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.

This handbook belongs to:

Name:________________________________________________

Homeroom Teacher:_______________________________________

Address:______________________________________________

Telephone:_____________________________________________ Grade:____________

Visit the PLMS website:  www.connect.issaquah.wednet.edu/middleschools
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School Information

- Please check the PLMS website for the 2014-2015 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 table in the office. **It is the students’ responsibility to check this table 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.

- 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 www.mylunchmoney.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.

- Always walk on campus to keep hallways and outdoor breeze ways safe.

- 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 main foyer 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.

School Rules

- 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. 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 user agreement form, students may access personal technology devices for learning purposes in learning places. Please see the user 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 and laser pointers.

• Using or displaying any lewd or inappropriate language is prohibited. This includes profanity and obscene gestures. Students may be suspended for these behaviors.

• Public display of affection between students is not appropriate on school grounds at any time.

• Gum is not allowed anywhere on campus.

• No betting or gambling is permitted on campus.

• Fighting warrants serious consequences. All students involved will receive an administrative referral and suspension and students will be sent home with their parent/guardian.

• Stealing or taking another person’s belongings without permission may result in suspension from school.

• Cheating, copying another’s work and plagiarism are serious offenses and will be dealt with on an individual basis.

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**Dress Code**

The purpose of the dress code is to facilitate the process of education through reasonable guidelines of dress. Our goals are modesty, neatness and cleanliness of attire (including clothes, accessories and cosmetics) to protect the health and safety of students. The dress code at PLMS will be enforced. Students will be asked to change if not wearing appropriate clothing, as determined by building staff and administrators. Repeated violations will be considered acts of defiance and will result in progressive discipline.

• Shorts and skirts must reach to the lower edge of a student’s fingertips when hands are dropped to sides.

• Shoulder straps of a single shirt must be at least 3 fingers wide. Shirts cannot be low-cut in the front or back--no bare midriffs, no spaghetti straps, no visible undergarments.
No body clinging or tight clothing will be permitted.

Attire may not advertise or advocate the use of alcohol, drugs, tobacco or weapons.

Attire may not display writing or pictures that are lewd, obscene or suggestive.

Sunglasses may be worn outdoors but not inside the school building.

**Discipline Policy**

The PLMS community expectations for student behavior strive 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 policy. The student will be removed from class or school for the first offense of a serious infraction.
Attendance Policy

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 before 7:20 AM each day that your student is absent or send a note to the office, with excuse and parent signature, when your student returns.

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, 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 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 bring to the office a signed note giving the dates and reason for the absence. Students will be given 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.

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 Policy for Excused and Pre-Arranged Absences:
1. It is the student’s responsibility to arrange for make-up work with each teacher upon returning to school after an absence.
2. After the third consecutive day of an illness, a parent may request missed homework from the Attendance Secretary.
3. Students are given one day to make up missed work for each day of an excused absence.
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. Students with an unexcused tardy to any class will 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 two or more days of unexcused absences, 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 .......................................................... $25
* Yearbook ........................................................................... $25
* PE T-shirt ........................................................................... $5
* PE Shorts .............................................................................. $10
* Student Planner ................................................................. $7
* Duplicate/Replacement ASB card ........................................ $5
* Optional PLMS clothes and gear ....................................... $5-45

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.
* Video Production .......... $20
* Wood Shop...................... $25
* Choir.....$45 (boys) $50 (girls)
* Integrated Shop.......... $25
* Photography ............... $15

* WAVE.......................... $20
* Electronics.................. $30
* Cooking....................... $35
* Art.............................. $25

**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 Policy**

Our school district has established the following policy for checks:

To be an acceptable form of payment, a check must include the parent’s 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 $20 (due to e-Cap) 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**

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. Parents, guest speakers and volunteers are required to register at the main office and wear a visitor badge.

**Library Procedures**

- Student ID cards are required for book check out in the library. Students must have their ID cards on display in order to use any library computer.
- Please be careful 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

Students are issued a lunch number by the district which they must input each time they go through the lunch line. Visit www.mylunchmoney.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.

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Price</th>
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<tbody>
<tr>
<td>Complete lunch</td>
<td>$3.75</td>
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<tr>
<td>Milk</td>
<td>$0.50</td>
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<tr>
<td>A la carte (desserts, chips, drinks)</td>
<td>Price varies</td>
</tr>
<tr>
<td>Delivered Pizza</td>
<td>Price varies</td>
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</tbody>
</table>

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. Students who choose to misbehave or who do not follow lunchroom guidelines will be given clean-up duties or Private Dining.

