

# **HORIZON MIDDLE SCHOOL**

**“Home of the Hornets”**



**2671 Thornton Rd.  
P.O. Box 1769  
Ferndale, Washington 98248**

**Main Office: 360-383-9850  
[www.ferndalesd.org/horizonmiddle](http://www.ferndalesd.org/horizonmiddle)**

## **Student Handbook 2019-2020**

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## Horizon Middle School Mission

Horizon is a school community committed to developing lifelong learners and productive citizens by engaging and motivating students with differentiated learning opportunities, ensuring high academic standards, using technologically rich instruction, and nurturing positive relationships with all member of the community.

## Horizon Middle School Vision

Horizon is an inclusive middle school that meets the needs of all students, develops students of integrity, and is a place where every member of the community learns, laughs, and loves.

## Horizon Administration, Main Office Staff and Key Support Specialists

<b>Principal</b>	Faye Britt	360-383-9851
<b>AAI—Asst. to the Principal</b>	Kathy Leamer	360-383-9851
<b>Assistant Principal/Athletics</b>	Tim Keigley	360-383-9854
<b>AAII—Asst. to Assistant Principal, Attendance and Athletics</b>	Kathy Stepro	360-383-9854
<b>School Counselor</b>	Martha Dearstyne	360-383-9853
<b>AAII—Registrar</b>	Stephanie Rudd	360-383-9855
<b>School Nurse</b>	Adaela Pelton	360-383-9898
<b>Drug and Alcohol Counselor</b>	Terry Saunders	360-383-9857
<b>Title VII Native American Advisor</b>	Carla Lawrence	360-383-9876
<b>Academic Intervention Specialist-Math</b>	Chelsea Menefee	360-383-6241
<b>Academic Intervention Specialist-English</b>	Vicki Dietlein	360-383-9154
<b>Library</b>	Theresa Nelson	360-383-9860
<b>Main Office Line</b>		360-383-9850

Please go to <https://www.ferndalesd.org/horizonmiddle/people> for a complete directory of Horizon teachers, para-educators and other support staff, including phone and e-mail contacts.

## Calendars and Bell Schedules



### 2019-2020

Sep 2	Labor Day
Sep 3	First Day for Teachers
Sep 4	First Day for Students
Sep 18	K-12 Early Release
Oct 23	K-12 Early Release
Nov 1	K-5 Early Release, Report Card Prep
Nov 11	No School, Veteran's Day
Nov 12 - 15	Elementary Conferences
Nov 22 - 26	K-5 Early Dismissal
Nov 27	Secondary Conferences
Nov 28-29	6-12 Early Dismissal
Nov 27	K-12 Early Dismissal
Nov 28-29	Conferences
Nov 28-29	No School
Dec 18	Thanksgiving Break
Dec 23 - Jan 3	K-12 Early Release
Jan 6	No School, Winter Break
Jan 10	School Resumes
Jan 17	K-12 Early Release
Jan 20	K-5 Early Release, Report Card Prep
Jan 20	No School, M.L. King, Jr. Day
Jan 22	No School, Treaty Day
Jan 31	No School
Feb 14	Semester Break
Feb 17	K-12 Early Release
Feb 26	No School, President's Day
Mar 18	K-12 Early Release
Apr 6 - 10	K-12 Early Release
Apr 15	No School, Spring Break
May 1	K-12 Early Release
May 22	K-12 Early Release
May 25	No School, Memorial Day
Jun 5	K-5 Early Release, Report Card Prep
Jun 6	Commencement
Jun 12	Last Day for Students
Jun 15-19	K-12 Early Dismissal
	Snow Make-up Days as needed

Visit us on the web at [ferndalesd.org](http://ferndalesd.org)

### SEPTEMBER 2019

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### NOVEMBER 2019

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### DECEMBER 2019

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### JANUARY 2020

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### MAY 2020

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### JUNE 2020

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## **Horizon Middle School Calendar**

Please visit the Horizon Middle School Calendar website page at the following link to access school specific event information: <https://www.ferndalesd.org/horizonmiddle/calendar/monthly/2019/08>

## **Bell Schedules**

The first class of the day at Horizon starts at 8:02 am; the last class of the day ends at 2:30 pm. Students should typically arrive to school no later than 7:50 am. Please see a complete list of Horizon bell schedules for Advisory, non-Advisory, and Early Release days, on our school website at <https://www.ferndalesd.org/horizonmiddle/schedules>.

## **Extra and Co-Curricular Programs**

### **Athletics**

Horizon Middle School offers four seasons of competitive sports to 7<sup>th</sup> and 8<sup>th</sup> grade students through the Whatcom County Middle School League. We encourage all interested students to turnout whether you are new to athletics and competitive sports or experienced. It is a great way to be healthy, have fun, be with friends and meet new people.

Season #1	August 26 – October 25	Football, Girls Softball, Cross Country, Boys Soccer
Season #2	October 28- December 20	Girls Basketball and Boys Basketball
Season #3	January 21- March 20	Girls Volleyball and Wrestling (starts January 27)
Season #4	March 23- Friday June 5	Track and Girls Soccer (starts April 13)

Please see our Horizon Athletic Web page for detailed sports information, including on-line registration instructions, co-curricular code, and athlete academic expectations, eligibility criteria to play in competition, practice start dates and game schedules: <https://www.ferndalesd.org/horizonmiddle/athletics>.

