

2017-2018
PINE LAKE MIDDLE SCHOOL STUDENT HANDBOOK



COMMUNITY DISCOVERY RESPECT INTEGRITY EXCELLENCE

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: https://connect.issaquah.wednet.edu/middle/pine_lake

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School Information

- Please check the PLMS website for the 2017-2018 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 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 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.

PLMS Expectations

- Please review the Issaquah School District - Middle School Handbook Information beginning on page twelve 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. 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 and laser pointers.
- 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.
- Gum is not allowed anywhere on campus.
- 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.

Expectations for 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 expectations of PLMS will be enforced and 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 disrespect 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 Guidelines/Protocol/Expectations

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

Attendance Guidelines/Protocol/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 bergs@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, 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. The form is not available online but may be obtained in the office.

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. 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 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 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	\$35
* Yearbook.....	\$25
* PE T-shirt	\$5
* PE Shorts.....	\$10
* Student Planner	\$7
* Duplicate/Replacement ASB card	\$5

ASB membership fees provide funding for:

- | | |
|---|--|
| <ul style="list-style-type: none"> • Student activities • Socials • Clubs • After-school sports • Coaches and club advisors • Officials’ fees | <ul style="list-style-type: none"> • 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.

- | | |
|---|---|
| <ul style="list-style-type: none">• Art \$25.00• Culinary Arts \$35.00• Integrated Projects \$25.00• Outdoor Education \$10.00• WAVE (tri-mester) \$20.00 | <ul style="list-style-type: none">• WAVE Leadership \$20.00
(year-long, one-time fee)• Woodshop \$25.00• Woodshop 2 \$25.00 |
|---|---|

Music Class Fees

- | | |
|---|--|
| <p>6th Grade – Band, Chorus, Orchestra</p> <ul style="list-style-type: none">• Polo Shirt \$15.00 <p>7th Grade – Chorus, Orchestra</p> <ul style="list-style-type: none">• Field Trip Fee \$25.00 | <p>8th Grade - Band</p> <ul style="list-style-type: none">• Field Trip Fee \$35.00 <p>8th Grade – Chorus, Orchestra</p> <ul style="list-style-type: none">• Field Trip Fee \$25.00 |
|---|--|

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

Our School District has established the following rules 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 \$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

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 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 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. This does not include a la carte items such as pizza, chips, drinks, etc.

Complete lunch	\$4.00
Milk	\$ 0.50
A la carte (desserts, chips, drinks)	price varies
Delivered Pizza	price varies

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, bump courts, gym or field. No food or drink (other than water) should be taken from the cafeteria. Halls in the B and C buildings 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
- Sports Registration Form – good for entire year
*(Requires **annual** physician clearance and includes Concussion & Cardiac Arrest Forms)*
- Informed Consent Form for each sport
- Medical Emergency Authorization Form for each sport

Second Season

Wrestling
Girls Basketball

Fourth Season

Track

The Sports Fee ranges from \$25 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

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

Health Information

Our school nurse, Terry Ostendorf, is available to discuss health concerns. If you need to talk with her, please contact her at (425) 837-5708 or email ostendorft@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:

- DTP (Diphtheria/Tetanus/Pertussis) & Polio: **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 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 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, 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 ostendorft@issaquah.wednet.edu.

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.

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 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 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:

93.0%-100 % = A =4.0	80.0%-82.9%=B- =2.7	67.0%-69.9%=D+=1.3
90.0%-92.9% = A- =3.7	77.0%-79.9%=C+=2.3	60.0%-66.9%=D =1.0
87.0%-89.9% = B+=3.3	73.0%-76.9%=C =2.0	0.0%-59.9% =F =0.0
83.0%-86.9% = B =3.0	70.0%-72.9%=C- =1.7	

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 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 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

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 Regulation #3231 may be obtained at any school or on the District website at www.issaquah.wednet.edu.

Attendance

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

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

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

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

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

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

Computer/Technology Use

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

Every student using a District computer is required to have a parent sign a *Responsible Use Agreement*. This form acknowledges the right of the District to review material stored on its network, as well as the wide range of information accessible through public networks. It also releases the District from liability for any damages due to information gained or obtained through the District network, including access to public networks.

Student Conduct

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

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

Students are expected to:

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

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

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

Drug Free Zones

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

Distribution of Printed Materials on School Grounds

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

Family Educational Rights and Privacy Act (FERPA)

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

The right to inspect and review the student's educational records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the principal or appropriate school official a written request, identifying the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

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

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

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

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

Prohibition of Harassment, Intimidation, and Bullying

If a student feels that he or she is being harassed, intimidated, or bullied for any reason including

because of race, creed, color, national origin, ancestry, gender, sexual orientation, or disability, the student should immediately report such incidents to a teacher, counselor, or building administrator. A complete copy of Regulation #3207 may be obtained at any school or on the District website at www.issaquah.wednet.edu.

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

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

Homework

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

Nondiscrimination

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

Human Resources, Title IX Coordinator

Sena Camarata, Director of Human Resources
565 NW Holly Street
Issaquah, WA 98027
425-837-7000
hechtmanl@issaquah.wednet.edu

Public Records Officer, District HIB, Civil Rights Coordinator

Chris Burton, Executive Director of Compliance and Legal Affairs
565 NW Holly Street
Issaquah, WA 98027
425-837-7060
burtonc@issaquah.wednet.edu

Student-Related Issues, Section 504 Coordinator

Pam Ridenour, Director of Career and Counseling
565 NW Holly Street
Issaquah, WA 98027
425-837-7046
ridenourp@issaquah.wednet.edu

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

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

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

Release of Student Information

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

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

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

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

Information may be used for purposes such as school related 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 Regulation #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 Regulations, 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 discipline imposed by the District and its agents for violation(s) of such rules.

