

## **ATTENDANCE**

At Islander Middle School, attendance affects what students learn in class. It is essential to attend school regularly and to be on time to every class. It is important to clearly understand the following procedures regarding attendance at Islander:

EXCUSED ABSENCES: If a student is absent a day or any part of a day, as a result of illness or for any other reason, a parent needs to call **236-3400** to inform the Attendance Secretary of the absence. If a call is not received, students are to bring a note signed by the parent or guardian explaining the absence to the Attendance Secretary before school the day the student returns.

Excessive excused absences will result in communication home. We will begin with either a phone call and/or a letter of "concern" requiring a meeting with administration.

UNEXCUSED ABSENCE-TRUANCY: Truancy from individual classes or school will result in consequences ranging from detention to suspension from school. Guidelines from the Becca Bill will be followed for unexcused absences.

BECCA LAW: Effective the 1995-96 school year, the BECCA Law revised the procedures for enforcing the State Compulsory Attendance Law. It requires the reporting of unexcused absences and the filing of petitions with the juvenile court to reduce truancy. The BECCA bill assists parents and the school in keeping students in school with the support of the juvenile court system, police and outside agencies.

EARLY DISMISSAL: For an early dismissal, students need to take a note to the Attendance Secretary before school on the day of the dismissal.

LATE ARRIVALS: If late to school, students will report to the Attendance Secretary for a tardy slip before going to class. Students arriving after 8:25 will report directly to the Attendance Office and will receive a tardy slip. First period teachers will not admit students late to first period without a tardy slip from the office. Three unexcused tardies to first period will result in disciplinary action handled by administration.

The criteria for being on time for class periods 2, 3, 4, 5, & 6 are defined by the classroom teacher. Teachers assign individual consequences for the first and second tardy in each quarter. Three or more tardies during periods two through six earn a disciplinary referral by the teacher submitted to administration.

PREARRANGED ABSENCES: If a student has a planned absence of more than 3 days in length, they need to complete a prearranged absence form five days before leaving on the absence. This form can be obtained at the Attendance Office.

RESPONSIBILITY FOR MISSING WORK: It is the responsibility of the student to identify and complete work that is missing due to absences. When a student is absent, it is recommended that a student call each teacher's Homework Hotline or access a teacher's web page to find out the homework that was missed. Students are also encouraged to make an appointment to meet with a teacher before or after school to discuss missing work. For every day that a student has an excused absence (which includes absences excused by parents or due to school sponsored events) they are allowed a day to complete the assignment upon return to school.

WITHDRAWAL FROM SCHOOL: In the case that a student needs to withdraw from school, the parents of the student need to contact the IMS registrar at 230-6160. The Registrar will guide the parents and student through the withdrawing process. Twenty consecutive absences will result in the withdrawal of a student from Islander Middle School.

## **BALLOONS AND FLOWERS**

Please do not bring flowers or balloons for individual birthdays to school. While we want to recognize each other in a positive way, flowers and balloons can be disruptive to the learning environment.

## **BUS EXPECTATIONS**

Mature behavior is expected on all school transportation vehicles. Inappropriate behavior may result in loss of transportation privileges.

**BUS PASSES:** In order for a student to ride the bus home with another student, he/she must have a written note from the parent giving permission. The note is then given directly to the driver. IMS staff does not write passes for students to ride a bus home with other students.

Transportation will allow Lacrosse sticks on the buses (for secondary only); Sticks can only be under 45 inches in length; fully enclosed in a sealable bag (garbage bags, etc. are not acceptable) this means the entire stick, not just the pocket or the handle; and only if the stick plus the other associated equipment does not displace the rider. **Storage of Lacrosse sticks may be arranged with Mrs. McCann in the front office.**

**ACTIVITY BUSES:** Only students who are directly involved in school sponsored activities may ride the activity bus. The activity bus leaves at 4:20 on Tuesday through Thursday (Fridays may be included during interscholastic sports seasons). A bus pass will be issued by the adult supervisor of the activity to allow students to ride the activity bus home. More information on the MISD transportation department is available on the district website.

## **CLOSED CAMPUS**

IMS is a closed campus and students must remain on school grounds from arriving in the morning, until dismissal at 2:50 P.M. Leaving campus without permission will result in disciplinary action. During the regular school day, remain in areas directly supervised by an adult.

For example, students may not arrive on campus, walk to Starbucks/QFC, and return to campus. This situation will cause the student to be considered truant and will result in disciplinary action.

## **CLOTHING**

Students are encouraged to show pride in themselves and their school as reflected in their appearance.