With funding and planning from ASB, Horizon also offers intramural sport opportunities to 6<sup>th</sup> grade students. Students and parents will be notified of intramural sport opportunities in advance.

### **Clubs**

Horizon is proud to offer a diversity of clubs to students. For a description of each club; club schedule; and Advisor contact information, please go to our activities website page:

<https://www.ferndalesd.org/horizonmiddle/activities>.

<b><u>Club</u></b>	<b><u>Advisor</u></b>
ASB	Merritt Michalbrink
Math Olympiad	Kevin Fineske
Snept'	Carla Lawrence
Mecha	Yesenia Avelar
Natural Helpers	Martha Dearsytne
Natural High	Terry Saunders
Engineering	Cynthia Ridings
LGBTQ+	Page
Art	Maggie Murphy
Anime	Andrew Archer
Ping-Pong	Andrew Andrushenko
Yearbook	Caitlyn Squires

### **HMS Study Table**

Beginning three weeks into each academic semester, Horizon Middle School offers Study Table to students who are seeking structured study time with access to teachers, tutors and mentors on Mondays and Thursdays, 2:30 pm-4:30 pm. An activity bus is available to transport student's home on these days. To attend Study Table on a drop in basis or routine schedule, please contact the main office for a Study Table registration form. Study Table will begin the last week of September; a calendar for the semester will be published on our school activities webpage by the third week of September: <https://www.ferndalesd.org/horizonmiddle/activities>.

## **GENERAL ACADEMIC AND STUDENT SERVICES INFORMATION**

### **Afterschool Activity Bus**

Ferndale School District offers transportation to students for afterschool sponsored activities on full school days, Monday through Thursday. The activity bus picks up students from Horizon approximately at 4:40 pm, and transfers them to a bus at FHS at approximately 4:50 pm to be transferred to a stop close to home. Note, the drop off bus stops are likely different and farther away than where students are regularly dropped off. To view afterschool activity routes please go to the following District webpage:

<https://www.ferndalesd.org/transportation/routes>.

### **Associated Student Body (ASB) and ASB Sticker/Cards--\$20.00**

Students enrolled at Horizon Middle School are our student body. The students elect officers and representatives who plan student activities and budget and vote on ASB expenditures for dances, after school sports, clubs, extra-curricular field trips, and other extracurricular activities. The purchase of an ASB sticker is required for students who participate in ASB sponsored extra-curricular activities such as sports, dances, school clubs, orchestra, band and choir. Students place their ASB stickers on their school ID card to make it an ASB card.

### **Conferences: Teacher-Student-Parent**

Conferences are an important part of the communication between teacher, student and parent. A student and/or parent may request a conference with a teacher at any time of the year. Teachers are typically available 7:30 am-8:00 am or 2:30 pm-3:00 pm on school days. In addition, the school sets aside time for teacher-parent-student conferences on early release days in November. Please see our annual calendar for these dates.

### **Device/Computer Insurance**

Insurance on school issued devices/laptop computers to students can be purchased each year and protects the device against accidental damage, theft, fire, flood, natural disasters, power surge and vandalism. The enrollment deadline is October 13, 2019 for students registered prior to the enrollment deadline. Students who enroll after October 13, 2019 will have a one-week window to enroll for device insurance. For purchasing and more information, please visit [gpo.worthavegroup.com/gpo/ferndale/](http://gpo.worthavegroup.com/gpo/ferndale/).

### **Fees**

Horizon Middle School collects fees from students for ASB sponsored activities as well as a few select classes. If students are unable to pay the fee, we encourage the student to check in with an office staff member, counselor or administrator. We do not want money to be a barrier to you participating in curricular and extracurricular activities.

ASB Sticker for ID Card	\$20.00
Art Class	\$5.00
Advanced Art Class	\$15.00
Exploratory World Languages	\$5.00
Spanish	\$15.00

### **Fines/Responsibility for School Property**

During the school year, students are issued and assigned a variety of school owned property including laptop computers, textbooks, project materials, uniforms, and PE locks. Students with damaged or lost school property are subject to fines. Failure to pay fines or return school property may result in records being withheld and loss of athletic or extra-curricular eligibility.

### **Grading Periods/Report Cards**

Horizon Middle school is on a semester grading system. A semester consists of 18 weeks or 90 school days. Report cards are issued every semester. The semester grade is the final grade that appears on the permanent record. Parents can expect to receive report cards approximately one week after the end of each grading period. The quarter grades are averaged to obtain a semester grade. Progress reports are sent home at week 6 and 12 of each semester. In addition, parents and students may electronically view their academic progress on Skyward Family Access and Student Access.

### **Skyward Family Access and Student Access**

Family Access and Student Access is an online information system that provides students and parents with current grades, assignments and attendance, test scores, school announcements, school meal payments/accounts and access to annual athletic registration. Horizon gives parents and students a user name and password along with instruction on how to access at the beginning of each school year and as students register. Staff in the main office can assist you with a username and password, if you lost or did not receive a username and password. Webpage that provides a link to Horizon Skyward Family/Student access: <https://www.ferndalesd.org/teaching-learning/student-resources>.

### **School Bus Passes**

If a student plans to ride a school bus afterschool other than their assigned bus or dropped at a different bus stop different from their assigned stop, a student must have a bus pass. A student can obtain a bus pass by bringing a parent/guardian signed note to a main office staff member; the note must include the name of the student, the address of the destination, and the date for transportation.