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

Student Conduct Expectations

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

Respect for the Law and the Rights of Others

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

Compliance with Rules

All students will obey the written rules and regulations established for the orderly operations of the District and the reasonable requests, instructions, and directives of District personnel. For purposes of Regulation 3240 and this procedure, the term "District personnel" includes all adults, including contractors and volunteers, authorized to supervise student activities. Failure to do so will be cause for disciplinary action. All students will submit to reasonable discipline by the School District and its representatives for violations of regulations and rules.

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

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

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

Academic Dishonesty- Deception, and or cheating in the preparation or completion of any school assignment, assessment, examination or project, or in the conduct of any school-related activity is prohibited, along with the aiding and abetting of such behavior by others.

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

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

Assault - The threatened or attempted use of force or violence upon the person of another is prohibited. Pursuant to RCW 28A.635.090, students who interfere by force or violence with school personnel or other students are subject to immediate suspension or expulsion.

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

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

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

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

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

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

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

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

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

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

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

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

Selling controlled substance

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

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

Alternative Consequences for Drug/Alcohol Violations

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

first offense of the ISD Drug/Alcohol Regulation is emergency expulsion, followed by a 90-day suspension from school. A second offense may result in the student's permanent expulsion from the Issaquah School District.

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

1. Choose a state certified assessing agency and sign appropriate release forms to:
 - a. Enable the school to give the assessing agency information that would be useful in making an accurate assessment, and
 - b. Allow the assessing agency to share information regarding the student's assessment and ongoing progress with school personnel.
2. Fully participate in a drug/alcohol assessment at the agency.
3. Upon completion of these steps, the emergency expulsion will be converted to a suspension of not fewer than ten days. Upon returning to school, the student will be expected to:
 - a. Follow the recommendation as made by the assessing agency.

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

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

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

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

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

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

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

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

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

Gang Activity - In accordance with Regulation 3240, students shall not display, reflect, or participate in dress, apparel, activities, acts, behaviors, or manner of grooming which: (a) lead school officials to

reasonably believe that such behavior, apparel, activities, acts or other attributes are gang related and would disrupt or interfere with the school environment, activity or educational objectives; (b) present a physical safety hazard to self, students, staff and others; (c) create an atmosphere in which a student, staff, or other person's well-being is adversely affected by undue pressure, behavior, intimidation, overt gesture or threat of violence, or (d) imply gang membership or affiliation by written communication, marks, drawing, painting, design, emblem upon any school or personal property or on one's person.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Threats to Kill Another Person (Including "hit lists") are prohibited

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

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

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

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

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

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

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

Violation of Suspension

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

Student Athletic/Activity Code

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

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

A complete copy of Regulation 3240 may be obtained at any school or on the District website at www.issaquah.wednet.edu.

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. If an individual experiences harassment, an informal or a formal complaint process is available. If the complaint is not resolved satisfactorily, there is an appeal procedure.

Searches

Students are entitled to the guarantees of the Fourth Amendment and shall be secure in their persons, papers, and effects against unreasonable searches and seizures. However, school officials have the responsibility of maintaining a safe environment and are empowered to conduct a reasonable search of a student and school property when there is reasonable cause or grounds for suspecting or believing

that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school.

Any search conducted must comply with applicable laws. School property will remain under the control of school officials, and will be subject to search. A complete copy of Regulation #3230 may be obtained at any school or on the District website at www.issaquah.wednet.edu.

Sexual Harassment

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

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

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

Examples of Sexual Harassment:

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

You can report sexual harassment to any school staff member or Title IX Coordinator, Lisa Hechtman, 425-837-7060 hechtmanl@issaquah.wednet.edu.

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

COMPLAINT OPTIONS: DISCRIMINATION AND SEXUAL HARASSMENT

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

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

Complaint to the School District

Step 1. Write Our Your Complaint

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

Step 2: School District Investigates Your Complaint

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

Step 3: School District Responds to Your Complaint

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

Appeal to the School District

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

Complaint to OSPI

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

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

Email: Equity@k12.wa.us | **Fax:** 360-664-2967

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

For more information, visit www.k12.wa.us/Equity/Complaints.aspx, or contact OSPI's Equity and Civil Rights Office at 360-725-6162/TTY: 360-664-3631 or by e-mail at equity@k12.wa.us.

Other Discrimination Complaint Options

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

206-607-1600 | TDD: 1-800-877-8339 | OCR.Seattle@ed.gov | www.ed.gov/ocr

Washington State Human Rights Commission

1-800-233-3247 | TTY: 1-800-300-7525 | www.hum.wa.gov

Student Dress

The student and parent/guardian may determine the student's personal dress and grooming standards, provided that the student's dress and grooming do not lead school officials to reasonably believe that

such dress or grooming will:

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

Create a health or other hazard to the student's safety or to the safety of others.

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

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

Transportation

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

The District uses random placement of video cameras on school buses to maintain good order and increase safety. The video tapes may be used to identify students who violate the rules of conduct for buses and for decision based on those violations. A complete copy of Regulation 6608 may be obtained at any school or the Transportation Department.

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.

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