**DRESS CODE EXPECTATIONS:** The following guidelines should aid parents and students in selecting the proper attire for school.

- 1) Shoulder straps must be at least two fingers wide.
- 2) No midriff showing.
- 3) No visible undergarments.
- 4) Shorts and skirts must be fingertip length. No spandex skirts or short shorts allowed at any time.
- 5) Shoes must be worn at all times,
- 6) Clothing that displays tobacco, drugs, alcohol, obscenities, sexual innuendo, weapons or anything else staff deems unacceptable is not allowed.
- 7) Hats and/or other head coverings will be removed when asked out of respect for adults or guests. Hats will not be worn to assemblies. If hats, or other items become a problem, they will be confiscated.
- 8) Neckline must be above the armpits.
- 9) Pants, shorts, skirts are not to be worn below the hips.

Typical consequences for violation of the IMS dress code are:

- 1) Student is asked to change into appropriate clothing,
- 2) Parents are called and asked to bring appropriate clothing for students to wear.
- 3) Conference between administration, parents, and student.

## **CO- AND EXTRA-CURRICULAR OPPORTUNITIES**

All Islander Middle School students are encouraged to get involved in any of the extracurricular activities available. The goals for the extracurricular program are:

- 1) To explore special interests and talents.
- 2) To develop social skills through peer interaction.
- 3) To develop leadership skills.
- 4) To have fun.
- 5) To find a place for all interests.

**ASSEMBLIES:** Islander students have the opportunity to participate in a wide variety of entertaining and informative assemblies. Assemblies are held in the MPR (Multipurpose Room) or Gymnasium. IMS students and staff are proud of the fine tradition of courteous and orderly conduct that is displayed at all school assemblies.

Hats will not be worn during assemblies. It is expected that students remain seated quietly throughout the assembly and show appropriate behavior at all times.

**INTRAMURAL ATHLETICS:** Throughout the year the opportunity to be involved in the IMS intramural program is open to every IMS student. Every sport will have a supervisor and meet Tuesday through Thursday from 3:00-4:10 pm for six to eight weeks. An activity bus is available to provide transportation from school for those participating. Examples of Intramural sports may include Flag Football in the fall and Golf in the spring.

**INTERSCHOLASTIC ATHLETICS:** Teams from Islander compete with teams from the Snoqualmie area. All IMS teams have a no-cut policy and teamwork and skill development are emphasized. Students participating in our interscholastic program will need a physical examination by their health care provider. All necessary forms may be picked up in the Student Center office and are available on the IMS web page. Interscholastic sports include: Boys and Girls Cross Country (fall), Girls Volleyball (fall), Wrestling (winter), and Boys and Girls Track and Field (spring). These sports require agreement with the WIAA League and IMS Athletic Behavior and Academic Eligibility Code. A sports fee of \$40 will be charged for each sport.

**CLUBS:** There are many different clubs and activities for student participation. A copy of the Student Activity Guide is available in the Student Center. Clubs meet on either Tuesday, Wednesday, or Thursday from 3:00-4:10 p.m. The Student Center is also open for recreational games and activities from 3:00-4:10 p.m. Tuesday-Thursday. An activity bus is available on these days to provide transportation from school for students. Students are required to purchase an ASB card to participate in after school programs.

## **DISCIPLINE**

We are proud of the opportunities and activities at IMS and students are expected to make responsible choices. Over the years, we have established traditions of courtesy, cooperation, friendliness and an attitude of respect for people and property. If inappropriate behavior occurs, administrators will assign discipline consequences dependent on the nature and seriousness of the action.

The IMS building administration follows a progressive discipline policy that seeks to extinguish undesirable behaviors for preferred behaviors. Consequences for infractions of the behavior code include, but are not limited to:

- 1) Conference between an administrator and student(s).
- 2) Conference between administration student and their parent/guardian.
- 3) Lunch detention.
- 4) After school detention.
- 5) Behavior contract.
- 6) In-school suspension.
- 7) Out-of-school suspension.
- 8) Expulsion.

**ALCOHOL, DRUGS, AND ILLEGAL SUBSTANCES:** Washington State law prohibits any use of alcohol, tobacco and/or drugs on school property. Students violating this policy are subject to progressive disciplinary consequences possibly leading to expulsion.

If a student is in possession of drug paraphernalia on campus, school administration may:

- 1) Confiscate the product.
- 2) Notify parents and police.
- 3) Suspend student from one to five days.
- 4) Refer student to substance abuse counselor.