### **School Resource Officer**

Ferndale School District has a partnership with the Ferndale Police Department to employ a School Resource Officer in our Schools. Our School Resource Officer provides educations, support, and Ferndale police services to school, students and parents. Contact our School Resource Office through the assistant principal or principal.

### **Health and Nursing Services**

The Horizon school nurse serves a pivotal role that bridges health care and education so students are safe, healthy and ready to learn. To see services provided by Ferndale School District nurses please see our following District webpage: <https://www.ferndalesd.org/health-nursing-services>.

### **School Bus Routes**

Go to the following District webpage to see your student's regular bus route and bus stop: <https://www.ferndalesd.org/transportation/routes>.

### **Skyward Food Service**

Student meal accounts are managed through Skyward Family Access Food Service. Prepay for school meals and make online payments on balances with a credit or debit card, conveniently, safely, and securely. A 3.6% convenience fee applies to all online transactions. Meals can also be purchased onsite at any of our school's



cafeterias with cash or a check. Skyward Family Access enables you to view your student's account activity, including onsite payments, current balance, and a detailed history of meal and food purchase items (meal statement), beginning in September 2019. Online instructions for using Skyward Food Service can be accessed at <https://www.ferndalesd.org/food-service/online-meal-payments>.

### **Student Accident Insurance**

Student accident insurance is available through K & K Insurance. Insurance is required for students who participate in school sports. The school district does not carry insurance on each student. If you do not have other insurance, this student accident insurance would give you the required coverage. To enroll, go to [www.studentinsurance-kk.com](http://www.studentinsurance-kk.com).

### **Whatcom County Library System ConnectEd**

The Whatcom County Library System ConnectED program provides students a library drop off box outside the school as well as a place to pick up books in the school library. Student's school ID card works as a library card; with this, students can:

- Borrow two physical items at a time, such as books, CDs or DVDs from any public library location in Whatcom County.
- Borrow five digital eBooks or eAudiobooks at a time.
- Stream or download digital music and borrow digital magazines.
- Incur no overdue fines for items classified for children and teens.
- Access other educational resources, such as online encyclopedias, using the Internet from school or home.

## **STUDENT RIGHTS**

### **Students have the following rights per District Policy, State and Federal law**

- 1) Use established channels to voice their opinions in the development of curriculum.
- 2) Physical safety and protection. Safe buildings and sanitary facilities.
- 3) Consult with teachers, counselors, administrators, and other school personnel.
- 4) Participate in electing peers in student government.
- 5) Representation on advisory committees affecting students and student rights.
- 6) Freedom of inquiry, expression, and assembly consistent with the lawful maintenance of an orderly and efficient educational process.
- 7) Present petitions, complaints, or grievances to school authorities.
- 8) Know the requirements for the course of study and how the student's grade will be determined.

### **Grievance Procedure**

If a student or parent has a grievance with a school staff member, please contact a building level administrator. In this case, an administrator will investigate and work with all involved parties to resolve the problem and restore positive relations.

### **Privacy Act**

The Family Education Rights and Privacy Act of 1974 requires a school district to notify parents that schools maintain official records regarding their child, which include information deemed necessary to the welfare of students and the orderly operation of schools, or information required by law regulation.

Student records are the property of the school district; however, parents and/or students eighteen years of age or older may inspect the records by contacting the school counselor for an appointment. Copies of school records are provided upon request for a charge of ten cents per sheet. Parents may challenge the inclusion in their student's records of any information they believe inaccurate, misleading, or in violation of the student's



privacy or other rights. Parents may request modification of the records, or enter their own statements of explanation. Concerns about the information included in the student's records are to be discussed with the principal. If the concern cannot be resolved between the parents and principal, a fair and impartial hearing, upon the parent's written request, will be convened to review the matter.

With very few exceptions, the school will not release information regarding your child to other persons or organizations except with your written, signed consent. However, the District does specify certain directory information, which may be released by the District for non-commercial use without the parent's permission. Such information is limited to the following: name, address, and telephone number, date and place of birth, grade level, major field of study, records of participation in school activities and sports, weight and height of team members, dates of attendance, awards and honors received, and the most recent previous school attended. If you do not want the school to disclose directory information from your child's educational records without your prior written consent, you must notify the school in writing at the beginning of each school year. This form may be obtained from the Horizon Main Office.

### **State and Federal Non-Discrimination Policy**

Ferndale School District complies with all state and federal rules and regulations and does not discriminate on the basis of gender, age, race, religion, creed, color, national origin, marital status, sexual orientation including gender expression or identity, the presence of any physical, sensory, and/or mental disability, or the use of a trained guide dog or service animal by a person with a disability, honorably-discharged veteran or military status or any other basis prohibited by law. The district will provide equal access to school facilities to the Boy Scouts of America and all other designated youth groups listed in Title 36 of the United States code as a patriotic society. Inquiries regarding compliance and/or grievance procedures may be directed to a Horizon administrator.

## **STUDENT RESPONSIBILITIES/SCHOOL-WIDE EXPECTATIONS**

Students have the responsibility to comply with school-wide expectations to ensure we have a positive teaching and learning climate in which all students and staff feel welcome, cared for, and supported in doing their best work.

### **Afterschool Expectations**

We encourage all students to take advantage of Horizon afterschool co-curricular and extra-curricular opportunities. To ensure a safe and positive afterschool environment school staff expect:

- 1) Students are on campus afterschool with permission from a parent.
- 2) Students are registered for a sport, club, study table; have made an appointment with a staff member; or is performing or participating in a school sponsored event.
- 3) Students will carry and display a teacher, sport, or club pass when they are not under direct supervision of a coach, teacher, tutor or club advisor.
- 4) Comply with school-wide expectations.