During lunch, students may be in the cafeteria, commons, patio, bump courts, gym or field. No food or drink (other than water) should be taken from the cafeteria. Students are not allowed in the hallways during lunch except to go to the library when it is open.

PE - Uniforms and Lockers

PE uniforms are required 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 during and after their PE classes and during after-school sport activities.

No aerosol deodorants, spray perfumes, electric hair curlers or straighteners are allowed in the locker rooms.
Athletic Programs

<table>
<thead>
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<th>Second Season</th>
<th>Third Season</th>
<th>Fourth Season</th>
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</thead>
<tbody>
<tr>
<td>Girls Volleyball</td>
<td>Wrestling</td>
<td>Girls Cross Country</td>
<td>Girls Basketball</td>
</tr>
<tr>
<td>Cross Country</td>
<td></td>
<td>Softball</td>
<td>Track</td>
</tr>
<tr>
<td>Softball</td>
<td></td>
<td></td>
<td></td>
</tr>
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Eligibility Requirements

- Payment of ASB membership fee
- Payment of Sports Fee for each sport
- Sports Eligibility Form – good for entire year
  
  *(Requires doctor’s signature **yearly** and includes Concussion Form)*
- Inherent Risk Form for each sport
- Medical Emergency Authorization Form for each sport

The Sports Fee ranges from $25 to $45 per season, depending on the frequency of practices and games/meets. If a student participates in all four seasons of sports, the fee for the fourth sport is waived. 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 afterschool 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

See the PLMS website for a complete list of club offerings.

Health

Our school nurse, Anissa Pascale, is available on a limited basis. If you need to talk with her, please contact her at (425) 837-5708.

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 the 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:

- DTP (Diphtheria/Tetanus/Pertussis) & Polio: at least **four** doses, provided that the last dose was received **on or after the 4th birthday**.
- Tdap: **one** dose received **on or after the 11th birthday**.
- MMR (Measles/Mumps/Rubella): **two** doses given **after the 1st birthday and at least 28 days apart**.
- Hepatitis B: **three** doses.
• Chickenpox vaccine or verification of disease: one dose on or after the 1st birthday, or disease history giving the date that chickenpox occurred.

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 if a health care provider authorizes a student to carry either an inhaler or an Epi-Pen.
• All medication must be delivered to the school by an adult in the original container labeled with the 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, unstable 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 school. 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.

Textbooks
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 TO THE BOOKKEEPER BEFORE YEARBOOKS WILL BE ISSUED.

Lockers
DO NOT give your locker combination to anyone. 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 committed to helping students maximize all of 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 at-risk students.
- Connecting families with resources in the 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 in having a great 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.
- Providing students and their families with school and community resource information and referrals.
- Developing support groups for students to share common issues.
- Teaching personal, social and life-planning skills to classroom groups.

Requirements for Promotion

Issaquah School District policy #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 academic concerns.

“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:

<table>
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<tr>
<th>Percentage Range</th>
<th>Grade</th>
<th>Numerical Equivalent</th>
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<tbody>
<tr>
<td>93.0% - 100%</td>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>90.0% - 92.9%</td>
<td>A-</td>
<td>3.7</td>
</tr>
<tr>
<td>87.0% - 89.9%</td>
<td>B+</td>
<td>3.3</td>
</tr>
<tr>
<td>83.0% - 86.9%</td>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>80.0% - 82.9%</td>
<td>B-</td>
<td>2.7</td>
</tr>
<tr>
<td>77.0% - 79.9%</td>
<td>C+</td>
<td>2.3</td>
</tr>
<tr>
<td>73.0% - 76.9%</td>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>70.0% - 72.9%</td>
<td>C-</td>
<td>1.7</td>
</tr>
<tr>
<td>67.0% - 69.9%</td>
<td>D+</td>
<td>1.3</td>
</tr>
<tr>
<td>60.0% - 66.9%</td>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td>0.0% - 59.9%</td>
<td>F</td>
<td>0.0</td>
</tr>
</tbody>
</table>
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
After two full trimesters of attendance at PLMS, students who earn a cumulative grade point average of 3.7 or above are eligible for membership in the National Junior Honor Society. Members must maintain this GPA and submit six community service hours each year to remain a member-in-good-standing.