If a student appears to be under the influence of a drug, or admits that he/she is under the influence, school administration may:

- 1) Notify parents and police.
- 2) Suspend student for five days.
- 3) Refer student to substance abuse counselor.

Repeat offenses of drug use are subject to progressive disciplinary consequences including a suspension of no less than 45 days

If a student is in possession of a drug, administration will:

- 1) Confiscate the product.
- 2) Notify parents and police.
- 3) Refer student to substance abuse counselor.
- 4) Suspend student for five days.

Repeat offenses of drug use are subject to progressive disciplinary consequences including a suspension of no less than 45 days.

If a student is selling or distributing drugs, administration will:

- 1) Confiscate the product.
- 2) Notify parents and police.
- 3) Refer student to substance abuse counselor.
- 4) Refer student to Superintendent for emergency expulsion.
- 5) District hearing determines long-term consequences.

**Under Washington State Law, the possession of any tobacco products by people under eighteen is illegal.**

All students are to obey the laws of the State of Washington and/or the City of Mercer Island while on school property or at a school sponsored activity. If they fail to do so they will be prosecuted by enforcement agencies other than the school district. Disciplinary action will be taken by the school regardless of whether or not criminal charges result.

More information on the MISD Drug and Alcohol policy is located on the district website.

**VIOLENCE RISK ASSESSMENTS:** Violence risk assessments shall be required for students who have exhibited one or more of the following behaviors:

- 1) Threatened to kill someone using a weapon or dangerous instrument.
- 2) Exhibited an unusual interest in weapons or dangerous instruments.
- 3) Exhibited violent behavior on or off school grounds.

Violence risk assessments may be required for students who have:

- 1) Threatened violent behavior on or off school grounds.

When a student makes a threat or exhibits violent behavior, the procedures outlined below are followed:

- 1) Staff member(s) observing the behavior or made aware of the behavior will report the situation to the principal immediately,
- 2) Student(s) observing the behavior or made aware of the behavior will report the situation to a teacher, school counselor, school security personnel, or principal immediately,
- 3) The principal of the school will notify the superintendent, school resource officer (SRO), and parent(s) of the student.

- 4) The principal recommends to the superintendent that the student be emergency expelled and provides school counseling services to the student, as appropriate, until the parent(s) arrives.

The additional steps of the policy include having student complete a violence assessment with a forensic psychologist and a meeting with parents, school, and district administration about the future steps to take in regards to student placement.

More information on the At-Risk of Violence policy is available on the district website.

**FIREARMS, COMBUSTIBLES, AND WEAPONS:**

All students are to obey the laws of the State of Washington and/or the City of Mercer Island while on school property or at a school sponsored activity. If they fail to do so they will be prosecuted by enforcement agencies other than the school district. Disciplinary action will be taken by the school regardless of whether or not criminal charges result.

**PROHIBITION OF FIREARMS:** Firearms are not allowed in school, at school sponsored activities, on school grounds, facilities, or school provided transportation.

If a student is in possession of a firearm, school administration will:

- 1) Notify parents and police.
- 2) Expel the student for no less than one calendar year unless such discipline is modified through a due process hearing.

**PROHIBITION OF COMBUSTIBLES:** Matches, lighters, fireworks and explosives of any nature are prohibited on campus at any time.

If a student is in possession of a combustible, administrators may:

- 1) Confiscate the combustible.
- 2) Notify parents.
- 3) Notify police.
- 4) Conference with administrator, parents, and student.
- 5) Assign a short-term suspension or long term suspension.

PROHIBITION OF WEAPONS: Dangerous weapons are prohibited on campus at all times. Dangerous weapons included but are not limited to: Firearms, sling shots, sand clubs, metal knuckles, knives, num-chu-ka sticks, throwing stars, air guns and pistols firing BB and other projectiles, razors, explosives, ice picks, or any object which can reasonably be described as a weapon.

If a student is in possession of a dangerous weapon, administrators will:

- 1) Confiscate the weapon.
- 2) Notify parents.
- 3) Notify police if appropriate.
- 4) Assign a short-term or long term suspension.
- 5) Possibly recommend student be expelled from school.

More information on the MISD weapons policy can be found on the district website.

PROHIBITION OF ARSON: It is illegal and grounds for expulsion from school to commit arson on school property.

If a student is found to have attempted or committed arson, administrators will:

- 1) Notify parents.
- 2) Notify police.
- 3) Assign a short-term or long term suspension.
- 4) Possibly recommend student be expelled from school.