### **Assemblies**

Horizon hosts several assemblies throughout the year that are educational, school spirit focused and honor student achievement. At the end of each semester, we host an awards assembly to recognize students for honor roll, sports, and other school activities. Class specific awards are given each semester to students who are selected by their teachers for outstanding work. Parents are welcome to attend assemblies after signing in at the main office. During assemblies, we expect students to sit with their scheduled class and teacher and demonstrate positive audience behavior: courtesy, respect, appreciation, listening, attention, quiet voices, and hands to self and appropriate participation. We want students to express appreciation using appropriate applause by clapping hands. Whistling, stamping of feet and booing are examples of inappropriate audience behavior.

### **Attendance-Why it Matters**

Students are expected to attend all assigned classes each day on time unless they have a school-approved absence. Consistent and on-time student attendance is essential to school success and meeting graduation-ready benchmarks. Every absence is a lost opportunity to learn; Washington State attendance data shows that chronically absent students—a student who misses 10% (18 days) or more of the school year—is likely to fall behind academically and less likely to graduate. For more information on research that illustrates the importance of attendance as well as what works to support students with chronic absenteeism, click on the following link: <http://www.attendanceworks.org>.

### **Attendance Agreement**

Annually, per State Law, parents and students are to sign an attendance agreement with the school and district they attend. The purpose of this requirement is to establish clear communication between school, parent and student about attendance, to best support student academic and social success.

### **BECCA Notification**

Under state law (RCW 28A.225), students are required to attend school full-time, without unexcused absences, skips or tardiness. When a student accumulates seven (7) days of unexcused absences in any month, (one day consists of more than half a school day) or ten (10) days of unexcused absences in a school year, it may result in a Becca Petition being filed with the juvenile court. Please see where sanctions may be imposed.

### **Excusing Absences**

A parent or guardian is required by State law to notify the school the reason for their student's absence within 48 hours of the student returning to school to have the absence excused. We encourage parents to contact the school as soon as it is known their student will be absent from school, preferably same day.

#### **Students may be excused for:**

- 1) Participation in school approved activity.
- 2) Illness.
- 3) Chronic or extended health condition.
- 4) Family emergency.
- 6) Religious or cultural purposes.
- 7) Absences for parental approved activities.
- 8) Absences resulting in disciplinary actions.

#### **Parent or guardian may notify our school the reason for their student's absence in a variety of ways:**

- Call our Attendance line 360-383-9850 and press option #1. Messages can be recorded 24 hours a day/ 7 days a week on this attendance line.
- E-mail our Attendance Secretary, Kathy Stepro at [Kathy.Stepro@ferndalesd.org](mailto:Kathy.Stepro@ferndalesd.org)
- During main office hours, contact Kathy Stepro directly at 360-383-9854.
- Send a signed note with your student upon return to school to turn into the main office.

**If a student accrues more than 15 days of excused absences in a year**, a staff member will contact a parent or guardian to discuss whether the student needs extra support.

### **Early Dismissal Protocol**

- 1) Parent/Guardian notifies the school prior to the early dismissal by sending a note with their student, an e-mail to our attendance secretary or by calling our main office. Notification needs to include the reason for absence, early dismissal time and return time.
- 2) A main office staff member will issue an early dismissal pass to the student to present to their classroom teacher.

- 3) Before a student leaves school, a parent/guardian or a parent/guardian approved adult or family member must sign the student out at the main office. In the latter case, the person will be required to provide their driver's license to verify their identity and to scan into our Safe Visitors system.

### **Returning from an Absence/Late Arrivals**

After an absence, excused or unexcused, a student must report to the main office before going to class to verify with the attendance secretary he/she has returned and a parent excuse has been communicated.

### **Planned Absences**

In the case of an anticipated absence, please contact our attendance secretary in the main office. If you have an anticipated absence for 2 or more days, please obtain a Planned Absence Form from the main office, complete and turn into the main office, preferably five school days in advance of the planned absence. We encourage parents, before they decide on a planned absence, to consider the potential impact that an extended absence may have on their student's school progress and their plan with teachers to keep their student current with school assignments before, during, and after the extended absence.

### **Homework Requests**

Homework requests may be made directly through e-mail with the student's teachers. With parent support, we encourage students to make the homework requests using their school issued device and e-mail. If a student does not have an internet connection at home, the student or parent may also request homework by contacting the main office. Please allow up to 24 hours for a teacher to provide students with materials electronically and/or to leave in the main office for pick up. In cases where a student has an excessive amount of missing assignments, teachers may issue only a few assignments at a time, until students complete and turn in assignments.

### **Backpacks**

Use backpacks to transport school related items to and from school. Please carry backpacks safely, keep them off hallway floors in common areas, and put them in teacher designated areas in class. During lunch, backpacks are to be stored in designated areas in the commons. During physical education class, store backpacks in the locker room; students are expected to lock their backpacks and valuables in a PE locker.

### **Bathroom Expectations**

When using school bathrooms, please:

1. Keep water in sink and toilet.
2. Keep bathrooms graffiti and vandalism free.
3. Inform adults of restroom problems and report vandalism.
4. Wash hands.
5. Dispose of paper towels in garbage cans.
6. Leave bathroom promptly when you are finished using the bathroom facility.
7. Respect others' privacy; for example, knock on closed stall doors.

