's balance and recent food purchases.
- Students must remain on campus during the school day and attend all classes unless excused by a parent or a staff member. Students must sign out and have a hall pass to be out of class.
- Students are not allowed to remain unsupervised on campus for any reason. Students must be in a supervised activity to remain on campus after the buses leave. Only those students participating in school-related, after-school activities may ride the activity bus home from school.
- Always walk on campus to keep hallways and sidewalks safe. Stay to the right side in stairwells.
- Use the crosswalks and follow the directions of the crossing guards for your safety at both school entrances.
- There is a student telephone in the main office for use at lunch and before and after school.
- Lost and found items are kept on a table in the commons and in the PE offices. Unclaimed items will periodically be donated to charitable organizations. Students will be given notice when the items will be donated. Please label belongings for easy identification and return.
- Bringing sports equipment from home for after-school use must be cleared through the office.

## Expectations for Student Dress

Establishing clear expectations for dress facilitates the process of education through reasonable guidelines. Our goals are modesty, neatness and cleanliness of attire (including clothes, accessories and cosmetics) to protect the health and safety of students.

The Student and parent/guardian may determine the student's personal dress and grooming

standards, provided that the student's dress and grooming do not lead school officials to reasonably believe that such dress or grooming will:

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

## **Discipline Guidelines/Protocol/Expectations**

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 actions.

The PLMS community expectations for student behavior strives for excellence and respect at all times. Providing students with opportunities to learn responsible behavior builds a healthy educational environment and fosters school-wide respect.

School staff and administrators intervene with students who fail to follow school and classroom rules using a system of progressive discipline.

- Students receive **Minor Infractions** for behavior that disrupts the classroom and learning environment. Examples include but are not limited to: violation of classroom procedures, off-task behavior, being unprepared for class, chewing gum, talking out, not suiting for PE and violating our dress code. Three Minors equal one Major.
- Students receive **Major Infractions** for behavior that significantly disrupts the learning environment, impacts the safety and security of PLMS, or shows disrespect toward self, others or our school. Three Majors warrant a day of suspension.
- Students may receive **Suspensions** (either in-house or at home) for behavior that is illegal, dangerous or demonstrates excessive disrespect toward self, others or our school. Examples include but are not limited to: forgery, arson, bullying, possession of or being under the influence of drugs or alcohol, possession of weapons, insubordination, fighting, and repeated violations of school rules.

A student's participation in school-related activities may be limited because of disciplinary action. This will be determined by the student's teachers and administration.

### **Immediate Action Required for Serious Infractions or Dangerous Behavior**

In the case of serious situations, an administrator will be involved immediately. Parents/guardians will be notified as soon as possible so that they may also be involved throughout the discipline process. An administrator will consider each case individually within the parameters of District

Regulation. The student will be removed from class or school for the first offense of a serious infraction.

## **Attendance Guidelines/Protocols/Expectations**

Student interaction and participation in class activities are critical aspects of school success. Absences negatively impact student learning.

### **ATTENDANCE RESPONSIBILITIES**

#### **It is the responsibility of students to:**

1. Attend all classes promptly and regularly.
2. Bring a note and sign in with the Attendance Secretary for all late arrivals and early dismissals.
3. Make arrangements with each teacher for make-up work upon return to school.
4. Obtain a "Pre-Approved Absence Request Form" for planned absences of 3 or more days (see below).

#### **It is the responsibility of parents/guardians to:**

1. Emphasize to students that school attendance is a priority.
2. Call (425) 837-5701 or email [plmsattendance@issaquah.wednet.edu](mailto:plmsattendance@issaquah.wednet.edu) before 7:30 AM each day that your student is absent. Please spell the student's name and give the reason for the absence.

#### **Early Dismissal/Late Arrivals:**

1. If possible, please schedule appointments outside the school day.
2. For early dismissals, students should come to the office with a parent/guardian note before the start of the school day, or parents can send an email to [plmsattendance@issaquah.wednet.edu](mailto:plmsattendance@issaquah.wednet.edu), letting the office know of the early release. An authorized adult must sign the student out in the office before leaving. The adult may be asked to show ID and will need to be listed as an emergency contact. If returning the same day, the student must sign in with the Attendance Secretary and will be given a pass to return to class.
3. For late arrivals, students should come to the office with a parent/guardian note, email or parent/guardian phone call before reporting to class.

