



**NORTH LAKE
MIDDLE SCHOOL HANDBOOK**

North Lake Core Beliefs

The staff at North Lake Middle School is dedicated to the education of children.

We are committed to helping students develop habits of academic growth, personal accountability, and social responsibility.

Every attempt will be made to maintain the dignity and self-respect of students and adults.

The Three R's of Bulldog Pride

Respect for Learning:

I will be punctual and prepared for classes, listen carefully, ask pertinent questions, participate actively, and complete all assignments.

Respect for People:

I will behave and cooperate in ways that help me and others feel safe, respected, and cared about. I will treat others as I would like to be treated.

Respect for Property:

I will take pride in the care of my school. I will care for my own belongings, respect the property of others, and take care of school property.

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Regular Bell Schedule

Period 1 Advisory	7:40-7:55
Period 2	7:59-8:53
Period 3	8:57-9:51
Period 4	9:55-10:49
Period 5/Lunch	10:49-12:23
Period 6	12:27-1:21
Period 7	1:25-2:20

Friday Early Release Schedule

Period 2	7:40-8:21
Period 3	8:25-9:06
Period 4	9:10-9:51
Period 6	9:55-10:36
Period 5/Lunch	10:36-12:10
Period 7	12:14-12:55

STUDENT ACTIVITIES & EVENTS

Associated Student Body (ASB)

The ASB – Associated Student Body organization – is the opportunity for students to be part of the decision-making at school. All students can be leaders and one of the ways to get involved in leadership is through Student Council. The Student Council makes many decisions and sponsors a broad array of activities throughout the year that support student learning and success and that provide many opportunities for student involvement. You can become active in the ASB in a variety of ways. You are encouraged to share your ideas and thoughts with any of the ASB representatives. Your active participation in the ASB Student Government will enrich your middle school years. Elections are held annually for class senators, homeroom representatives, and ASB officers. In order to serve as an ASB officer or representative, students must maintain good citizenship and a minimum of a 3.0 GPA. ASB cards may be purchased through the business office for \$15. **All students who participate in interscholastic sports, clubs, or in any organized student activity receiving ASB funds are expected to hold an ASB card.**

Assemblies

In the course of the year, you may have opportunities to attend school assemblies. Assemblies are presented in order to enrich the basic educational program offered by the school and provide an alternative way of learning. Because assemblies often involve guests to the school, it is important that you are on your best behavior during assembly programs. When you are directed to report to the gym or cafeteria for an assembly, you must remain with your classroom teacher. During an assembly, you are to sit with your classmates in the seats designated for your class. When the assembly begins, you are to stop talking and pay attention to the guest speaker or performers. Behavior protocols for educational/guest speaker/presentation assemblies are much different than those for spirit assemblies. At this type of assembly, students are expected to sit quietly and treat those making the presentation with dignity and respect that they deserve.

Athletics

Before a student may turn out for a sport he/she must do the following: obtain parent/guardian consent, provide physical and insurance forms, purchase an ASB card, pay LSSD athletic participation fee, and sign the athletic eligibility participation form. Any student suspended from school is not eligible to participate in any school-sponsored activity. Athletes must attend at least three full periods on game day or secure administrative approval to be eligible to compete that day in an athletic event. If students let their academic or citizenship performance drop to an unsatisfactory level, they may lose the opportunity to participate in athletic events.

Middle School Interscholastic Sports

First Season:	7th Cross Country / Football
Second Season:	7th Girls Volleyball / Boys Basketball
Third Season:	7th Wrestling / Girls Basketball
Fourth Season:	7th Track

Clubs, Dances & Events

Students interested in joining or starting a club are encouraged to talk with the ASB adviser. In order to be a member of a club, an ASB card must be purchased in the Business Office. Club information is available in the main office or on posters throughout campus. Dances are held after school and typically end at 4:00 p.m. If a student chooses to leave the dance early, he or she may not re-enter. Admission tickets are available for purchase during lunches. The school has the same expectations for behavior at these events as when school is in session. It is important that a parent or guardian pick students up no later than 4:15 p.m. There are other social events throughout the year, as organized by ASB and PTSA. Watch for emails and posters announcing special events.

Fundraisers

All school-related fundraisers must be coordinated with the ASB. Only fundraisers that are designed to benefit the school or are charitable causes approved by ASB are permitted on school grounds. If your club or school organization wishes to sponsor a fundraiser, see the Activities Director before beginning the fundraising activities.

Semester Awards

Students will be recognized each semester.

Leadership

Students lead in words and actions, often inspiring others to excellence.

Citizenship

Students exemplify integrity—doing what is right, even if no one is looking. They accept and promote diversity, and are kind to all, helping make a place where everyone feels welcome.

Workmanship

Students demonstrate a strong desire to meet and or exceed standard, setting goals for continued progress and achievement.

Scholarship

Students excel in subject matter, continually exceeding standard on course work. They are able to synthesize learning from different areas to construct deeper understanding of content.

Principal's Award

Students receiving a 4.0 GPA at the end of each semester.

ATTENDANCE

Because there is a clear connection between good attendance and success in school, and because regular attendance is a trait that employers value highly, we believe that it is our responsibility to help you develop habits of good attendance. **Respect for Learning** includes . . .

- ✓ Attending school each day.
- ✓ Attending each of your classes every day.
- ✓ Not missing more than 9 days of school per semester. When considering tardies, 3 tardies = 1 absence.