CHEATING, FORGERY, LYING, PLAGERISM, STEALING: Progressive disciplinary sanctions will be assigned for any of the above areas. Additionally, any cheating on academic work will result in no credit for the work in question. If the offense warrants, the police will be involved.

HARASSMENT, HAZING, INTIMIDATION, AND BULLYING: The Mercer Island School District is committed to a safe and civil educational environment, free from harassment, hazing, intimidation, or bullying for all students, employees, volunteers, and community members.

“Harassment, hazing, intimidation, or bullying” means any intentional written, verbal, or physical act, including but not limited to one shown to be motivated by any characteristic in RCW 9A.36.080(3), (race, color, religion, ancestry, national origin, gender, sexual orientation, or

mental or physical disability), or other distinguishing characteristics, when the intentional written, verbal, or physical act:

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

Harassment, hazing, intimidation, or bullying can take many forms including but not limited to: slurs, rumors, jokes, innuendos, demeaning comments, graffiti, email, pictures, drawings, cartoons, pranks, gestures, physical attacks, threats, or other written, oral, or physical actions. “Intentional acts” refers to the individual’s choice to engage in the act rather than the ultimate impact of the action(s).

Depending upon the frequency and severity of the conduct, intervention, counseling, correction, discipline, and/or referral to law enforcement will be used to remediate the impact on the victim and the climate, support the victims and others impacted by the violation, and change the behavior of the perpetrator. False reports or retaliation for harassment, hazing, intimidation, or bullying also constitute violations of this policy.

Cyber Bullying: Inappropriate contact between students outside of school (such as e-mail and instant messaging) that affects the learning environment at school will be investigated under the MISD Harassment, Hazing, Intimidation, and Bullying Policy.

Typical consequences for violation of the Harassment, Hazing, Intimidation, and Bullying policy are:

- 1) Warning, possible conference with parents, possible detention, possible in school suspension, or possible out of school suspension,
- 2) Conference with parents, possible in school suspension, or possible out of school suspension,
- 3) Suspension, possible expulsion, and/or possible police involvement.

More information on the MISD anti-bullying and harassment policy is located on the district website.

## SEXUAL HARASSMENT

The Mercer Island School District is committed to a positive and productive working environment free from discrimination, including sexual harassment. The district prohibits sexual harassment of students, employees, and others involved in school district activities.

### Sexual Harassment Defined:

Sexual harassment is unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature if:

- 1) Submitting to the conduct is a stated or implied condition of obtaining an education or work opportunity or other benefit;
- 2) Submission to or rejection of the sexual demands is a factor in an academic, work, or other school-related decision affecting an individual; or
- 3) The conduct or communication has the purpose or effect of substantially interfering with an individual's educational or work performance, or of creating an intimidating, hostile, or offensive educational or work environment.

Sexual harassment can occur student to student, student to adult, adult to student, adult to adult, male to female, female to male, male to male, or female to female.

### Remedies/Consequences:

The district will take prompt, equitable, and remedial action within its authority on reports, complaints, and grievances alleging sexual harassment that come to the attention of the district, either formally or informally. Allegations of criminal misconduct will be reported to law enforcement, and suspected child abuse will be reported to law enforcement or to Child Protective Services. Persons found to have been subjected to sexual harassment will have appropriate school district services made reasonably available to them and adverse consequences of the harassment shall be reviewed and remedied, if appropriate.

Appropriate discipline or other sanctions will be taken against students, staff, and contractors who have engaged in sexual harassment. Such sanctions may include termination for staff, and expulsion for students. Anyone else who

engages in sexual harassment on school property or at school activities will have access to school property and activities restricted, as appropriate.

### Retaliation Prohibited:

Retaliation against any person who makes or is a witness in a sexual harassment complaint is prohibited and will result in appropriate discipline.

The district will take appropriate actions to protect involved persons from retaliation.

### Accountabilities/Responsibilities:

The superintendent shall develop and implement formal and informal procedures for receiving, investigating, and resolving complaints or reports of sexual harassment. The procedures will include reasonable and prompt timelines and delineate staff responsibilities under this policy. All staff are responsible for receiving informal complaints or reports of sexual harassment and informing appropriate district personnel of the complaint or report for investigation and resolution. All staff are also responsible for directing complainants to the formal complaint process.

The superintendent shall develop procedures to provide age-appropriate information and education to district staff, students, parents, and volunteers regarding this policy and the recognition and prevention of sexual harassment. At a minimum, sexual harassment recognition and prevention and the elements of this policy will be included in staff, student, and regular volunteer orientation. This policy shall be reproduced in each student, staff, volunteer, and parent handbook.