### **Bicycles, Skateboards, Rollerblades and Scooters**

Students may bring bikes, skateboards, rollerblades, and scooters to school for transportation purposes only; for liability reasons, they are not to be used on campus at any time unless there is a school-sanctioned event. Bikes are to be locked on the bike rack located in the front of the school. Skateboards, scooters, wheelies and rollerblades are not permitted in classrooms and need to be left in the main office.

### **Bus Conduct**

Students will be SAFE, be RESPONSIBLE, and be RESPECTFUL on the school bus. All school policies apply to conduct on school buses. For specific school bus safety rules and consequences, refer to the “Ferndale School District Guidelines and Rules for Students Riding Buses” available on the Ferndale District website:

<https://www.ferndalesd.org/transportation/school-bus-rules>.

### **Cafeteria and Commons Expectations**

- 1) Walk at all times; keep hands and feet to oneself; speak with a moderate volume.
- 2) During lunch, store your backpack as directed by staff and signage.
- 3) Eat a well-balanced breakfast and lunch to fuel your body and mind for optimum learning.
- 4) In the food service, serving area please do not chew gum or eat food.
- 5) Purchase your hot lunch within the first 10 minutes of your lunchtime. Have your student ID number ready.
- 6) Dispose of your food, trash and recyclables in proper containers. Please report spills.
- 7) Wipe your table spot clean, with a school provided sanitary towel.
- 8) Show courtesy and good table manners and use school appropriate language.
- 9) Eat in designated areas only.

### **Cell Phones and Personal Electronic Devices**

Cell phones have become pervasive in today’s society. While cell phones can be useful for a variety of purposes, when used at the wrong time or place they can be detrimental to a focused, learning environment. Students who bring a cell phone to school are expected to observe the following expectations:

- 1) Students may only use cell phones **before** school and **after** school for school appropriate communication and website use.
- 2) **During the school day**, 8:00 am-2:30 pm, students are expected to store cell phones out of sight and turned off, unless a staff member permits students to use their phones for an educational purpose or an emergent reason to communicate with a parent/guardian. In the latter case, a staff member will either send the student to the main office to use the office phone or provide the student a designated and supervised area to use their cell phone in a way that does not disrupt instruction.
- 3) Students are solely responsible for the personal devices they bring to school. Ferndale School District will not be responsible for loss, theft, or destruction of devices brought onto school property or to school sponsored events.
- 4) Students are expected to use cell phones in a way that is positive and not detrimental to other members of our learning community, whether it happens on or off campus, during the school day or non-school hours.
- 5) Students are prohibited from videotaping, recording, or taking pictures of any student or staff member without consent. If consent is not given, students will be in violation of RCW 9.73.030 intercepting, recording, or divulging private communication and RCW 9.73.060 violating right of privacy. Content or images that violate state or federal laws will be referred to law enforcement.

### **Personal Electronic Devices**

Every student is issued a school laptop computer or tablet; therefore, there is no need for students to bring personal electronic devices, other than a cell phone. Personal electronic devices such as I-pods, gaming devices, laptops, tablets are not permitted at Horizon Middle School unless it is a part of a students Individualized Education Plan or the student has prior permission from an administrator.

### **Change of Address/Living Situation**

If a student moves to a different address, he/she and a parent/guardian should notify office staff as soon as it is known. This is extremely important in case of emergencies, communication of school news and progress reports, and determining whether an internal or external transfer request needs to be completed.

### **Classroom Expectations**

Positive classroom behavior is critical toward optimal teaching, learning, and supporting all students' progress toward graduation. Please:

- 1) Comply with classroom expectations and norms.
- 2) Arrive on time, be prepared, and enter room orderly and quietly.
- 3) Follow teacher instructions and do assigned work.
- 4) Ask for teacher permission before leaving class, as well as, sign in and out.
- 5) Ask for help and help others.
- 6) Create high expectations for yourself.
- 7) Show tolerance of others' beliefs and values.
- 8) Actively listen to teacher and peers.
- 9) Use school appropriate language and voice level.
- 10) Keep classroom and desks graffiti and vandalism free.

### **Closed Campus**

Horizon Middle School is a closed campus. Students may not leave, without parent/guardian permission, from the time they arrive on campus until the end of the school day.

### **Damaged School Property**

Parent/guardians of a student who damages or loses school property are ultimately responsible for replacement costs. Common types of school property that are lost or damaged include textbooks, computers, computer power cords and PE locks. Replacement costs go on a student's fine list. All fines are due quarterly, unless a parent/guardian requests a payment plan or a community service alternative. Payment plans and community service alternatives can be requested through the main school office.

### **Dances**

Horizon ASB and/or PTO typically host several dances each school year. To be eligible for attending and being admitted to a school dance, a student must:

- 1) Be an enrolled Horizon student and have a school ID or other valid identification.
- 2) Attend school the day of the dance.
- 3) Not be on school suspension.

Expectations during the dance include:

- 1) Comply with school-wide expectations.
- 2) Dance and act in a way that is safe and avoids risk of injury.
- 3) Follow direction given by the D.J., administration and chaperones.
- 4) Remain in the designated dance areas, until a student leaves the dance for transportation home. Once a student leaves the designated dance areas, the student may not return to the dance.

### **Dress Code**

Students are expected to present themselves in a manner appropriate for the school and work place setting. While we encourage individuality, the dress code aims to foster a positive and healthy learning environment.