Note: Excessive absenteeism, excused and/or unexcused, may be referred to legal authorities. A record of 5 unexcused absences per month or 10 per year is considered to be “excessive.” RCW 28A.225.010

Closed Campus

Once you arrive on school grounds at the beginning of the school day you are to remain on school grounds, you may not leave until school is dismissed or until you sign out through the main office or health room with your parent’s permission. If you leave school without signing out in the main office, you will be considered to be truant and your administrator will assign you appropriate consequences. [LSSD Policy 5045]

Early Dismissal

If you need to be dismissed from school before the end of the day for a doctor’s appointment or other reason, bring an early dismissal note to the main office before school on the day of the early dismissal. You will receive a pass from the office stating the time that you are supposed to be excused from school. Before leaving the building, you must sign out in the main office.

Excused Absence

In order to have an absence recorded as “excused,” it is necessary for a parent to call the school or provide the school a written note within three days that states the reason(s) and date(s) of the absence. All attendance notes are to be brought to the main office as soon as you return to school. Once you have returned to school, it is your responsibility to find out what work you missed and to make up all assignments.

Planned Absences

If you know in advance that you will be absent from school because of an appointment, family trip, etc., you need to turn in a **Pre-arranged Absence Form** to the main office at least five (5) days before the planned absence. These forms are available in the main office or online. After you and your parents have completed and signed the Pre-arranged Absence Form, you are to have all of your teachers sign it before you turn it in at the main office. You are responsible for making up all work missed during pre-arranged absence. Although your teachers may be able to give you a broad outline of the material they expect to cover while you are absent, you will need to check with them once you return to find out what specific assignments you need to make up and when they are due.

“Reasonable Time” to Make Up Work

If you are absent from school, you are expected to make up all assignments that you missed within a reasonable time. A “reasonable time” means that you have as many days to make up your work as you were absent. For example, if you were absent three days, you have three additional school days to make up the work you missed unless you make other arrangements with your teacher. **NOTE:** Teachers are not obligated to allow you to make up work that you missed as a result of an unexcused absence.

Truancy from Classes (Skipping)

If you skip a class, your absence will be recorded as “unexcused.” Your parents will be notified of your truancy from class and you will be assigned before- or after-school detention to make up the time and work that you missed. Continued class cutting will result in additional consequences.

Unexcused Absences

If you are absent from school without your parents’ permission, your absence will be recorded as “unexcused.” Your parents will be notified of your truancy and you will be assigned before- or after-school detention to make up the time and work that you missed. Continued truancy from school will result in your being assigned additional consequences.

When Arriving to School Late

You will be marked late if you arrive after first period begins. If you arrive late to school, you must . . .

- Go to the main office for an admit slip before going to class.
- Give the secretary a written note from your parents, doctor, or dentist in order to be given an “excused” admit pass. If you do not have a written excuse, your lateness will be recorded as an “unexcused” absence from the period(s) you missed.
- Take your admit slip to your teacher.
- Find out what work you missed and make sure that you make it up.

Consequences for Unexcused Tardies

Tardy 1-2: Teacher warning: remind the student of the need to be on time.

Tardy 3: Phone call or email: notify parents of the continuing problem with tardies.

Tardy 4-6: Student assigned lunch detention.

Excessive Tardies: Attendance Secretary submits office referral; student assigned Administrative Discipline.

COUNSELING AND GUIDANCE

Counseling Center

Our counselor is available to discuss classes, scheduling, grades, school, and/or personal problems. Students are encouraged to see the counselor before school, during lunch, or after school. Students who wish to talk with a counselor can contact the Counseling Center to arrange for an appointment. In an emergency situation, a student can ask a teacher for a pass to the

counseling center; otherwise, appointments should be requested. In addition to our counselor, we have a Student Mental Health Support Specialist on staff to work with students, teachers, families, outside providers, counselors, and administrators for delivery of support services for students experiencing mental health concerns. This person’s role also includes screening for mental health needs and providing appropriate referrals.

Grading and Progress Reports

Our LSSD middle schools operate on a 2 semester school year. Teachers post grades on-line every two weeks. Progress reports will be issued every six weeks. Semester grades become part of the students permanent record. It is important that parents/guardians contact teachers with any questions they might have about classroom performance. Families can email teachers or call the school.

Grading Scale

Grade Mark	Grade Value High	Grade Value Low
A	100.00	92.00
A-	91.99	90.00
B+	89.99	88.00
B	87.99	82.00
B-	81.99	80.00
C+	79.99	78.00
C	77.99	72.00
C-	71.99	70.00
D+	69.99	68.00
D	67.99	60.00
F	59.99	0.00

Access to Online Grades

Grades are posted online at the school website at Family Access.

To get to the login page, go to the school's or district's website and look for the link called Family Access which will take you to the login page. The URL for the district website is www.lkstevens.wednet.edu. Your login name may contain spaces if your last name is less than five letters long. If you don't know your login or password, use the "forgot login" or password link to have the system email your account information. If your email address is not found by the system please contact the office to have it updated.

Schedule Changes

Before any requests based on special circumstances are approved by the Principal, the following issues will be considered:

- *The nature of the special circumstances as described by the parents
- *The results of the previous efforts to resolve the issues leading to the request for the schedule change (eg. student/teacher discussions, parent/teacher phone conversations and meetings, involvement with the guidance counselor, etc.)
- *The availability of alternative classes or sections within the student's team.
- *The number of students enrolled in the affected classes and sections.
- *The effect of the requested change on the student's schedule
- *The time of year when the request is made.