### Review of Policy:

The superintendent shall make an annual report to the board reviewing the use and efficacy of this policy and related procedures.

Recommendations for changes to this policy, if applicable, shall be included in the report. The superintendent will take reasonable steps to involve staff, students, volunteers, and parents in the review process.

### Publication/Dissemination:

A copy of this policy shall be conspicuously posted in each school building and in each administration building. It shall also be reproduced in each student, staff, volunteer, and parent handbook.

Additionally, those elements of the policy dealing with sexual harassment recognition and prevention will be included in staff, student, and regular volunteer orientations.

### SEXUAL HARASSMENT COMPLAINT PROCESS

Informal Complaint Process: Anyone may use informal procedures to report and resolve complaints of sexual harassment. Informal reports may be made to any staff member, although staff shall always inform complainants of their right to and the process for, filing a formal complaint. Staff shall also direct potential complainants to an appropriate staff member who can explain the informal and formal complaint processed and what a complainant can expect. Staff shall also inform an appropriate supervisor or professional staff member when they receive complaints of sexual harassment, especially when the complaint is beyond their training to resolve or alleges serious misconduct. Informal remedies include an opportunity for the complainant to explain to the alleged harasser that his or her conduct is unwelcome, offensive or inappropriate, either in writing or face-to-face; a statement from a staff member to the alleged harasser that the alleged conduct is not appropriate and could lead to discipline if proven or repeated; or a general public statement from an administrator in a building reviewing the district sexual harassment policy without identifying the complainant or the alleged harasser. Informal complaints may become formal complaints at the request of the complainant, parent, guardian, or because the district believes the complaint needs to be more thoroughly investigated.

#### Formal Complaint Process:

Anyone may initiate a formal complaint of sexual harassment, even if the informal complaint process is being utilized. Potential complainants who wish to have the district hold their identity confidential shall be informed that the district will almost assuredly face due process requirements that will make available all of the information that the district has to the accused. The district will, however, fully implement the anti-retaliation provisions of this policy to protect complainants and witnesses. Student complaints and witnesses may have a trusted adult with them during any district-initiated investigatory activities. The superintendent or designated compliance officer (hereinafter referred to as the compliance officer) may conclude that the district

needs to conduct an investigation based on information in his or her possession regardless of the complainant's interest in filing a formal complaint. The following process shall be followed:

A. The compliance officer shall receive and investigate all formal, written complaints of sexual harassment or information in the compliance officer's possession that the officer believes require further investigation.

B. All formal complaints shall be in writing, shall be signed by the complainant, and shall set forth the specific acts, conditions, or circumstances alleged to have occurred and to constitute sexual harassment. The compliance officer may draft the complaint based on the report of the complainant for the complainant to review and sign.

C. When the investigation is completed the compliance officer shall compile a full written report of the complaint and the results of the investigation. If the matter has not been resolved to the complainant's satisfaction, the superintendent shall take further action on the report.

D. The superintendent shall respond in writing to the complainant and the accused within thirty days stating:

- 1) That the district does not have adequate evidence to conclude that harassment occurred;
- 2) Corrective actions that the district intends to take; and/or
- 3) That the investigation is incomplete and will be continuing.

E. Corrective measures deemed necessary will be instituted as quickly as possible, but in no event more than thirty days after the superintendent's written response, unless the accused is appealing the imposition of discipline and the district is barred by due process considerations from imposing the discipline until the appeal process is concluded.

If a student remains aggrieved by the superintendent's response, he or she may pursue the complaint as one of sexual discrimination. Similarly, staff may pursue complaints further through the appropriate collective bargaining agreement process or anti-discrimination policy.

#### Publication/Dissemination:

A fixed component of all district orientation sessions for staff, students, and regular volunteers shall introduce the elements of this policy. Staff will be provided information on recognizing and preventing sexual harassment. Staff shall be fully informed of the formal and informal complaint processes and their roles and responsibilities under the policy and procedure. Certificated staff shall be reminded of their legal responsibility to report suspected child abuse and how that responsibility may be implicated by some allegations of sexual harassment. Regular volunteers shall get the portions of this component of orientation relevant to their rights and responsibilities.

Students will be provided with age-appropriate information on the recognition and prevention of sexual harassment and their rights and responsibilities under this and other district policies and procedures. Information may be provided at student orientation sessions and on other appropriate occasions. Such occasions may include parents. Parents shall be provided with copies of this policy and procedure and appropriate materials on the recognition and prevention of sexual harassment.