- Clothing will cover torso, midriff and backside, and down to mid-thigh. See-through clothing items are not allowed.
- Undergarments worn as a primary layer or in sight are not permitted.
- Shoes must be worn per State Law.
- Hats are acceptable to wear, unless students are misusing them or the hat is interfering with teaching and learning.
- Wearing sweatshirt hoods is prohibited for safety reasons.

- 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.

### **Drugs**

Students are expected to be drug and alcohol free at school, on any district property, or during any school sponsored activity unless it is an authorized prescription by a doctor and the parent has completed all steps in compliance with our medication guidelines and policies. The presence of drugs and drug use at school is harmful to others and creates a significant disruption to teaching and learning and the operation of the school. If a student knows that another student is having difficulty with being drug free, we have school resources to help. Please inquire about this with our school counselor.

### **Guest/Substitute Teachers and Para-educators**

Substitute teachers and para-educators are guests to the middle school. Please cooperate and be as helpful as possible. They have the same authority as your regular teachers and para-educators.

### **Hall Passes**

Hall passes are mandatory when moving around the school during class time. It is the responsibility of the student to ensure a member of staff provides permission to leave class and a hall pass.

### **Emergency Drills/Evacuation Procedures**

To provide a safe learning environment, emergency drills and evacuation procedures, including fire drills and lockdowns, will be outlined, communicated, and practiced throughout the year. Students and parents are asked to cooperate fully with all school expectations during the entirety of these procedures.

### **Food and Drink**

Food and drink is allowed in the cafeteria. No open containers of food or drinks are allowed in the hallways. Uncontained food and water are not allowed in the classroom except by teacher permission. In an effort to maintain the best possible learning conditions for our students, energy drinks and possession of excessive amounts of candy are prohibited at Horizon Middle School.

### **Gym Clothing—Physical Education Class**

All students are required to dress down in a suitable gym outfit for their physical education class. The student must provide the following items: 1) shorts, sweats or athletic pants, 2) t-shirt/tank top, 3) closed toed shoes that can be tightened—laces or Velcro. If a student has difficulty securing a suitable gym outfit, we encourage them to request support from their physical education teacher, office staff, or counselor.

### **Hallway and Pod Expectations**

Expected behaviors in school hallways and pods when in transit from one place to another:

- 1) Walk safely at all times and move with a purpose to get to class on time.
- 2) Keep hands and feet to oneself, maintain a calm voice level, and use school appropriate language.
- 3) Carry a pass whenever in the hallway during class time.
- 4) During whole school transitions times, exit the pod you are in by going right and following school traffic patterns.
- 5) Show courtesy to others.

Pods are only available for students to use with permission and supervision from a staff before school, during class, during lunch and afterschool.

### **Harassment, Intimidation and Bullying (HIB) RCW 28A.300.285 and FSD Policy 3207**

The school board is committed to a safe and civil educational environment for all students, employees, parents/legal guardians, volunteers and community members that is free from harassment, intimidation or bullying. "Harassment, intimidation or bullying" means any intentionally written message or image — including those that are electronically transmitted — verbal, or physical act, including but not limited to one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation including gender expression or identity, mental or physical disability or other distinguishing characteristics, when an act:

- 1) Physically harms a student or damages the student's property;
- 2) Has the effect of substantially interfering with a student's education;
- 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.

Nothing in this section requires the affected student to actually possess a characteristic that is a basis for the harassment, intimidation or bullying. "Other distinguishing characteristics" can include but are not limited to physical appearance, clothing or other apparel, socioeconomic status and weight. "Intentional acts" refers to the individual's choice to engage in the act rather than the ultimate impact of the action(s). **Behaviors/Expressions** Harassment, intimidation or bullying can take many forms including, but not limited to, slurs, rumors, jokes, innuendoes, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats or other written, oral, physical or electronically transmitted messages or images. This policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the educational environment. Many behaviors that do not rise to the level of harassment, intimidation or bullying may still be prohibited by other district policies or building, classroom or program rules.

### **Reporting Harassment, Intimidation and/or Bullying (HIB)**

If a Horizon student perceives he/she or others are being harassed, intimidated or bullied, it is important for the student to report it. HIB reports can be made in the following ways:

- 1) Complete and turn in a *Counseling Request* form to a staff member in the main office.
- 2) Have a parent contact or make an appointment with the school counselor or administrator.
- 3) Students may also report incidents anonymously at the Ferndale School District Safe Schools Alert webpage: <https://ferndale-wa.safeschoolsalert.com>
- 4) Complete a *HIB Incident Form* in the main office or make a written statement and submit it to a teacher or a main office staff member. It is important to note, reports must be honest and forthright and describe the reporting person's involvement in the incident. Honest and mindful communication helps make it right, paving a positive future for all parties involved.

### **Lost & Found**

Students are encouraged to keep all possessions in their care at all times. If a student does lose something, check with main office staff member as well as check the lost and found rack in the Gym hallway. If the lost or stolen item is not found, complete a Lost or Stolen Item Report, which is available in the Main Office. Found items should be turned in to the main office.

### **Main Office Expectations**

Complying with main office expectations enables our school to operate effectively and efficiently:

- 1) Enter and exit in an orderly, quiet fashion through the front door only.
- 2) When class is in session, students will show a classroom pass and politely state the reason for the office visit and comply respectfully with office staff member requests.
- 3) Students who come to the main office to stay more than a few minutes must sign in on the front counter clipboard.
- 4) Student socializing, cell phone use, and school issued device is off limits in the main office lobby.