GENERAL INFORMATION

Bicycles, Scooters, and Skateboards

Riding bicycles, scooter, or skateboards is not permitted anywhere on the NLMS campus or in school buildings at any time of the day, including before and after school, during the school day, and at night. **The school is not responsible for lost, stolen, or damaged items.** If you ride your bicycle to school, you will need to abide by the following rules:

- Do not ride your bike on school grounds.
- Lock your bike securely in the bike racks provided. Do not lock them to the gates or fences on the campus – use the bike racks.
- Do not go to your bike during the school day. Once you have locked it in the bike rack do not go back to it until the end of the day.

Cafeteria

School breakfast is available from 7:15 a.m. to 7:35 a.m. Breakfast costs \$1.75. Students on free or reduced lunch get breakfast free. Students can choose to buy a school lunch or bring a sack lunch. Free or reduced lunch information is available for pick up in the main office or on our website. Lunch costs \$3.00 (reduced \$.40). Parents can put money into their student's lunch account (electronically or in person), and even track expenditures on Mealtime On-Line (on the NLMS website).

Students have free seating but must stay seated at their tables for the first fifteen minutes of lunch. Making a trip to the bathroom or garbage can is permitted. All food and drink must be consumed in the cafeteria. Students should be sure to leave their lunch table and the area surrounding it clean, and throw garbage into the trash even if someone else left it behind! ALL students are equally responsible for leaving a clean table. Trays should be emptied of garbage and then stacked at the dishwashing window.

During the last 15 minutes of lunch, students may use the library, play games on the stage, be outside, or stay at tables in the cafeteria. When students are outside, they should not go past the yellow lines marking the lunch boundaries. Except for the library, students may not go into the other buildings during the lunch free time; students should only use the bathrooms near the cafeteria.

Care of the Campus

The North Lake Middle School campus is an attractive asset to the Lake Stevens community. Students, parents, and community members are proud of our school. As members of the community, it is our responsibility to take good care of the campus by keeping it clean and tidy. You can do your part by following these rules and procedures:

- Consume all food and beverages in the cafeteria. No food or beverages may be consumed outside
- place all litter and trash in trash cans
- Respect the landscaping on the campus. Use the walkways and stairways provided: do not walk through or on the bushes or plants.

Digital Citizenship

It is a privilege to use LSSD computers and computers are an important aspect of the curriculum. All students using school computers must sign the LSSD Network and Internet Services Guidelines. If a student is found to be on an unauthorized site, viewing inappropriate material, or using the computer for non-school related purposes the student will be warned and parents notified. For serious or multiple violations, students may lose all school computer privileges.

Respect Yourself. I will show respect for myself through my actions. I will select online names that are appropriate, I will consider the information and images that I post online. I will consider what personal information about my life, experiences, experimentation or relationships I post. I will not be obscene.

Protect Yourself. I will ensure that the information, images and materials I post online will not put me at risk. I will not publish my personal details, contact details or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me. I will protect passwords, accounts and resources.

Respect Others. I will show respect to others. I will not use electronic mediums to antagonize, bully, harass or stalk other people. I will show respect for other people in my choice of websites,

I will not visit sites that are degrading, pornographic, racist or inappropriate. I will not abuse my rights of access and I will not enter other people's private spaces or areas.

Protect Others. I will protect others by reporting abuse, not forwarding inappropriate materials or communications; I will moderate unacceptable materials and conversations, and not visiting sites that are degrading, pornographic, racist or inappropriate.

Respect Intellectual Property. I will request permission to use resources. I will suitably cite any and all use of websites, books, media etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules.

Protect Intellectual Property. I will request to use the software and media others produce. I will use free and open source alternatives rather than pirating software. I will purchase, license and register all software. I will purchase my music and media, and refrain from distributing these in a manner that violates their licenses. I will act with integrity.

Protecting a Chromebook

The LSSD has made a major financial commitment in supplying every secondary student with a Chromebook for educational use. Part of a student’s responsibility is to keep the Chromebook free from damage and misuse. To help protect the Chromebooks, district supplied cases will be used at **all times**. Failure to keep the cover on the Chromebook will result in progressive discipline. Chromebook cases are the property of the district and just like a textbook, are to remain clean and unmarked by students. Students who intentionally alter the look of the case will be assigned a fine.

Digital/Tech-related Behavior Violations Equivalent “traditional” Classroom Violations

Email, instant messaging, internet surfing, computer games (off-task behavior)	Passing notes, looking at magazines, games (off- task behavior)
Missing case	No binder/missing supplies
Cutting and pasting without citing sources (Plagiarism)	Plagiarism
Cyber-bullying	Bullying, harassment
Damaging, defacing, or endangering device or accessories	Vandalism, property damage
Using profanity, obscenity, racist terms	Inappropriate language
Accessing pornographic material, inappropriate files, or files dangerous to the integrity of the network	Bringing pornographic or other inappropriate content to school in print form
Using an electronic resources account authorized for another person	Breaking into or using some else’s locker or entering another person’s backpack

Dress Code

By dressing for school in a manner that contributes to a purposeful and businesslike atmosphere and that is conducive to student learning and success, you demonstrate your commitment to showing respect for learning and respect for people. Clothing that constitutes a health hazard, is offensive, demeaning, harassing, or abusive to others, relays messages that are contrary to the educational mission of the school, or otherwise disrupts the educational process is not acceptable during the school day or for school-sponsored activities. The guidelines below will assist you in determining whether or not your manner of dress is in conflict with the educational and developmental goals of the school.

- Clothing, drawings, tattoos and accessories that display or promote negative messages are not permitted. These could include drug, gang, weapon, alcohol or tobacco-related information, obscenities, put-downs, stereotypes, sexual innuendo, offensive words or graphics.
- Clothing will cover undergarments, torso, midriff and backside, and have sleeves or straps (2”).
- Shoes must be worn at all times.
- Hats, bandanas, and other head coverings are not permitted to be worn on school grounds, in school buildings, or in classrooms. Hoods may not be worn inside buildings or classroom.
- Sunglasses may not be worn in the buildings

Final determination of acceptable dress will be made by the school administration.