As part of the information on the recognition and prevention of sexual harassment, staff, volunteers, students, and parents will be informed that sexual harassment may include, but is not limited to:

- 1) Demands for sexual favors in exchange for preferential treatment or something of value;
- 2) Stating or implying that a person will lose something if he or she does not submit to a sexual request;
- 3) Penalizing a person for refusing to submit to a sexual advance or providing a benefit to someone who does;
- 4) Making unwelcome, offensive or inappropriate sexually suggestive remarks, comments, gestures, or jokes; or remarks of a sexual nature about a person's appearance, gender, or conduct;
- 5) Using derogatory sexual terms for a person;
- 6) Standing too close, inappropriately touching, cornering, or stalking a person; or
- 7) Displaying offensive or inappropriate sexual illustrations on school property.

#### Review of Policy:

Annually the superintendent or designee will convene an ad hoc committee composed of representatives of certificated and classified staff, volunteers, students and parents to review the use and efficacy of this policy and procedure. The compliance officer will be included in the committee. Based on the review of the committee, the superintendent shall prepare a report to the board including, if necessary, any recommended policy changes. The superintendent shall consider adopting changes to this procedure if recommended by the committee.

FIGHTING: Fighting, or any contact that resembles a fight, will not be tolerated at Islander Middle School and will result in disciplinary action, ranging from suspension to expulsion.

Typical consequences for fighting are:

- 1) 1-3 day suspension.
- 2) 3 day suspension.
- 3) 5 day out of school suspension.
- 4) Long Term suspension.

#### CLASSROOM INFRACTIONS WITH

SUBSTITUTES: All students are expected to be polite and respectful to substitute teachers. Two after school detentions will be assigned to students who fail to meet behavioral expectations.

GAMBLING/BUSINESS ACTIVITIES: Any wagering, betting, or games of chance for personal gain are not permitted. Sales of any items to students at school are strictly prohibited.

#### GRIEVANCE PROCEDURES IN CASES INVOLVING DISCIPLINE AND SHORT TERM

SUSPENSIONS: Any student, parent, or guardian who is aggrieved by any imposition of discipline or the imposition of short-term suspensions shall have the right to pursue the applicable grievance procedures provided in Chapter 180-40 WAC. All notices and/or explanations provided for in that chapter may be made orally, where appropriate. All short-term suspensions shall continue notwithstanding the implementation of grievance procedures unless the principal elects to postpone such action.

## EMERGENCIES

IMS has worked hard to develop policies in order to keep students safe in case of an emergency. If a fire, earthquake, bomb threat, lockdown, or other extreme emergency occurs, student safety is the top priority.

IMS emergency procedures are located on the district website.

## ELECTRONIC DEVICES

Cell Phones, Musical Devices (iPods, MP3 players, etc.) and Handheld Video Games: While on campus, cell phones, electronic musical devices and handheld video games must be turned off and out of sight. If any of these items are seen, heard, or used in common spaces such as the library, hallways, MPR or gym, they will be taken by a staff member immediately and taken to the front office. Teachers will determine the use of electronic musical devices in individual classrooms. Confiscated phones and electronic devices will be returned to the student at the end of the day. If there is a second incident, the phone or electronic musical device will be returned only to a parent. **IMS is not responsible for lost or stolen items.**

Laser Pointers: Laser pointers are not permitted at IMS for any reason. If a laser pointer is seen in the classroom, library, hallways, MPR, gym, etc. it will be taken by the staff member immediately and given to an administrator. The laser pointer will be returned to a parent at the end of the day.

## FOOD AND BEVERAGES

We appreciate clean hallways, classrooms and classroom equipment. Please be responsible for cleaning up after yourself and making appropriate use of trash cans and drinking fountains. The ability to consume food or beverage in individual classrooms is determined by individual teachers. Food and beverage may not be consumed in the hallways but may be taken to classrooms at the discretion of individual teachers. **Gum is not allowed on IMS grounds.**

## GRADES AND GRADING

### REPORT CARDS AND PROGRESS REPORTS:

At Islander Middle School, students receive formal grade reports at the end of each trimester. In addition to the trimester grade reports, parents and students may receive a mid-quarter Work Progress Report. It is important that your parent/guardian contact

teachers with any questions they might have about classroom performance.

SKYWARD FAMILY ACCESS: Skyward is a web site available for students and parents to check grades online. Teachers update Skyward at various times throughout the school year. Check with the individual teacher to ask about their Skyward update practices. The MISD teacher contract requires teachers to update grades twice a trimester.