#### **Pre-Arranged Absences:**

1. When possible, please try to arrange vacations to coincide with scheduled school breaks.
2. If the absence is for 3 or more days, students should pickup (from the office) a "Pre-Approved Absence Request Form" to circulate to all teachers for their input and signature.

This form also needs to be signed by a parent/guardian and returned to the Attendance Secretary before the absence. The form is available online on the PLMS website as well.

### **Excused Absences:**

1. Issaquah School District recognizes the following reasons for excused absences: illness, medical/dental appointments, religious observances, family emergencies, family trips and disciplinary actions as required by law.
2. Absences for school-related activities and field trips are also excused.

### **Make-up Work Guidelines/Protocol/Expectations for Excused and Pre-Arranged Absences:**

1. It is the student's responsibility to arrange for make-up work with each teacher prior to a pre-arranged absence and upon returning to school after an absence. Check teacher websites.
2. Students are given one day to make up missed work for each day of an excused absence unless other arrangements have been made.

### **Withdrawals:**

Any student withdrawing from school must report to the Registrar's office and obtain a "Withdrawal Form." This must be signed by a parent/guardian, circulated to the appropriate persons and returned to the Registrar. No records will be cleared or sent to another school until this has been completed.

### **Early Departure (end of the year):**

Any student who is planning to leave school before the end of the school year should bring a written note to the Attendance Secretary and pick up an "Early Departure" form at least one week before the departure date. This form should be taken to the appropriate persons listed on the form for their signatures and then returned to the office.

### **Absence Penalties:**

1. Private Dining is a system in place at PLMS to encourage prompt arrival at school. Students with an unexcused tardy to any class may be assigned Private Dining. All students are given one free pass per trimester to get out of Private Dining.
2. Each unexcused absence will be followed-up with a telephone call or email to parents/guardians.
3. If a student has five or more days of unexcused absences in a month, a letter of truancy will be sent home.
4. Excessive excused absences will be addressed by the Assistant Principal.

## Annual Fees and Expenses

Fees may be paid online at <https://web.issaquah.wednet.edu/touchbase/> or with cash, a check or a debit/credit card to the Bookkeeper in the PLMS Office. Please keep all your receipts as proof of purchase. Make all checks payable to “Pine Lake Middle School” for the exact amount. Examples of common fees and expenses are listed below:

- ASB Membership Fee.....\$35
- Yearbook.....\$25
- PE T-shirt.....\$5
- PE Shorts.....\$10
- Student Planner.....\$8
- Duplicate/Replacement ASB Card.....\$5

ASB membership fees provide funding for:

- Student activities
- Socials
- Clubs
- After-school sports
- Coaches and club advisors
- Officials’ fees
- Uniforms
- Sports transportation
- Equipment
- Awards
- Assemblies
- Music Events

## Class Fees

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

### **8th Grade Fees**

- Music Polo Shirt - \$15
- Orchestra - \$30
- Boys/Girls Chorus - \$25
- Wave Yearlong Class - \$20
- Wave Trimester Class - \$20
- Art - \$25
- Integrated Projects - \$40
- Woods - \$40
- Wood Shop 2 - \$40

- Computer Science 1 -\$35
- Computer Science 2 -\$35

### **7th Grade Fees**

- Music Polo Shirt - \$15
- Concert Band - \$35
- Orchestra - \$30
- Boys Chorus - \$25
- Girls Chorus - \$30
- Wave Trimester Class - \$20
- Art - \$25
- Integrated Projects - \$40
- Woods - \$40
- Wood Shop 2 - \$40
- Computer Science 1 -\$35
- Computer Science 2 -\$35

### **6th Grade Fees**

- Music Polo Shirt - \$15
- Boys Chorus - \$25
- Intro to Woods - \$40
- Computer science 1 -\$35

### **ALL FEES AND FINES MUST BE PAID TO THE BOOKEEPER BEFORE YEARBOOKS WILL BE ISSUED.**

Scholarships based upon financial need are available to students to help with school-related fees. If a student needs assistance with scholarships, please contact your student’s counselor or the Bookkeeper

## **Check Acceptance Rules**

Issaquah School District has established the following rules for checks:

“To be an acceptable form of payment, a check must include the parent name and current address. If the bank returns your check for non-payment, you will be notified by the school and you will have two weeks to bring cash to PLMS to cover the returned check. If re-payment is not made, the face value of the check and a state allowed recovery fee of \$25 may be recovered electronically.”