[\[LSSD Policy 5530\]](#)

Energy Drinks/Stimulants

Highly caffeinated “Energy Drinks” and consumables are not permitted at school. Because these drinks/consumable’s (e.g. Monster, Red Bull, Rock Star, 5 Hour Energy, Coco Loko) have been shown to be harmful to students’ health, and because they tend to have negative effects on student behavior and their ability to learn in class, they are not allowed on campus or to be consumed at school.

Hall Pass

Students must have a hall pass to be in the hall or anywhere outside of class. Staff members are instructed to send any student back to their class who does not have a pass in hand.

Hallways

Hallways get crowded during passing times. For safety, all students are expected to walk on the RIGHT side of the hallways and exit through the RIGHT door at all times. It’s dangerous to stop in the middle of a crowded hallway to hug or chat with friends. Pulling on backpacks or making “trains” also makes it hard for people to move safely in the halls.

Teachers and students take great care in putting up creative, educational bulletin boards. If students see anyone vandalizing displays, please take responsibility for reporting it immediately.

Students must have the teacher's permission and a hall pass before leaving the classroom for any purpose. Because classes are in session, students should not be in the halls during their lunch. Students may not bring food or soda into the hallways.

Health Center/Medication Policy

Health Concerns – Washington State Law requires students who have severe or life-threatening conditions to have a medical treatment plan, medication orders, and if needed supplies/equipment on file at school. **Under this law children without the appropriate orders would be excluded from school until necessary documentation is received and reviewed by school RN.** Written orders are only good for the current school year. The following conditions are potentially life threatening: Allergy requiring Epi-Pen, Asthma, Food Allergy, Seizures, Diabetes, Cardiac Conditions, and Cancer. Contact your school nurse with questions.

Immunizations – According to Washington State Law all students attending 6th grade are required to show proof of Tdap vaccination if it has been 5 years or longer since receiving DTap. Most children had their last vaccination just prior to kindergarten. Middle school students also must show proof of immunity to Vericella (chickenpox). The date of vaccination, or the age and date the child had the chickenpox with physician verification is required. All documentation must be updated prior to the first day of school Fall 2014. **Non-compliant students will be excluded.**

Health Center: The Health Center is located in the main office. If a student becomes ill or injured at school, he/she is to report to the Health Center **with a pass from his/her teacher.** You will be evaluated and your parents will be called if necessary. It is very important your emergency contact information is always up to date with the school office. **Students are not allowed in the Health Center during passing period unless needing immediate assistance or first aid.** Students are encouraged to remain in class for the last 15 and the first 15 minutes of class unless it is an emergency.

Medication: Students may have access to medication in the Health Center for administration by trained designated personnel. If medication needs to be administered by a school official, a written, current and unexpired request from a licensed Health Care Provider must accompany the medication. Such a request shall state that it is necessary for the school to administer medication to the student to permit the student to attend school. Medication must be in the original prescriptive container and labeled with the student's name, name of medication, dosage, time to be administered, and expiration date. Parents are responsible for transporting all medication to school. In a situation when parent, physician, principal and school nurse believe it is in the best interest of the student to carry medication, the medication is to be accompanied by written permission for the parent indicating the name and dosage of the medication and the dates and times to be administered. It is the responsibility of the parent to inform the principal or school nurse in writing the child will be self-medicating. **While attending school, students are not permitted to carry more than one day's dosage of any medication, whether prescriptive or over the counter.**

Crutches/PE Excuses: If your student is injured and can't participate in PE, a parent note can request an excuse from PE for up to two days. However, **please understand that students may**

be required to make up any missed work. An injury requiring non-activity, or lighter than normal activity, after two days requires a physician's note with on-going assessments until released for full activity. **CRUTCHES ARE NOT ALLOWED ON CAMPUS WITHOUT A PHYSICIAN'S ORDER.** This order must be on file with the school. Students must be properly fit and educated on how to use crutches prior to bringing them at school. Students are not permitted to use them on campus without a physician note on file.

Homework

Homework that reinforces classroom learning is an important part of the learning process. You can improve your grades and enhance your learning by completing and turning in your homework on regularly. The suggestions below will help you complete your homework:

- ✓ **PLAN**: Set aside a definite time to study at home. Make good use of study time and library facilities in school. Keep a list of assignments in your plan book and take home all necessary books, papers, and other materials.
- ✓ **PLACE**: Set up a definite place at home to study that is away from distractions, with all necessary books, papers, and materials. Do not attempt to study while conversing with friends or viewing television.
- ✓ **PROCEDURE**: Be sure that you understand the assignment when the teacher gives it. Write all assignments on your student planner. Read the entire assignment calendar afterwards to be sure that you understand the details.
- ✓ **PRODUCE**: Turn in your homework in order to receive credit for it.

HOMEWORK REQUESTS: If you are absent three or more days, you or your parents may request that homework be sent home to you after the third day of absence.

EXTRA CREDIT: Assignments completed as "extra credit" are not meant to be substitutes for the regularly assigned work for the class. Consequently, no extra credit work will be accepted unless you have completed and handed in all required work.

How to Open a Padlock

- Turn the combination dial to the right several times to reset the lock.
- Continue turning the combination dial to the right until you reach the first number of the combination. Stop at this number.
- Turn the combination dial to the left for one complete cycle until you have passed the first number one time. Continue turning the combination dial to the left until you reach the second number of the combination. Stop when you reach this number.
- Turn the combination dial to the right until you reach the final number of the combination. Stop when you reach this number.
- Pull on the padlock's clasp to release the lock and open the padlock.