## HALLWAY BEHAVIOR

Students are expected to behave appropriately in the halls. They are to walk from one location to the next. There is no running at any time. Students are expected to keep their hands to themselves and need to be aware of their impact on others. Students should not gather in places that block the movement of others and need to keep their noise level down. There should not be any rough-housing or pushing in the halls. There should be no romantic displays of affection. Not adhering to these expectations will result in progressive disciplinary action.

## HEALTHROOM INFORMATION

FAMILY EMERGENCY INFORMATION: Please provide current contact information to the registrar. This information is used to contact parents or guardians when their child is injured or ill, or in the event of a school-wide emergency such as an earthquake. Please prioritize numbers (including home, work, cell or pagers) where you can be reached quickly.

IMMUNIZATIONS: Washington State requires a current Certificate of Immunization Status (CIS) form be on file before a child attends school. Vaccination requirements change frequently; to view the current list go to the Seattle-King County Public Health Department website.

MEDICATIONS: State law stipulates that no medication (OTC or prescription) may be given to or carried by a student without prior medical authorization given, in writing, on a Medical Authorization Form (MAR) to the School Nurse. Medical authorization must be renewed every school year, and does not carry over from one school year to the next. MAR forms are available from school nurses, and on the MISD web site.

**EMERGENCIES AT SCHOOL:** The school nurse, the health room paraprofessional and others are trained to deal with medical emergencies. 911 will be called when needed for emergencies.

**LIFE THREATENING HEALTH CONDITIONS:** Children with life-threatening conditions such as anaphylactic reaction to food or bee sting, diabetes, and severe asthma or seizure activity, are required by law (Substitute House Bill 2834) and Administrative Policy, to have a medication and treatment plan from the child's licensed health care provider and a school based nursing care plan in place before attending school. If a medication or treatment order is not provided, the chief administrator of the school is required to exclude the child until such order has been provided. This requirement applies to students with a life-threatening condition who are new to the district, as well as students who are already attending MISD. Contact the school nurse for more information.

**INFECTIOUS DISEASE POLICY:** The MISD Infectious Disease Policy 3414 states, "Persons with viral infections such as colds and influenza are advised to remain at home when sick for 24 hours following a fever of 100 degrees and/or an episode of vomiting or diarrhea." Students and staff are encouraged to cough into tissues, dispose of tissues into the trash and wash their hands frequently. Sharing of finger food, drinks, straws, water bottles, etc. is discouraged. Students are urged to go to the health room if they are not feeling well.

## **LOCKERS**

A locker is assigned at the beginning of the school year. These remain the property of the school, not the student, and as such, the lockers remain under the authority of the school. IMS is **not** responsible for items stolen from the locker. We ask that students:

- 1) Treat lockers with respect.
- 2) Do not give the locker combination to others.
- 3) Do not keep money or valuables in lockers.

It is the student's responsibility to clean the outside of the locker, should it become dirty or marked. If any concerns arise regarding lockers, the student should talk with their first period teacher. Students will be financially responsible for any mistreatment of an assigned locker.

## **LOITERING ON SCHOOL GROUNDS**

We love our student body and encourage their participation in school sponsored extra-curricular activities. However, if a student is not participating in an Islander Middle School sponsored activity (i.e., clubs, sports, homework center) he/she must leave campus upon the conclusion of the school day (2:50pm). Students are not allowed to "hang-out" on the school grounds in an unsupervised setting. Not adhering to these expectations will result in progressive disciplinary action.

## **LUNCHTIME**

During lunch breaks students may eat lunch only in the cafeteria or supervised areas. While in the cafeteria:

- 1) Wait courteously in line.
- 2) Keep all food/beverages in the cafeteria or on the patio.
- 3) Take responsibility for cleaning off the table top and floor area.
- 4) Remain seated while eating.
- 5) Refrain from bringing backpacks.
- 6) Do not pressure other students for food or money.

**If a student's lunch account has a negative balance, his/her ASB card is held until the account has been credited. Notification will be sent home as well.**

## **MERCER ISLAND YOUTH AND FAMILY SERVICES COUNSELORS**

A MIYFS counselor is available to students to provide confidential individual, family and group counseling, substance abuse services and a broad level of support. He works with students in the classroom to increase life skills such as problem solving and decision making. The counselor is also available to consult with staff and parents. If needed, he can help with referrals to local agencies that provide more specialized services for young people and their families.