In the event your check is returned for non-payment, the District has the right to no longer accept checks as payment for the remainder of the school year, but will accept cash, a cashier's check or a money order.

## **Closed Campus and Visitors**

For security reasons, PLMS is a closed campus. Students must remain on campus during the entire school day. Visitors are NOT allowed in the hallways during the time classes are in session.

- All visitors, guest speakers and volunteers to PLMS are expected to sign in at the office. They will be asked to provide ID, provide a reason for visiting the school as well as wear a visitor sticker.
- Classroom visitations by parents/community members must be pre-arranged with the Principal and/or with the teacher(s).
- Students from other schools are not eligible to visit PLMS during school hours and must setup an appointment with teachers for after school visits.

## **Library Procedures**

- Student ID cards are preferred for book check-out in the library. Students should have their ID cards on display in order to use any library computer.
- Use care with library materials and return them promptly. Fines are imposed on all overdue books. Fines should be cleared by the end of every trimester.
- If you receive an overdue notice, you have a fine.
- If you lose a book, you are responsible to pay for its replacement as well as any late fines you have accumulated. You may replace the book with the same book of equal value (i.e., hardcover for hardcover, paperback for paperback).
- The library is typically open after school on Tuesdays and Thursdays until it is time for the activity bus to leave. Student bulletins and signs posted on the way to the library will announce whether the library is open or closed for students during lunch.

## **Lunchroom Information**

Students enter their district lunch number or use their student ID number each time they go through the lunch line to make a purchase. Visit [MySchoolBucks.com](http://MySchoolBucks.com) to make credit or debit deposits in your student's lunch account and to view account balances and recent purchases. Cash or checks payable to "ISD Food Service" may be deposited in student lunch accounts in the cafeteria each day before 10:00 AM for use that day. School lunch menus can be found on the district website.

Students who do not have sufficient money in their lunch accounts may charge up to two complete school lunches and after that an emergency lunch. This does not include a la carte items such as pizza, chips, drinks, etc. The Guardian will receive a phone call from the Kitchen Manager or their counselor that their student owes money.

Complete lunch.....	\$4.00
Milk.....	\$0.50
A la carte (desserts, chips, drinks).....	price varies
Delivered Pizza.....	\$2.25 per slice
Lactose free low fat milk.....	\$0.75

Respectful behavior in the lunchroom is expected at all times. This includes appropriate language, waiting your turn in line, using good manners, and sitting while you eat. Saving places in the lunch line is not fair to other students. All PLMS expectations apply in the lunchroom.

During lunch, students may be in the cafeteria, commons, patio, gym or field. No food or drink (other than water) should be taken from to the gym or field. Classroom Hallways are closed to students during lunchtime.

**PE – Uniforms and Lockers**

- PE uniforms are expected for all PE students. Acceptable attire includes a gray PLMS T-shirt or a plain gray T-shirt (the student’s name will be written on the T-shirt), logo-free navy or black drawstring athletic shorts, athletic shoes and athletic socks.
- You may purchase our uniform at the Bookkeeper’s office or provide your own following the above guidelines. Each Friday, students are encouraged to take their PE clothes home and wash them.
- PE lockers are available in the locker rooms. Please observe the same guidelines for PE lockers as are given for hallway lockers. Students should keep all belongings locked in their PE lockers at all times.
- No aerosol deodorants, spray perfumes, electric hair curlers or straighteners are allowed in the locker rooms. No cell phones or personal devices may be brought into the locker rooms.



## Athletic Programs

### First Season

Girls Volleyball  
Cross Country  
Softball

### Third Season

Boys Basketball  
Girls Soccer

### Eligibility Requirements

- Payment of ASB membership fee
- Payment of Sports fee for each Sport
- Online Sports Registration at Final Forms
- Physical Form dated after June 1, 2020

### Second Season

Wrestling  
Girls Basketball

### Fourth Season

Track

- More information and the registration link can be found on the ISD Middle School webpage at <https://www.issaquah.wednet.edu/family/sports/MSsports>
- The Sports Fee ranges from \$20 to \$50 per season, depending on the frequency of practices and games/meets. Information about available scholarships may be obtained from one of our school counselors.
- To be eligible to participate in sport activities, a student must have a GPA of at least 2.0 and no failing grades. In addition, a student must attend at least three classes (1/2 day) to participate in an after- school sport event on the same day he/she is absent from school. (Exceptions are absences for medical or dental appointments and certain emergency absences when approved by the administration.)