Library Policy and Procedures

The library provides a welcoming environment where students are encouraged to collaborate, research, read and explore the world of technology. Students may use the library before school, during the school day (with a pass from the teacher) and during their lunches. All books are due two weeks from the date of checkout and may be renewed for an additional two weeks. Return books in the book drop in the circulation counter in the library. Students are welcomed and encouraged to use the library services. In order to keep the library and materials in the best condition possible, there is no gum, food or drink allowed in the library spaces.

Link to library webpage <http://www.lkstevens.wednet.edu/domain/330>

Personal Electronic Devices (Cell Phones, Cameras, etc.)

Recognizing that cell phones and other electronic devices have become a way in which parents communicate with their children after school hours, and as an educational resource, we do permit limited use of students' cell phones and devices during the school day as long as such use does not interfere with the educational mission of the school. You may use your cell phones only during the following times: before and after school, and during your lunch period. During classes, you must turn your cell phone off and put it away (out of sight). You may not make or receive phone calls during class time, nor may you send or receive text messages. During class, if you have your phone out, your teacher will confiscate it and forward it to the main office. The office will hold the phone until your parent comes to school to get it. The school strongly recommends that students keep all valuables at home. The school ***is not responsible for any lost or stolen items.***

Cameras & Cell Phone Cameras: During the school day and during school events, you may not take photographs with your cell phone, digital camera, a video camera, or other devices without permission from a supervising staff member. If you violate this rule, your camera, cell phone, or video camera will be confiscated and forwarded to the main office until your parent can come to school to pick it up. **No cameras/cell phones will be visible in the locker rooms or restrooms.**

Visitors

All visitors must register in the main office before entering the campus. In order to let students and staff know that the visitor has a legitimate business at the school, a "Safe Visitor" Pass will be issued by the office and **must be worn** while on campus.

Parents and Guardians

Parents and guardians are welcome to visit the school. If your parent wants to sit in on your classes, he or she should contact the school at least 24 hours in advance in order to make an appointment for their visit.

Student Visitors

In order to maintain your and your classmates' focus on learning, we do not permit students from other schools, including relatives and family guests, to accompany you to school or attend classes with you.

STUDENT BEHAVIOR

Positive Behavior Interventions and Supports

LSSD middle school staff practices the PBIS approach to providing a safe and meaningful school environment. PBIS is a proactive approach to establishing the behavioral supports and social culture needed for all students in a school to achieve social, emotional and academic success. Students who consistently exhibit positive behaviors are acknowledged throughout the year with privileges and opportunities to participate in special events.

Referring to our school-wide expectations will help you determine if your behavior at school is acceptable or not.

Successful students . . .

- ✓ Arrive at school and in class on time and have with them all necessary materials for class.
- ✓ Demonstrate respect for themselves and others, as well as for school and personal property.
- ✓ Comply with school rules and procedures.
- ✓ Move through the building in an orderly manner.
- ✓ Use acceptable language.
- ✓ Treat others with respect and kindness.
- ✓ Contribute to a positive classroom climate by avoiding disruptive behavior.
- ✓ Comply with lunch rules.
- ✓ Settle conflicts in an acceptable manner.
- ✓ Participate actively in class and school activities, including completing homework on a regular basis.

Because self-discipline is the ultimate goal; interventions, supports, and disciplinary actions imposed by teachers and administrators are designed to help you develop the ability to assume responsibility for your behaviors. If your behaviors interfere with the teaching/learning process for you or others, create a negative climate for others, or have the potential of harming yourself or others, your teachers and administrators will take disciplinary actions that are designed to stop the misbehavior. In most cases, your teachers will deal with minor disciplinary infractions; however, if you repeatedly misbehave or if your misbehavior is serious, you will be referred to a school administrator for further disciplinary action. Because we believe that the best results occur when the school, student, and parents work together, your parents will be notified if you misbehave.

Student Behavior Intervention and Take A Break (TAB)

Teachers are expected to teach and reinforce school-wide and classroom behavior expectations to use as they teach their students appropriate classroom behaviors. Take a Break gives students a chance to “take a break” and step back to reflect upon their behavior, the choices that they are making, and the impact those choices are having on others’ learning. TAB Out and Back is intended for minor disruptions and is intended to be a learning opportunity for students and is not used as a disciplinary action. Once the student reflects upon his or her behavior and develops a plan for re-entering the class successfully, the originating teacher welcomes the student back into the classroom to the learning that is taking place.

1. After the teacher has stated expectations and behavior to correct, the student will exit the classroom and go straight to the buddy teacher’s classroom.
2. When the student arrives at the buddy teacher’s classroom, the student will open the door quietly, stand in the doorway until addressed by the teacher who will direct them where to sit to complete the student reflection form.
3. The student completes the form quickly and quietly. Then, the student will raise their hand to let the teacher know they are ready to return to the class.
4. The Teacher will review the student reflection form and will dismiss the student back to

class and note the time of return on the form.

5. Upon return, stand in the doorway quietly and wait to be addressed by the teacher.
6. The student will then give the completed TAB form to the originating teacher and have a quick conference with the teacher about how the student plans to improve behavior in the future.

Student Conduct/Discipline

There are high expectations that everyone will show respect for each other, for themselves, for learning, and for the learning environment. The goal of discipline at school is to help students to make better behavior choices. Middle school discipline is progressive: The first time a poor behavior choice is made, the consequence is less harsh than the third or fourth time that the behavior recurs.