- 5) Students may use the main office phone to contact a parent/guardian with permission from an office staff member. Students may use their cell phone to contact a parent/guardian or their school issued device in a designated main office area with staff member permission and supervision.
- 6) Use school appropriate language and treat others with courtesy.

### **Medications at School**

Per School Board Policy No. 3410, a parent/guardian of a student needing prescription medication or over the counter medication at school are required to complete a medication authorization form prior to bringing or consuming the medication at school. Each medication request requires an authorization form. This form must be completed and signed by the parent/guardian and prescribing Health Care Provider (HCP) unless otherwise indicated (i.e. over the counter medication for self-administration.) The parent must renew all medication forms each school year. Medication authorization forms and a complete list of guidelines are available at our main office or online at <https://www.ferndalesd.org/student-services/health-and-nursing-services>.

### **Playground Expectations**

Staff expect the following behavior on our play fields and other grounds around school.

- 1) Stay in designated and supervised areas before school, during class, lunch recess, and after school when outside. The following areas are off limits for play during the lunch hour: the woods, Eagleridge Elementary playground and track, the courtyard on the south side of the school adjacent the gym, playfields farther than the football goal posts, as well as grass/bark landscaping near Horizon classrooms.
- 2) Acceptable playground activities include non-contact sports, pro-social talk, approved school projects, outside games, and relaxing.
- 3) Prohibited activities include contact sports and horseplay such as wrestling, hitting, tackling, and kicking.
- 4) Food is not allowed outside during lunch recess.
- 5) Return playground equipment.
- 6) Return inside the building promptly when signaled.

### **School Technology: Use Agreement and Care**

Each student at Horizon Middle School is provided a school issued laptop computer at the beginning of each year. In addition, students are provided access to using the Ferndale School District Internet, FSD Network and access to other technology in the building such as printers, desktop computers, headphones, calculators, and computer tablets. Before a student can access school issued technology the student's parent/guardian are required to sign a *Technology Resource Use Agreement*. The purpose of this agreement is to focus technology use on education and educational research and maintain Internet safety for all. Staff provide students time to read and review the use agreement at school. In addition, students are provided time to read and review the *FSD Technology Handbook* in class with covers FSD technology vision, student/parent technology rights and responsibilities, computer checkout process, computer and other technology use, care and class routines. To access the *FSD Technology Handbook* please go to <https://www.ferndalesd.org/teaching-learning/technology-services> or obtain a hardcopy from the school main office.

### **Weapons**

Students are expected to be weapon free at school, on any district property, or during any school sponsored activity. It is a violation of district policy and State law for any person to be in possession of a firearm or other dangerous weapon on school premises, including school-provided transportation or other facilities being used for school activities. Dangerous Weapons include firearms, pellet and BB guns, air and paintball guns, knives, razor blades, clubs, fireworks, explosives, mace, pepper spray, ammunition, handcuffs or other objects intended to be used as a means to cause harm to others. Look alike weapons are prohibited and will be treated as if they are a dangerous weapon. It is expected that students report any known weapons on school property or school sponsored event.

## **Vending Machines**

Students may use school vending machines before school, during lunch and afterschool; otherwise, vending machines are off limits when class is in session and during transition times. While waiting in line, be polite and wait until it is your turn to select an item.

## **Visitors**

During the instructional day, Horizon Middle School does not allow student visitors to classrooms, because of the potential disruption to the learning process. Parent/Guardians are encouraged to visit our school for assemblies; however, prior permission from an administrator must be received before visiting classrooms.

## **SCHOOL DISCIPLINE**

The following school discipline definitions, rules, policies and procedures are in alignment with the State law: Revised Code of Washington and Washington Administrative Code; Ferndale School District Board Policies and Procedures as well as best practices for promoting a positive learning environment for all students.

Our school's first action to behavioral violations is proactive. We teach school-wide expectations through advisory class and other content classes, using our Student Handbook *Student Rights and Responsibilities*. In addition, our staff members teach weekly social and emotional skills lessons using Second Step Curriculum. See the curriculum at <https://www.secondstep.org/middle-school-curriculum>. We also provide school-wide and grade level assemblies on sustaining a positive learning environment on an array of topics.

## **KEY DISCIPLINARY DEFINITIONS, PROCEDURES, CONDITIONS, LIMITATIONS**

### **Discipline**

Discipline means any action taken by a school staff member in response to a behavioral violation. A behavioral violation is an act that violates school-wide expectations and schoolboard policy.

### **Disruption of the Educational Process**

Disruption of the educational process means the interruption of classwork, the creation of disorder, or the invasion of the rights of a student or group of students.

### **Other Forms of Discipline**

Other forms of discipline means actions used in response to behavioral violations, other than a classroom exclusion, suspension, emergency expulsion or expulsion. Other forms of discipline involve the use of best practices and strategies for maintaining a positive teaching and learning environment. In this document, we refer to "Other Forms of Discipline" as "Intervention and Support". This includes such actions as reteaching expectations, increased supervision, providing behavioral health support, creating a behavior contract, mentoring, tutoring, peer mediation, restorative justice practices, social skills instruction, employing de-escalation strategies, parent notification and collaborative problem solving with the family.