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 stop and on their bus. 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. A written note signed by a parent/guardian is required for a bus pass. 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 Enews, as soon as possible.
Technology

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

Issaquah School District #411–Middle School Handbook Information

Parents who do not want directory information, photographs or video tapes, or their telephone number released must submit a written request to their student’s school no later than September 15th of each school year. If the school does not receive a request by that date, school staff will assume that there is no objection to the release of such information. A complete copy of policy #3231 may be obtained at any school or on the district website at www.issaquah.wednet.edu.

Attendance

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

Absences that are excused include: illness/health, religious observances, school-approved activities, family emergencies, disciplinary actions as required by law, and family trips with prior principal permission. In case of absences, please notify the school at (425) 837-5701 before 7:20 a.m., and provide your name, your child’s name, grade and reason for the absence.

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

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

Computer/Technology Use

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

Every student using a district computer is required to have a parent sign a Individual User Access Informed Consent and Release Form. This form acknowledges the right of the district to review material stored on its network, as well as the wide range of information accessible through public networks. It also releases the district from liability for any damages due to information gained or obtained through the district network, including access to public networks.
**Discipline**
Any student, who willfully performs any act which materially interferes with, or is detrimental to, the orderly operation of a school-sponsored activity, or any other aspect of the educational process within the Issaquah School District, will be subject to discipline, suspension, or expulsion.

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

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

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

**Distribution of Printed Materials on School Grounds**
In respect for the rights and beliefs of all of our students, you must obtain prior approval from the office of the Operations Coordinator before you or your student attempt to hand out any printed information, including invitations, to students or staff on school grounds. If you wish to post information on the school’s community bulletin board or other area set aside for this purpose, please contact your principal for approval. Guidelines for distribution of material on school grounds are included in policy #2340 and #4320. A complete copy of these policies may be obtained at any school or on the district website at www.issaquah.wednet.edu.

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

1. The right to inspect and review the student’s educational records within 45 days of the day the district receives a request for access. Parents or eligible students should submit to the principal or appropriate school official a written request, identifying the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request an amendment of the student’s education record that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may submit a written request to the principal, identifying the part of the record they wish to have amended, and the reasons why they believe the record is inaccurate or misleading. If the district decides not to amend the record, the parent or eligible student will be notified of the decision, of their right to a hearing, and of the hearing procedures to be followed.
3. The right to consent to disclosure of personally identifiable information contained in the student’s education records, except to the extent the FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is the disclosure to school officials with legitimate educational interests, such as: an administrator, supervisor, teacher, or support staff member, a school board member, law enforcement personnel; a person/company with whom the district has contracted to perform a service, such as: an attorney, auditor, medical consultant or therapist; or a parent/student serving on an official committee, such as a disciplinary or grievance
committee, or assisting another school official in performing his/her tasks. A school official has a legitimate education interest if the official needs to review an education record in order to fulfill his/her professional responsibility. Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

4. Parents or eligible students have the right to file a complaint with the U.S. Department of Education concerning any alleged failure by the district to comply with the requirements of FERPA at the following address: Family Policy Compliance Office, U.S. Dept. of Education, 400 Maryland Ave. S.W., Washington, D.C., 20202-4605.

**Gang Activity or Association**
Gangs initiate, advocate, and/or promote activities which threaten the safety and well being of persons and property on school grounds, disrupt the school environment, and are harmful to the educational process. Such activities are prohibited. Principals will enforce procedures and regulations that promote student safety. A complete copy of policy #3433 may be obtained at any school or on the district website at [www.issaquah.wednet.edu](http://www.issaquah.wednet.edu).

**Gender and Racial Bias**
If a student feels that he or she is being harassed, intimidated, or discriminated against because of race, creed, color, national origin, ancestry, gender, sexual orientation, or disability, the student should immediately report such incidents to a teacher, counselor, or building administrator. A complete copy of policy #3210 or #3207 may be obtained at any school or on the district website at [www.issaquah.wednet.edu](http://www.issaquah.wednet.edu).

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

**Laser Pens/Pointers Prohibited**
Because of the potential for serious injury, students are not allowed to bring or use laser pens/pointers on school grounds. If a student is found in possession of a laser pen/pointer, it will be confiscated and may only be retrieved by the parent. Progressive discipline will be administered, taking into account the nature, severity, and circumstances of the violation.