Student behavior and actions are expected to be appropriate while on school property (or adjacent thereto) or at any school function off school property. In addition, students must follow school rules on the school bus, as well as on their way to and from school or bus stop.

School Board Policy/Discipline Sanctions

Lake Stevens School District Policy 5100.1 was adopted in order to provide a suitable learning environment, to maintain good student conduct and control, and to administer discipline on a fair and consistent basis. This policy establishes that corrective action will be taken for behavioral violations as outlined below:

Behavioral Violations includes, but is not limited to: Possession, use, or trafficking in drugs, alcohol, or tobacco; Extortion; Arson; False Alarm; Fighting; Burglary; Malicious Mischief; Immoral Conduct; Harassment/Bullying/Sexual Harassment; Possession of weapons or explosive devices; Larceny and fraud; Property Damage/Theft/Vandalism (greater than \$50); Failure to follow reasonable direction by school employee; Commission of any Criminal Act while under school jurisdiction. Classroom Disruption; Spitting; Skateboarding/rollerblading on school grounds; Inappropriate exchange of class materials/information; Truancy; Profanity/obscene gestures; Failure to follow reasonable direction; Gambling; Forgery; Inappropriate public display of affection;

School Board Policy grants these additional authorities and abilities:

5100.2 Authorizes each secondary school to establish other reasonable rules and regulations and sanctions thereof regarding student conduct.

5100.3 The jurisdiction of behavior and resultant corrective action noted in 1.0 above shall be applicable during any program or activity controlled by or on behalf of the school district regardless of its location.

5100.4 Students who are suspended as a result of repeated misconduct or exceptional misconduct while participating in a school sponsored activity off campus, may be denied further off campus participation on school sponsored activity by the principal.

Potential Student Discipline Interventions

We are committed to providing a positive and orderly learning environment for everyone. As such, NLMS discipline is reasonable, consistent, and progressive. Students who don't change behavior in response to teacher, counseling, or administrative interventions (such as detention, behavior contracts, in or out of school suspension, or parent conferences, etc.) and continue to violate school rules may forfeit their right to attend NLMS. Furthermore, NLMS administrators are obligated and certified to consider a change in academic placement for students who consistently struggle to be successful in light of discipline, behavioral issues, or lack of academic progress in their current setting.

The following are definitions of some possible discipline interventions students may experience at NLMS:

Informal talk – Discussion between school adult and student and/or parent/legal guardian

Student Conference – Formal conference between school adult and student

Classroom Exclusion – Exclusion of a student from a classroom or instructional area/activity for behavioral violations that disrupt the educational process

Detention: Assignment of student to supervised study at lunch, before or after school.

Parent Contact: Telephone call to legal guardian

In-School Suspension: Temporary removal of student from regular classes for all or portion of their day

Short-term Suspension: Temporary removal of student from attending school and school activities. Short-term suspension can last for a maximum of ten (10) school days.

Long-term Suspension: Removal of the student from attending school and school activities. Long-term suspension can last a maximum of one (1) semester or 90 school days.

Expulsion: Denial of the student of the right to attend school and school activities for the length of an academic term (up to 90 days)

NOTE: If you are placed on out-of-school suspension by a school administrator, you may not attend school, participate in any school-sponsored activities, enter any school buildings, or be on school grounds during the time of the suspension.

Academic Non-Performance/Non-Compliance

Improving academic performance requires effort and cooperation at all levels. Academic non-performance may include any of the following:

1. Failure to demonstrate consistent on-task behavior.
2. Failure to extend sufficient effort to progress in a subject matter.
3. Failure to bring needed materials to class each day.
4. Failure to attend school on a regular basis.

Disciplinary action may be taken for student academic non-performance.

Authority of Staff/Compliance

During the school day, on school grounds, at school events that are held on or off of school grounds, in school buses, and at any time when students are under their supervision, teachers and staff have the authority to discipline any student for disruptive or disorderly conduct or other violations of the rules for student conduct. **As a middle school student, you must comply with reasonable requests of your teachers and other adult personnel.** Examples of non-compliance include refusing to identify yourself when asked to do so or refusing to report to the office as directed. **Failure to comply with reasonable requests and directions from teachers and other staff is a serious offense that will result in disciplinary action.**

Cheating

Willful copying of another paper or professional source with intent to present it as one's own work for use on classroom assignments or projects without prior approval from the instructor or without proper recognition of the original source (footnoting, quotation marks, etc.) constitutes a form of cheating and misconduct. Student will receive a zero on the assignment/test/project and be referred to administration.

Cumulative Violations

LSSD middle school discipline is reasonable, consistent, and progressive. Students who do not respond to counseling or detention, behavior or attendance contracts, timeout, in or out of school suspension, or parent conferences, and continue to violate school rules (or students who exhibit acute discipline problems) may face long term suspension or placement in an alternative learning environment. We are committed to providing a positive and orderly learning environment for everyone. If you have questions or concerns, please direct them to a teacher, counselor, or administrator for clarification.

Fighting

Fighting is not an acceptable way to solve problems you may be having with another student. If you are angry or feel like you want to get into a fight, speak with your teacher or get a pass to go to the Guidance or Administrative offices. It is ***your*** responsibility to take the necessary steps to avoid getting into a fight. Physical violence, intimidation, posturing, fighting, aiding/abetting a fight, being a bystander, recording, or cheering on a fight will not be tolerated on the campus of North Lake Middle School nor at any school-sponsored activity. Each situation will be investigated, treated as unique, and depending on the severity of the incident, may result in action up to an emergency expulsion or long term suspension, peer mediation, and/or the possibility of schedule changes and specific routes.