## **PETS**

In order to maintain an environment that is healthy for everyone, including those with allergies, please do not bring pets to school.

## **SKATEBOARDS/BICYCLES**

The riding of skateboards or bicycles is not allowed on campus at any time. Students bringing skateboards to school must leave them in the office during the school day.

## **STUDENT ID CARDS**

All students are required to purchase an ASB card. Students receive their initial ASB card during photo/fee day in before the first day of school. Student who lose their ASB card can receive a replacement from the Main Office for a fee of \$5.

## **STUDENT TELEPHONE**

There is a telephone in the student center office. Please be respectful of others and keep your phone calls brief.

## **STUDENT VISITORS**

Students not enrolled at IMS are not invited to visit during the school day. However, with administrative permission, arrangements can be made to visit during lunch.

## **TECHNOLOGY**

Islander staff and students use Apple computers that run on the OSX operating system. There is a high degree of interoperability between this and the Windows platform. It is important to take the following into consideration:

### ACCEPTABLE USE OF IMS TECHNOLOGY

RESOURCES: All IMS students are required to observe the MISD Acceptable Use and Code of Conduct statement is outlined in this student handbook. This Code of Conduct states that students will “not use the network or Internet to access or process inappropriate or obscene material or pictures.” The Code also specifically states that students may not “send hate, harassing or obscene content; use discriminatory or obscene remarks; or demonstrate other antisocial behaviors.”

Typical consequences for not following the Technology Code of Conduct include:

- 1) Verbal warning,
- 2) Temporary elimination of technology privileges,
- 3) Permanent elimination of technology privileges,
- 4) Short-term suspension,
- 5) Police involvement if appropriate.

### COMPATIBLE FILE FORMATS:

- 1) All Office documents: save with the .doc, .xls, and .ppt formats (not always compatible: .docx),
- 2) Other word processing applications: save in the .rtf format, or .doc
- 3) Digital movies: should be saved in the Quicktime format, .mov

### TRANSFER OF FILES:

- 1) CDs - CDs should be burned to read on both a Windows machine and Mac  
DVDs - should be formatted to read on a computer.
- 2) USB Flash Drives - most flash drives can be read by OSX.
- 3) Email - basic documents can be sent to teachers via email.

CAMERA EQUIPMENT: Students are welcome to bring still and video camera to use for class projects. Please be sure to bring all cables and a power adapter.

### PERSONAL EQUIPMENT ON THE NETWORK:

Only MISD equipment is allowed on the school network. If you student is using his or your family’s laptop for a presentation, please be sure that he understands how to use it properly and how to obtain the image on both the laptop display and the projection device. All Islander presentation equipment will work with Windows and Apple computers.

TECHNOLOGY SUPPORT: The Islander Technology Specialist can be reached at 230-6159 and would be happy to answer any questions relating to the use of technology at school.

## **VOLUNTEERS**

Parents and other adults are always welcome to visit the school but all visitors are to report to the office and register before going anywhere in the building. Volunteers will be given a badge to wear while in the building. All adults volunteering will need to have a Mercer Island School District Background Check Form on file. Forms are available at IMS offices.

Volunteers will also have to read and sign the IMS Volunteer Handbook outlining the rights and responsibilities of being a volunteer at IMS.

## **TEXTBOOKS/FINES**

During the year, students are loaned books and materials with the understanding that they will care for these items. At the end of the school year, students will be notified of fines for damaged or missing textbooks, library books, PE locks and other incurred fines. Each student is responsible for notifying his or her parent/guardian regarding book fines.

## **WHOM TO SEE**

Activities and Club Information	Program Coordinator
A.S.B. Cards	Administrative Asst.
Attendance	Attendance Secretary & Counselors
Announcements	Attendance Secretary
Class Schedules	Registrar/Counselors
Fees & Fine Payments	Administrative Asst. & Teacher
Grade Information	Registrar/ Teacher
Illness & First Aid	Nurse
Intramurals	Principal
Library Procedures	Librarian
Lockers	Attendance Secretary
Lost & Found	Attendance Secretary
Lunch Information	Kitchen
Prearranged Absence	Attendance Secretary
Schedules (Activities)	Program Coordinator
Student Leadership	Leadership Teacher/ Program Coordinator
Withdrawal from School	Registrar
WEB	Program Coordinator

## **NON-DISCRIMINATORY ENVIRONMENT**

The Mercer Island School District complies with all federal and state rules and regulations and does not discriminate on the basis of race, color, national origin, gender, or disability. This holds true for all students who are interested in participating in educational programs and/or extracurricular school activities.