## Clubs

Please see the PLMS website for a complete list of club offerings.

## Health Information

Our school nurse, Erin Hayes, is available to discuss health concerns. If you need to talk with her, please contact her at (425) 837-5708 or email [hayese@issaquah.wednet.edu](mailto:hayese@issaquah.wednet.edu)

The State of Washington requires all students to be immunized before attending school. A personal, medical or religious exemption requires the signature of a parent/guardian. Additionally, an exemption for personal and medical reasons requires a physician's signature. In the event of an outbreak of a vaccine-preventable disease for which a student is exempted, he/she may be excluded from school by order of the local health department for the duration of the outbreak. Schedule a meeting with the school nurse if you are requesting a Certificate of Exemption form.

For middle school students, the immunization requirements are:

- DTaP (Diphtheria/Tetanus/Pertussis) & Polio: **four** doses, provided that the last dose was received **on or after the 4th birthday**, otherwise five doses are required.
- Tdap: **one** dose received **on or after the 11th birthday**.
- MMR (Measles/Mumps/Rubella): **two** doses given **after the 1st birthday and at least 4 weeks apart**.
- Hepatitis B: **three** doses within the correct time frame.
- Chickenpox (Varicella): **two** doses **of vaccine** or verification of disease by healthcare provider.

### Medications

- An “Authorization for Administration of Medication at Elementary and Middle School” form must be **signed by a parent/guardian and a licensed health professional for both prescription and over-the-counter medications**.
- Students may not carry medications at school. Exceptions are made for epi-pens, inhalers and insulin.
- All medication must be delivered to the school by an adult, in the original container with the pharmacy label stating student’s name, name of medication, dosage, mode of administration and name of physician.

### Emergency Information

- A “Confidential Emergency Health Information” form must be on file in the health room for every student. **It is critical that parents/guardians notify the school of any changes in contact information.** This is especially important in case of an emergency or illness.
- **Life Threatening Health Plans:** If a student has a life-threatening health condition (severe bee sting allergy, severe food allergy, use of Epi-Pen, severe asthma, diabetes, severe seizures, etc.), Washington State Law SHB 2834 requires that a medication or treatment order and a nursing plan be in place before a student’s first day of **each school year**. The health care plan, along with any necessary medications and doctors’ orders, must be delivered to the school office two weeks prior to the first day of school in order to process this important information. If this applies to your student, please contact the school nurse immediately at (425) 837-5708 or email [hayese@issaquah.wednet.edu](mailto:hayese@issaquah.wednet.edu).

<b>Textbooks</b>
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Students are encouraged to use book covers to minimize wear on textbooks. Book fines for heavy wear, damage or loss will be assessed and charged accordingly. All book fines must be paid before yearbooks are issued.

## Lockers

Keep your locker and contents safe by keeping the combination private. Students are not permitted to share lockers with friends or to change lockers. You will be responsible for any locker damage and be held accountable for any contraband found in your locker.

If you have a problem with your locker, report to class, get a pass from your teacher, and go to the main office; a secretary, custodian or administrator will help you. Each student assigned a locker agrees to follow the above locker procedures.

## Counseling

Counselors at Pine Lake Middle School are:

- Kristen Brittain (Last Name A-Ho)
- Kirsi Varsa (Last Name Hp-Pa)
- Meagan Elliot (Last Name Pb-Z)

Counselors at Pine Lake Middle School are committed to helping students maximize all the benefits of a middle school experience. To this end, counselors provide an array of support services and guidance for students and their families. Frequently, counselors serve as a communication link for students, parents, teachers and administrators on a wide variety of issues, including:

- Consulting with individual students and parents to support academic achievement and personal well-being.
- Working with administrators and classroom teachers to develop strategies for struggling students.
- Connecting families with resources in the school district and community.
- Talking with all students yearly about our zero-tolerance harassment policy and the importance of creating a safe and welcoming school climate.
- Assisting 8th grade students in making a successful transition to high school and helping 5th grade students transition to PLMS.
- Providing an opportunity for students to talk through their concerns and helping resolve issues with teachers, peers and family members.
- Supporting students and their families during times of crisis
- Teaching personal, social and life planning skills to classroom groups

## Requirements for Promotion

Issaquah School District Regulation #2421P lists the guidelines for promotion to the next grade at the middle school level. PLMS posts to Family Access mid-trimester progress reports and end-of-

trimester report cards so that parents can stay informed of student progress. Counselors are available by appointment to meet with parents and/or students to discuss a

“Students in grades six, seven, and eight who receive passing grades in at least eleven of their twelve trimester common core courses will be promoted to the next grade level. Students with more than one common core failure are expected to make up lost credits.”

Counselors will help facilitate this process.

## Grading System

Students and parents should use Family Access as a tool to monitor grade and attendance information. PLMS uses the following letter grades and numerical equivalents:

A	4.0	93.0%-100%
A-	3.7	90.0%-92.9%
B+	3.3	87.0%-89.9%
B	3.0	83.0%-86.9%
B-	2.7	80.0%-82.9%
C+	2.3	77.0%-79.9%

C	2.0	73.0%-76.9%
C-	1.7	70.0%-72.9%
D+	1.3	67.0%-69.9%
D	1.0	60.0%-66.9%
F	0.0	0.0%-59.9%

## Student Recognition

### **Pride Award – Go for It!**

The Wolverine Pride Award is given by staff members to recognize students for demonstrating our school-wide beliefs of Community, Discovery, Respect, Integrity and Excellence. These students will receive Pride Award pencils and entrance in a weekly drawing.

### **Student of the Month**

All staff members are encouraged to select two students each month who have demonstrated our school-wide beliefs. These students are recognized by the administration and receive a treat from the PTSA.

### **End-Of-The-Year Awards Assembly**

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

## Honor Society

Each trimester, students who earn a ***cumulative*** GPA of 3.7 or higher will receive a certificate recognizing them as Honor Society members.

## Bus Guidelines

Students living in areas served by district buses are eligible to ride their assigned school buses to and from school. While waiting for the bus to arrive, please line up in an orderly fashion next to the curb and wait for the bus to come to a complete stop before loading. All school rules apply for students at their bus stops and on their buses. The bus driver is in charge and will be given all the rights and respect of a classroom teacher. School administration will address behavior issues on a school bus as if they happened on campus.

On a space-available basis, temporary bus passes may be issued to students wishing to ride a different bus than what is normally assigned to them. An original hand-written note signed by a parent/guardian is required for a bus pass. Bus passes will not be issued through verbal communication or emails. Bus passes are NOT issued during the first and last two weeks of school. Bus passes are distributed in the main office before school and during lunches.

## Emergency Procedures

Students at Pine Lake Middle School practice and prepare for unexpected emergency events throughout the school year.

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

During an emergency, please help us keep the phone lines open by not calling the school office. Any emergency information will be communicated to the PLMS community via E-News, as soon as possible.

## Technology

- No food or drink is allowed in the area of classroom computers or in the computer labs.
- Only teacher-approved media and activities may be used on school computers.
- With completion of a signed Responsible Use Agreement form, students may access personal technology devices for learning purposes in learning places. Please see the Responsible Use Agreement form (available on PLMS website) for details.

## **Issaquah School District #411–Middle School Handbook Information-Student Conduct**

### **Welcome**

On behalf of the Pine Lake 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 Pine Lake Middle School with respect and kindness. This handbook includes our policies, procedures, and important information. Please refer to the handbook when questions arise. You may also refer to the [www.issaquah.wednet.edu/pinelakems](http://www.issaquah.wednet.edu/pinelakems) for updated contact information for staff, teacher websites, event dates, and more.

### **General School Policies and Procedures**

#### **Academic Progress**

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

#### **Assembly Behavior**

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

#### **Check Acceptance Policy**

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

#### **Computer/Technology Use**

The District encourages information dissemination, collaboration, innovation, and experimentation through the ethical use of technology. The District requires its staff and students to adhere strictly to Regulation and laws applying to technological hardware and software. In cases involving any activity prohibited by District Regulation and/or law, rights accorded to persons by the District, such as privacy, do not protect an individual from discipline and/or prosecution. Complete copies of Regulations 2022 and 5225 may be obtained at any school or on the District website at

[www.issaquah.wednet.edu](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.