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

**Parent/Volunteer and Employee/Applicant-Related Issues**
Lisa Hechtman, Executive Director of Personnel Services
565 NW Holly Street
Issaquah, WA 98027
425-837-7060
[hechtmanl@issaquah.wednet.edu](mailto:hechtmanl@issaquah.wednet.edu)
Release of Student Information
The Issaquah School District cannot release student information to persons or organizations outside the district without the written consent of a parent, with the following exceptions:

1. The school district will forward education records upon request to a school in which a student seeks enrollment.
2. The school district will release directory information which includes the student’s name, address, telephone number, date and place of birth, participation in officially recognized activities, sports, weight and height of members of athletic teams, attendance dates, diplomas, awards received, yearbook and other photos, and most recent school attended.
3. The school district may also release photographs or videotapes of students taken in circumstances not generally considered harmful or an invasion of the privacy of the involved students.

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

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

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

Responsibilities, Duties, and Rights
A primary mission of the Issaquah School District is to provide learning experiences that help all students develop skills, competencies, and attitudes that are fundamental to their becoming responsible, contributing citizens. It shall be the responsibility and duty of the students to: 1) comply with the district’s written policies, rules, and regulations established for the governance of the schools; 2) pursue the required course of studies; and 3) submit to reasonable corrective action or punishment imposed by the district and its agents for violation(s) of such rules. A complete copy of policy #3200 may be obtained at any school.

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

Rules of Conduct K-12
Unless specified differently in a particular rule, the following rules of conduct shall be in effect under the following circumstances: on the school grounds immediately before, during and immediately after school hours; near the school grounds immediately before, during and immediately after school hours; at any time when a school is being used by any school group; off the school grounds at a school activity, function or event; or anywhere and anytime a student’s conduct has a real and substantial relationship to the lawful maintenance and operation of the district. Students engaging in such conduct, or attempting to engage in such conduct, are subject to corrective action or punishment.

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

1. Abusive Behavior, Lewd Conduct, Harassment and Sexual Harassment
A student shall not engage in any lewd, indecent, or obscene act or expression. A student shall not engage in harassment (see Policy 3207 – Prohibition Against Harassment Intimidations and Bullying and Policy 3213 – Sexual Harassment).

2. Alcoholic Beverages, Narcotics and Stimulant Drugs
A student shall not possess, use, transmit, be under the influence of, or show evidence of having used any alcoholic beverage or other drugs or substances capable of or intended, purported, or presumed to be capable of altering a student’s mood, perception, behavior or judgment, other than properly used, over-the-counter pain relievers and medications prescribed by a physician for an individual student and used at school in accordance with Policy 3416. Nor shall the student possess, use, sell or transmit paraphernalia associated with such drugs, alcohol, or chemical substances.

3. Arson
A student shall not set fires on school property, at school sponsored events or activities, or on school transportation.

4. Assault, Threats, Extortion, Causing Physical Injury or Damage to School Property
A student shall not threaten injury, attempt to cause physical injury, behave in such a way as could reasonably be expected to cause physical injury or cause fear of physical injury, or inflict physical injury to any person. A student shall not threaten to damage or cause damage to school or other property.

A student shall not extort, nor attempt to extort, anything of value.

5. Criminal Acts
A student, as a citizen or resident of the United States and the state of Washington, is to obey all laws established by these jurisdictions. A student who violates these laws during school hours or at school sponsored events shall be subject to corrective action or punishment by the school whether or not any action is taken by law enforcement agencies.
6. **Dangerous Weapons, Instruments and Activities**
A student shall not possess, transmit, or attempt to possess or transmit any object that can reasonably be considered a weapon nor engage in any activity that could reasonably be expected to endanger self or others.

Bringing onto district property, causing to be brought onto district property, and the possession of firearms or facsimiles and fireworks are prohibited.

7. **Destruction or Theft of Property**
A student shall not intentionally or with carelessness damage, misuse or steal school or private property. Where school property is damaged or stolen, the superintendent shall seek restitution from the student or his/her parents as permitted by law.

8. **Disruptive Conduct, Dress or Appearance**
A student shall not cause the disruption of any school operations. This includes, but is not limited to, the interfering with the conduct of any class or activity; inappropriate dress, the blocking of entrances, exits, or the normal flow of vehicular or pedestrian traffic; or the occupation of school buildings or grounds in order to deprive others of their use.

9. **Failure to Pursue Studies**
A student is required to pursue a program of studies, which includes regular class attendance, coming prepared with materials required, participating in class activities, and completing assigned work.

10. **False Alarms**
A student shall not report false information regarding emergencies or misuse alarms or other emergency equipment.