Inciting a Fight

If you encourage a fight between other students, spread rumors or call names that result in a fight, urge students to fight, or otherwise encourage or incite a fight, you share the responsibility for the resulting fight. As a result, you will face disciplinary action.

Roughhousing

(*"But we were just playing around!"*): The term "rough-housing" is used to describe "rough and boisterous physical play." Often, rough-housing occurs when students are "just playing around" – punching, pushing, bumping into each other as a form of play. All too often, however,

rough-housing ends up in a fight between the “playing” students when the playing stops being fun and turns into anger. Additionally, other innocent students can get hurt while students are rough-housing. School is not a place for rough-housing and playing around. Consequently, rough-housing and “just playing around” are not permitted on campus. In order to keep our school safe for all, you will face disciplinary action if you engage in rough-housing or “just playing around.”

Gangs and Gang-Related Activities

Gangs and gang-related activities are prohibited because they contrary to the learning mission of the school, intimidate students, and create conditions that are detrimental to student learning.

Gang-related activities include, but are not limited to:

- gang-related clothing, including wearing gang colors, symbols, jewelry, etc.; or
- hand gestures, body motions indicative of gangs; or
- spoken or written communications related to or referencing gangs; or
- drawings or graphic other representations related to gangs; or
- threats or discussions of violence related to gangs.

Harassment

The Lake Stevens School District is committed to providing you, its employees, volunteers, and visitors a safe, civil, respectful, and inclusive educational environment. Consequently, harassment, intimidation, or bullying are not permitted in the school, during school activities held on or off school grounds, on school buses, or at any activities sponsored by or related to the school.

“Harassment,” “intimidation,” and “bullying” include any intentional written, verbal, or physical act that . . .

- physically harms a student or damages the student’s property; or
- has the effect of substantially interfering with the student’s education; or
- is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- has the effect of substantially disrupting the orderly operation of the school.

If you call another student names, spread rumors about him/her, make fun of him/her, or otherwise purposefully harm him/her, you are violating the school’s rules against harassment, intimidation, and bullying.

Any intentional actions or written or spoken comments that are based on or motivated by a person’s race, color, religion, ancestry, national origin, sexual orientation, or mental or physical disability are not acceptable and will lead to administrative disciplinary action. “Hate-speech” referring to another’s race, color, religion, ancestry, national origin, actual or perceived sexual orientation, or mental or physical disability is a form of illegal harassment and will result in severe consequences.

What should you do if you are being harassed? If you feel that you are the target of harassing, bullying, or intimidating behavior, take the following steps:

- Know that such behavior is not acceptable. The person or persons who are harassing you are wrong, not you.
- Tell the persons who are harassing you to stop the harassing behavior.
- Do not retaliate by calling the other person names or getting into a fight. Get adults involved in stopping the harassment.

- Tell your parents, a teacher, guidance counselor, or school administrator about the harassment.
- Have an administrator or guidance counselor help you fill out and submit a written complaint of harassment.
- If the harassment continues, tell the adults about it again.

[LSSD Policy 5580]

Sexual Harassment

Sexual harassment, intimidation, bullying, or harassment of any kind will not be tolerated. Examples of sexual harassment may include, but are not limited to, physical touching or graffiti of a sexual nature, displaying or distributing of sexually explicit drawings, pictures and written materials, sexual gestures or obscene jokes, talking about one's sexuality in front of others, unwelcome sexual advances, and other verbal, non-verbal or physical conduct of a sexual nature. Students in violation of this policy shall be subject to the full range of discipline sanctions including expulsion and reporting to law enforcement, depending on the severity of the act. Students may also face criminal and/or civil law suits.

Student Guide to Understanding Sexual Harassment at School and on the Job

1. What is sexual harassment?

Simply stated, it is a form of discrimination based on sex, and if it occurs at school or work, you are protected by state and federal law. More specifically, it is unwelcome sexual overtures in the workplace or school when 1) your education or employment depends on your putting up with or giving in to the overtures, or 2) the sexual overtures make a hostile environment. The overtures may be from a person in authority like a supervisor at work or a teacher, or from a co-worker or another student. Both males and females may be victims of sexual harassment.

2. What is meant by unwelcome?

Unwelcome is in the mind of the victim. For example, one person may do or say something and it's enjoyed or taken as a compliment; a different person may do or say the same thing to the same person and it's unwelcome.

3. Does this mean I can be accused of sexual harassment even if I didn't intend to sexually harass anyone?

Yes, intent is not part of the definition. Even though you may have thought it was just a harmless teasing, or flirting or being funny, it's how the other person feels about the words or acts. In other words, you have to think about how your message will be received.

4. Since I can't read someone's mind, how do I know if my behavior is welcome or if I'm sexually harassing?

Try asking yourself these questions:

- Have I been told my actions are unwelcome or inappropriate?
- Would I say/do the same to someone of the same sex?
- Would I say/do this if my parent or teacher were present?
- Would I want someone to say/do this to my sister or brother or girlfriend or boyfriend?
- Would I want my actions to be on the evening news?
- Is the person to whom I'm saying/doing this in an equal position of power as me?
- Do my words/action show respect for the other person?

If your answer is no to any of these questions, there is a good chance your behavior is unwelcome.

5. This all sounds pretty complex. Are there any simple solutions?

Sexual harassment could be wiped out with three steps:

- Expect equality and respect
- Treat everyone with common courtesy and respect.
- Think about not only what you're saying or doing, but what the other person may be hearing and feeling. When in doubt, ask.