### **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).

### **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.

### **Fines**

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

### **Good Neighbor Policy**

The District wishes to maintain positive relationships with our neighbors. Students are to avoid trespassing on neighbors' property, littering and loitering in the street near their homes.

### **Homework**

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

### **Identification Cards**

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

### **Inspection, Search and Seizure**

Students are entitled to the guarantees of the Fourth Amendment and shall be secure in their persons, papers, and effects against unreasonable searches and seizures. However, school officials have the responsibility of maintaining a safe environment and are empowered to conduct a reasonable search of a student, of his/her personal property, and of school property when there is reasonable and individualized cause or grounds for suspecting or believing that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school. A search is required when there are reasonable grounds to suspect a student has a firearm on school grounds, school transportation or at school events. Any search conducted must comply with applicable laws. School property shall remain under the control of school officials, and shall be subject to search.

### **Searches of Students and Personal Property**

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

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

### **Locker Searches**

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

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

### **Library**

All library information including rules and regulations can be found at <https://connect.issaquah.wednet.edu/staff/pinelake/library>.

### **Lunch Accounts**

#### **Charging a Meal**

Students will be assigned a lunch account that can be used to purchase standard program meals from the school kitchen.



Applications for meal assistance are available at <https://www.issaquah.wednet.edu/district/departments/operations/foodservice> or by contacting the Food Service Office at 425-837-5060. They are also available in the front office of each school building.

### **Balance Notification**

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

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

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

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

### **Medication Administration at School**

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

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

### **Student Dress Code**

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

- Disrupt, interfere with, disturb, or detract from school activities.
- Create a hazard to the student's safety or to the safety of others. For example, students are required to wear appropriate footwear at all times.

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

If school officials reasonably believe a student's dress or grooming is objectionable under these provisions, the principal or designee will ask the student to make appropriate corrections. If the student refuses, the student is subject to discipline. See District Regulation 3224.

### **Student Rights and Responsibilities**

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

### **Students with Special Health Care Needs**

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

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

### **Transportation**

The mission of the District and bus drivers is to safely transport students to and from school. A complete copy of Regulation 6606, setting forth the specific rules of conduct on buses, may be obtained at any school or from the Transportation Department.

The District uses random placement of video cameras on school buses to maintain good order and increase safety. The video tapes may be used to identify students who violate the rules of conduct for buses and for decision based on those violations.

### **Visitors**

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

Parents, adult relatives, volunteers and invited guests visiting a school during the school day must register at the school's office upon arrival, must comply with any safety procedures and directives indicated by the principal, and must not engage in any activity or behavior which is disruptive to the

educational process. Additional information and requirements related to visitors at school are in Regulation 4311 and Procedure 4311P.

### **Attendance Policies and Procedures**

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 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](http://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](http://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 220<sup>th</sup> Ave. SE  
Issaquah, WA 98029  
425-837-7000  
[doreya@issaquah.wednet.edu](mailto:doreya@issaquah.wednet.edu)

**Civil Rights Compliance Officer**

Amanda Dorey, Director of Human Resources  
5150 220<sup>th</sup> Ave. SE  
Issaquah, WA 98029  
425-837-7000  
[doreya@issaquah.wednet.edu](mailto:doreya@issaquah.wednet.edu)

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

Stacey Zachau, Assistant Director of Student Intervention – Compliance  
5150 220<sup>th</sup> Ave. SE  
Issaquah, WA 98029  
425-837-7000  
[zachus@issaquah.wednet.edu](mailto:zachus@issaquah.wednet.edu)

**Section 504 Coordinator**

Pam Ridenour, Director of Student Interventions  
5150 220<sup>th</sup> Ave. SE  
Issaquah, WA 98029  
425-837-7000  
[ridenourp@issaquah.wednet.edu](mailto:ridenourp@issaquah.wednet.edu)

**Parent/Volunteer and Employee/Applicant- Related Matters**

Carleena Scammon, Director of Human Resources  
5150 220<sup>th</sup> Ave. SE  
Issaquah, WA 98029  
[Scammonc@issaquah.wednet.edu](mailto: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.