11. **Forgery, Lying, Cheating, Plagiarism and Misuse of Documents**
A student shall tell the truth, shall present oneself honestly and shall not forge any signature or make any false entry or alteration of any document, either paper or electronic, used or intended to be used in connection with the operation of the school.

A student shall not attempt to earn credit or receive a grade for coursework in a manner other than defined as acceptable by the teacher. Cheating/plagiarism include, but are not limited to, copying another’s work to use as one’s own or making an effort to distribute class assignments or test information without teacher permission to another student (written or verbal).

A student shall not open or alter official school documents and private documents, either paper or electronic.

12. **Loitering and Trespassing**
A student shall not linger in a parking lot or in other unauthorized areas during the school day. During the school day, a student shall not be on the grounds of a school other than the school of attendance without permission of school personnel. Guests of students must have administrative approval for being on campus.

13. **Negligent Driving**
A student shall not drive in a manner which demonstrates disregard for the safety of others, oneself, or property. (NOTE: Middle school students are not permitted to drive to school.)
14. Possession of or Use of Tobacco
A student may not smoke or use any form of tobacco or a substance resembling tobacco, in school, on school grounds, or at school-sponsored activities.

15. Truancy, Tardy
A student shall not be absent or tardy from classes without an approved excuse.

16. Repeated Misconduct
A student shall not repeatedly fail to comply with district policies or school rules or with directions of school personnel during any period of time when properly under the authority of school personnel. Teachers shall establish reasonable rules in their classrooms to assist them in providing a good environment for learning. Students are to follow these rules.

17. General Rule Violation, Insubordination, Disrespectful Conduct
A student shall identify oneself when asked to do so by school personnel. A student is to comply with reasonable directions or requests of school personnel during any period of time the student is properly under the authority of the school personnel. A student will treat staff, students, parents, and visitors with respect.

18. Unauthorized Entry
A student shall not enter or attempt to enter any school building or other unauthorized school property other than during regularly scheduled school activities.

19. Inappropriate Computer/Network Behavior
A student shall not engage in any activity characterized as unethical (and unacceptable) as defined in Board Policy 2314 – Electronic Information Systems (Networks).

20. Gangs
The type of dress, apparel, activities, acts, behavior, or manner of grooming displayed, reflected or participated in by a student shall not imply gang membership or affiliation with a gang.

21. Closed Campus
All Issaquah School District schools are closed campuses.

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

A complete copy of policy and procedure #3240 and related policies may be obtained at any school or on the district website at www.issaquah.wednet.edu.

Safe and Positive Environment
The Issaquah School District believes that a safe, civil environment is essential to high student and staff achievement, to the free exchange of ideas central to a quality educational process, and to the development of youth as thoughtful participants in our democracy. Conversely, uncivil conduct, like other forms of disruptive behavior, interferes with a student’s ability to learn and a school’s ability to
educate its students. A complete copy of the Civility Policy #4011 may be obtained at any school or on the district website at www.issaquah.wednet.edu.

The Issaquah School District strives to maintain a learning environment where all students, staff and members of our community can be free from intimidation and harassment. One way we foster such an environment is by informing students and employees--as well as parents--of their personal rights. We explain proper behavior in schools and what kinds of behavior are inappropriate. The district’s policies on harassment--sexual and otherwise--support our high expectations for proper behavior. Please take a moment to review the summary of these policies. If you would like the complete text, you may contact the district personnel office at (425) 837-7060.

The district’s harassment policies cover not only students and staff, but also parents, guardians and volunteers. They include definitions and procedures to deal with complaints, and are shared with students, staff, and parents annually. See policy 3207.

Examples of harassment include, but are not limited to: invitations for dates which do not stop when the response is negative; uninvited and deliberate touching or feigned accidental brushing against a person’s body; feigned friendly pats, squeezes, pinches, or other forms of physical contact; standing too close, cornering or stalking a person; using derogatory sexual terms for a person; uninvited letters, phone calls, or gifts; teasing with sexually explicit or suggestive materials in the work place, including “pin-ups” or sexually degrading cartoons posted in the school site; uninvited sexually suggestive looks, constant leering or ogling, or gestures; uninvited sexual teasing, remarks, or questions regarding an individual’s personal life, which have no relationship to the school environment; and demands for sexual favors in return for hiring, promotion, tenure or grades or other employment or education achievement; disparaging remarks, hazing, pranks, or other intimidating behavior directed toward an individual because of the individual’s race, color, sex, creed, religion, sexual orientation, ancestry, national origin, physical/personality traits or style, physical, sensory, or mental disabilities, or any other category protected by law.

