2015-2016
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:  www.connect.issaquah.wednet.edu/middleschools
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School Information

- Please check the PLMS website for the 2015-2016 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.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.

- Always walk on campus to keep hallways 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.

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.

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**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.

- PLMS is a drug-free zone. 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.

- 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 “Technology Acceptable Use” form, students may access personal technology devices for learning purposes in learning places. Please see the technology form (available on the 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.
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. Call (425) 837-5701 or email bergs@issaquah.wednet.edu before 7:20 AM each day that your student is absent, giving the date(s) and 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, 1-2 weeks beforehand. 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 Pre-Approved Absence Request Form may be obtained in the PLMS office and NOT online.

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.

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**Annual Fees and Expenses**

Fees may be paid online at [https://web.issaquah.wednet.edu/Touchbase/](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:

- Student activities
- Socials
- Clubs
- After-school sports
- Coaches and club advisors
- Officials’ fees
- Lunchtime activities
- Uniforms
- Sports transportation
- Equipment
- Awards
- Assemblies
- Music events
- End-of-year activities

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

- Band/Orchestra $13.50
- Choir (Boys) $23.50
- Choir (Girls) $28.50
- Culinary Arts $35.00
- Integrated Projects $25.00
- Outdoor Education $10.00
- Video Production $20.00
- WAVE $20.00
- Wood Shop $25.00

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 and 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.myschoolbucks.com](http://www.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.

- Complete lunch .........................................................$3.75
- 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. 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

First Season
Girls Volleyball
Cross Country
Softball

Second Season
Wrestling
Girls Basketball

Third Season
Boys Basketball
Girls Soccer

Fourth Season
Track

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)
- Informed Consent Form for each sport
- Medical Emergency Authorization Form for each sport

The Sports Fee ranges from $20 to $50 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 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 and student bulletins for 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 have time to process this important information. If this applies to your student, please contact the school nurse immediately at (425) 837-5708.

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**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.

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**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, you should go to the office and a secretary, custodian or administrator will help you.

Each student assigned a locker agrees to follow the above locker procedures.

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**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>
<thead>
<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>
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<tr>
<td>70.0%-72.9%</td>
<td>C-</td>
<td>1.7</td>
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<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>
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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 “Technology Acceptable Use” form, students may access personal technology devices for learning purposes in learning places. Please see the technology 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 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.
**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 discipline 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](http://www.issaquah.wednet.edu).

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

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.

**Prohibition of Harassment, Intimidation, and Bullying**

If a student feels that he or she is being harassed, intimidated, or bullied 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 #3207 may be obtained at any school or on the district website at [www.issaquah.wednet.edu](http://www.issaquah.wednet.edu).

“Harassment, intimidation or bullying” is defined for purposes of this policy 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:

(a) Physically harms a student or damages the student’s property; or
(b) Has the effect of substantially interfering with a student’s education (for example, substantially interfering with classroom performance, attendance, or pattern of tardiness) or
(c) Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
(d) 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 policy #2422 and related policies are available on the district’s website.

**Non-discrimination**

The District will provide equal educational opportunity and treatment for all students in all aspects of the academic and activities program without discrimination based on race, religion, creed, color, national origin, age, honorably-discharged veteran or military status, sex, sexual orientation, gender expression or identity, marital status, the presence of any sensory, mental or physical disability, or the use of a trained dog guide or service animal by a person with a disability. The District will provide equal access to school facilities to the Boy Scouts of America and all other designated youth groups listed in Title 36 of the United States Code as a patriotic society.

The following employees have been designated to handle questions and complaints of alleged discrimination:

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

Chris Burton, Executive Director of Compliance and Legal Affairs (HIB and Title IX Compliance Officer)

565 NW Holly Street
Issaquah, WA 98027
425-837-7056
Burtonc@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 discipline 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 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 Policy 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 policies, 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 Policy 3241 and Procedure 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.

1. 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.

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

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

4. 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.

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

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

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

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

10. **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.

11. **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:
   A. Occupying a school building or school grounds in order to deprive others of its use;
   B. Blocking the entrance or exit of any school building or room in order to deprive others of passing through;
   C. Preventing students from attending a class or school activity;
   D. Blocking normal pedestrian or vehicular traffic on a school campus
   E. Interfering seriously with the conduct of any class or activity.

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

13. **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 Policy 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 Policy concerning drugs and alcohol. The usual recommended consequence for a first offense of the ISD Drug/Alcohol Policy 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, Pine Lake Middle School offers an alternative to a lengthy suspension. Listed below are the expectations and steps a student must follow in converting an emergency expulsion to a long- or short-term suspension:

a. Choose a state certified assessing agency and sign appropriate release forms to:
   - Enable the school to give the assessing agency information that would be useful in making an accurate assessment, and
   - Allow the assessing agency to share information regarding the student’s assessment and ongoing progress with school personnel.

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

c. 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:

d. Follow the recommendation as made by the assessing agency.

e. 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.

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

15. **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.

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

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

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

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

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

21. **Gang Activity** - In accordance with Policy and Procedure 3225, 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.

22. 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 Policy 3207.

23. 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 Policy 3207.

24. 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.

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

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

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

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

29. 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.

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

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

32. Misuse of Electronic Information Systems - Students shall comply with the responsible use guidelines of Procedure 2022.2P when using electronic information systems such as e-mail, networks, and the Internet.

33. 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 Policy 3243.

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

35. Robbery - stealing from an individual by force or threat of force is prohibited.
36. **Selling Items at School** - Only authorized organizations may sell on school property or at school events.

37. **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 Policies 3220 and 3224.

38. **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.

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

40. **Threats to Kill Another Person** (Including “hit lists”) are prohibited.

41. **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 Policy 4215.

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

43. **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 and look-alike items or replicas displayed or represented as real weapons.

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

No one may deliver such a spray device to anyone under fourteen (14), or to anyone between fourteen (14) and eighteen (18) who does not have written parental permission. Personal protection spray devices may only be used in self-defense as defined by state law. Possession, transmission, or use of a spray device under any other circumstances will be treated as a violation of the District’s rule prohibiting weapons.
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 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 policy and procedure 2151 and 2151P.

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.

**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.
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.
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.

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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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<tr>
<td>6. *Dangerous weapons, instruments &amp; activities</td>
<td>X</td>
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<tr>
<td>Firearms/facsimiles</td>
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<td>7. Destruction or theft of property</td>
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<td>X</td>
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<tr>
<td>8. *Disruptive conduct, inappropriate dress</td>
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<td>X</td>
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<tr>
<td>9. Failure to pursue studies</td>
<td></td>
<td></td>
<td>X</td>
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<tr>
<td>10. *False alarms</td>
<td></td>
<td></td>
<td>X</td>
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<tr>
<td>11. Forgery, lying, cheating, plagiarism and misuse of documents</td>
<td></td>
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<td>X</td>
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<td>12. Loitering and trespassing</td>
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<tr>
<td>13. Negligent driving (high school)</td>
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<td>14. Possession of or use of tobacco</td>
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<td>15. Truancy, tardy</td>
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<tr>
<td>16. *Repeated misconduct</td>
<td></td>
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<tr>
<td>17. General rule violation, insubordination, disrespectful conduct</td>
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<td>18. Unauthorized entry</td>
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<tr>
<td>19. Inappropriate computer/Network behavior</td>
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<td>X</td>
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<tr>
<td>20. Gang activity</td>
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