Profanity, Obscene Gestures, and Lewd Behavior

Lewd behavior is defined as behavior that goes beyond the generally accepted rules of common courtesy, common decency, and common sense. Profanity and obscene gestures **DIRECTED** at school personnel and district personnel will result in suspension from school for a minimum of three (3) days. Profanity in the classroom or on campus in general will be dealt with in the following manner:

- **First offense:** detention/warning/reprimand
- **Repeated offenses:** Parent contact and progressive discipline

Theft/Stolen Property

LSSD schools will not be responsible for lost or stolen items. Theft reports will be accepted in the main office. Students need to either keep valuables at home or be very cognizant of protecting their own equipment/supplies. Law enforcement may be contacted regarding any student found to be in possession of stolen property. When students exit the locker room, items should be locked up.

Threats

Students making verbal and/or written threats of physical harm toward others may be subject to immediate emergency expulsion. Administration will investigate the report, and threats will be taken seriously. "Just joking," is not an acceptable excuse.

Lake Stevens School District uses **SafeSchools Alert**, a tip reporting system that allows students, staff and parents to submit safety concerns to our administration in four different ways:

Phone: (855) 200-5058

Email: 1343@alert1.us

Text: (855) 200-5058

Web: <http://1343.alert1.us>



Substance Use and Abuse

The possession, use, and/or distribution of tobacco, drugs, and alcohol are forbidden on school grounds, in school buildings, on school buses, and at all school events regardless of whether they are held on or off school grounds. Violation of any of these prohibitions is a serious matter that may result in suspension or expulsion from school, referral to the school's Prevention Specialist and/or a social agency, and/or a referral to law enforcement authorities. [LSSD Policy 6310]

Alcohol and Other Drugs

Any student suspected of being under the influence of, in possession of, or soliciting for use or sale of drugs, drug paraphernalia, or alcohol will face significant consequences up to and including possible long-term suspension from NLMS. Drug dogs may be used on campus to help control banned substances.

***The sale of, solicitation of, or distribution of an alcohol or drug substance may result in an emergency expulsion, which may lead to expulsion, from the Lake Stevens School District on the student's first offense.**

NOTE: Possessing drug paraphernalia will be treated the same as possession of alcohol and/or drugs.

Use of Tobacco and Nicotine Products and Delivery Devices Policy

Like all public schools, we're a tobacco/nicotine-free campus. Possession or use of any tobacco, nicotine or delivery device products, or related paraphernalia is prohibited on or near school district property, on or near NLMS or at any school-sponsored events. This shall include all district buildings, grounds and district-owned vehicles such as school buses.

What counts as a tobacco or nicotine products? Tobacco and nicotine products and delivery devices include, but are not limited to: cigarettes, cigars, snuff/chew, smoking tobacco, smokeless tobacco, nicotine, liquid nicotine, electronic smoking/vapor devices, "vapor pens," non-prescribed inhalers, nicotine delivery devices or chemicals that are not FDA-approved to help people quit using tobacco, devices that produce the same flavor or physical effect of nicotine substances and any other smoking equipment, device, material, or innovation. (LSSD Board Policy NO 4505).

The use of any tobacco or nicotine products on school grounds is prohibited by State law. Students are subject to discipline for violations of this policy. The use of nicotine reduction therapies (NRTs) such as patches or gum requires medical documentation.

If you or someone you know is struggling to kick a nicotine or related habit, chat with any school adult and they'll connect you to Mr. Pitkin, our intervention Specialist.

Weapons

The Lake Stevens School District No. 4 has banned weapons and explosive devices from school grounds and district-sponsored events. "Explosive devices" and "weapons" include, but are not limited to the following:

- firearms, including air guns
- fireworks or firecrackers
- any items that appear to be firearms or weapons
- slingshots
- clubs
- chains
- metal knuckles
- any knives or cutting or stabbing instruments

Possession of a firearm or other dangerous weapon, as defined by law enacted by the legislature, is a serious offense that will result in the student's emergency expulsion from school and

notification of law enforcement, and the student's parents or guardians. If you are aware that another student is in possession of a weapon, notify a teacher, guidance counselor, or administrator immediately. [LSSD Policy 5570 & RCW 9.41.280]

Items Not Brought to School

Do not bring any items to school that might interrupt the teaching/learning process, that may cause injury to yourself or others, or that would be high theft items. Such items include, but are not limited to, the following:

- Matches or lighters
- Fireworks or other incendiary devices
- Hats
- Weapons
- Aerosol products/ Sprays (Cologne, Perfume, etc.)
- Laser pointers or other laser items
- Drugs or alcohol
- Tobacco or nicotine products
- Obscene or pornographic materials
- Expensive jewelry, other valuables, or excessive amounts of cash
- Flowers and balloons

Any other items that will disrupt the learning process or pose a danger to yourself or others

If you bring items to school that disrupt the teaching/learning process these items will be confiscated and held in the office until your parent comes to pick them up. Consequences may be assigned for bringing these items to school. If you bring items that pose a threat to the safety of yourself or others guidelines for behavioral violations will be followed. If you continue to bring such items to school, you will face additional consequences, including the possibility of having them confiscated for the rest of the year.

MEMORANDUM OF UNDERSTANDING

A memorandum of understanding exists between the North Lake Middle School and the Lake Stevens Police Department. The following incidents will be reported to the police: fights, arson, assault, bomb threats, burglary, dangerous weapons violations, disturbances, explosives, extortion, harassment, blackmail, coercion, forgery, tampering with fire apparatus or alarms, theft, destruction of property, robbery, sale, use or possession of tobacco, alcohol, drug and/or criminal trespass. This list is not limited in scope.