If an individual experiences harassment, an informal or a formal complaint process is available. If the complaint is not resolved satisfactorily, there is an appeal procedure. The harassment policies are posted in each school or on the district website at www.issaquah.wednet.edu.

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

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

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

Chris Burton is the Issaquah School District HIB Compliance Officer. He can be contacted at 425-837-7060 or burtonc@issaquah.wednet.edu.
Searches
Students are entitled to the guarantees of the Fourth Amendment and shall be secure in their persons, papers, and effects against unreasonable searches and seizures. However, school officials have the responsibility of maintaining a safe environment and are empowered to conduct a reasonable search of a student and school property when there is reasonable cause or grounds for suspecting or believing that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school. Any search conducted must comply with applicable laws. School property will remain under the control of school officials, and will be subject to search. A complete copy of policy #3230 may be obtained at any school or on the district website at www.issaquah.wednet.edu.

Sexual Harassment
It is the policy of the Issaquah School District that there be no discrimination against any student on the basis of sex. In keeping with that policy, the District will not tolerate sexual harassment of or by any of its employees, students, volunteers or parents. Sexual harassment is a violation of the District’s rules of conduct for the workplace and/or educational setting. Any student who feels that he or she has been subjected to sexual harassment by another student, district staff member, parent or volunteer should immediately report the incident to a teacher, counselor or building administrator. A complete copy of policy #3207 may be obtained at any school or on the district website at www.issaquah.wednet.edu.

Student Dress
The student and parent/guardian may determine the student’s personal dress and grooming standards, provided that the student’s dress and grooming do not lead school officials to reasonably believe that such dress or grooming will:

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

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

Telephone/Cellular Phone Use
Students are not allowed to use school telephones except in emergency situations. Cellular phone use is prohibited during the school day. Please help your student by communicating schedules and planning the materials needed for school the next day.

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

The district uses random placement of video cameras on school buses to maintain good order and increase safety. The video tapes may be used to identify students who violate the rules of conduct for buses and for decisions based on those violations. A complete copy of policy #6608 may be obtained at any school or the Transportation Department.
Weapons
Firearms – Violence or threats of violence are not tolerated in any school. Possession of firearms on school property will result in a one year mandatory expulsion, subject to appeal with notification to parents and law enforcement. (RCW 28A.600.420)

Dangerous Weapons – It is a violation of district policy and state law, and grounds for expulsion, for any person to carry a firearm or dangerous weapon on school premises, school-provided transportation, or areas in other facilities being used exclusively for school activities. A complete copy of policy #4210 may be obtained at any school.

Dangerous weapons include: 1) any firearm; 2) dangerous weapons including such weapons as sling shot, sand club, or metal knuckles, or spring blade knife, or any knife the blade of which is automatically released by a spring mechanism, or any knife having a blade which opens, or falls, or is ejected into position by the force of gravity, or by an outward, downward, or centrifugal thrust or movement; 3) any device commonly known as "nun-chu-ka sticks;" consisting of two or more lengths of wood, metal, plastic, or similar substance connected with wire, rope or other means except as used in martial arts classes authorized to be conducted on the school premises; 4) any device commonly known as "throwing stars;" which are multi-pointed, metal objects designed to embed upon impact from any aspect except as used in martial arts classes authorized to be conducted on the school premises; 5) any air gun, including any air pistol or air rifle, designed to propel a BB, pellet, or other projectile by the discharge of compressed air, carbon dioxide, or other gas.

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

Zero Tolerance Policy - Drugs and Alcohol at School Activities
- Students who violate the student rules of conduct by possessing, using, or being under the influence of drugs or alcohol at any middle or high school activity will be emergency expelled from school.
- The emergency expulsion may be modified, through a hearing process, to a long-term suspension from school for up to 60 days at middle schools and 90 days at high schools.
- The long-term suspension may be reduced if the student and the parent(s) agree that the student will undergo a drug and alcohol assessment and complete any prescribed treatment plan.

Several community agencies are available to provide assistance and resources to students and their parents. Local agencies will assist the district by coordinating these services and in making students aware of the services available to them. In addition, state and federal funds for which the district is eligible will be directed toward providing district-wide activities to address drug and alcohol issues at the school sites.
 Possible Consequences for Misbehavior/Exceptional Misconduct, 6-12

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

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

Adopted: 02/02
Issaquah School District

Last Revised: 6/15/09
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