### **Classroom Exclusion**

Classroom exclusion means the exclusion of a student from a classroom or instructional/activity area for behavioral violations for more than five minutes. Before excluding a student from class, our staff use one or more other forms of discipline to support a student in meeting behavioral expectations, unless the student's presence poses an immediate and continued danger or an immediate and continuing threat of substantial disruption of the educational process. The staff that excludes the student from class will:

- 1) Refer the student to the Student Support Center or Main Office;
- 2) Notify a building administrator and a parent as soon as reasonably possible;
- 3) Document the incident on the student's Skyward discipline record.

Students who are excluded from class are referred to the Horizon Student Support Center and/or the main office depending on the level and nature of the incident. Students will be provided an opportunity to make up any assignments and tests missed during the classroom exclusion.

### **Suspension**

Suspension means a denial of attendance in response to a behavioral violation from any subject or class, or from any full schedule of subject or classes, but not including classroom exclusions, expulsion or emergency expulsions. Before administering a suspension, we strive for early involvement of parents in efforts to support students in meeting behavioral expectations, including reasonable attempts to involve the student and parents in the resolution of behavioral violations. In addition, we consider the student's individual circumstances and the nature and circumstances of the behavioral violation to determine whether an exclusion is warranted. Students on suspension are provided educational services that enable the students to participate in the general education curriculum and to complete subject, grade-level, and graduation requirements.

### **In-School Suspension**

In-school suspension means a suspension in which a student is excluded from the student's regular educational setting but remains in the student's current school for up to ten consecutive days. Students serve their in-school suspension in the Student Support Center or the main office; during this time students engage in activities such as reflecting on behavior, reteach lessons on behavioral expectations, restorative conferences, completing class assignments, studying for and taking tests, community service, counseling, tutoring, and mentoring. Students are provided breaks, including time to eat breakfast and lunch.

### **Short-Term Suspension**

Short-term Suspension means a suspension in which a student is excluded from school for up to or including ten consecutive school days.

### **Long-term Suspension**

Long-term suspension means a suspension in which a student is excluded from school for more than 10 consecutive days.

### **Emergency Expulsion**

Emergency expulsion means the removal of a student from school because the student's presence poses and immediate and continuing danger to other students or school personnel, or an immediate and continuing threat of material and substantial disruption of the educational process.

### **Authority to Conduct a Search**

The law allows school authorities to search students, their lockers, their motor vehicles, and personal property when they have reasonable suspicion that a particular student is in possession of something prohibited by school rules or by law.

## **SCHOOL RESPONSE TO BEHAVIORAL VIOLATIONS**

When a student incurs a behavioral violation, our staff do their best to use non-exclusionary forms of discipline to assist the student with restoring positive behavior. Our staff strives to address student non-compliance with school expectations by focusing on opportunities for learning and growth. Disciplinary consequences depend on the frequency and degree of the behavioral violations.

### **Absences--Unexcused**

Students who have a pattern of unexcused and/or excessive excused absences will be provided intervention and support. We do not exclude students from a classroom or instructional/activity area or suspend students for

unexcused absences or excessive excused absences. We intervene at different levels depending on the frequency and degree of unexcused absences.

**Level 1:** If a student accrues an unexcused absence, parents will receive an automated or personal call from our attendance secretary.

**Level 2:** For every 3 unexcused absent days, or 18 unexcused periods, a student accrues the school will arrange a student/parent conference with a student support staff member to identify and analyze the reasons for absences and collaborate with the student and parent on a plan to reduce and eliminate future absences.

**Level 3:** When a student accrues 5 unexcused absences or more, the school will arrange a student/parent attendance conference, which will include an attendance assessment and an updated plan for eliminating future unexcused absences.

**Level 4:** If a student accrues 7 unexcused absences in a month or 10 unexcused absences in a year, and the student is not responding to school-based interventions, per State law, a petition ordering attendance with the courts will be filed. The court will put the order on stay, while the school schedules the student and their parent to participate in a community truancy board to collaborate and agree on a formal plan to reduce and eliminate future absences.

**Level 5:** If a student and/or parent is in violation of the Community Truancy Board agreement, the stay on the order will be lifted and the student and parent will be scheduled to attend Whatcom Juvenile Court to further problem solve a plan to eliminate school absences.

If a student accrues an excessive number of excused absences, more than 10 days and the student's academic growth is being impacted, the school will reach out to the student and parent with support. We will collaborate with the student and parent to identify and analyze the reasons for absences and devise a plan to reduce and eliminate future absences.

### **Bus Misconduct**

Students who violate school bus rules will be provided intervention and support and are subject to all forms of school suspension, removal from the bus as well as police notification depending on the frequency and the nature of the behavioral violation.

### **Cell Phone and Personal Electronic Device Violations**

**Level 1:** Students who violate device expectations will be warned and may have their device confiscated and held in the classroom until the end of the period. The staff member who confiscates the phone will reteach the expectation to the student.

**Level 2:** If a student accrues multiple personal device violations, the device will be confiscated for the remainder of the class period and may be delivered to the main office and held until the end of the school day. In this case, the staff member who confiscated the phone will contact a parent/guardian and record the incident on Skyward.

**Level 3:** If a student continues, violate device expectations after a parent has been contacted, the device will be confiscated and held in the main office until the end of the day. The staff member who confiscated the phone will record the violation on Skyward noting that it is a level 3 violation. In this case, a school administrator will notify and conference with the student and parent to create a plan to eliminate further violations.

### **Disrespect: Physical**

Physical Disrespect includes low-level incidents of physical aggression such as minor pushing, pinching, grabbing, kicking, and hitting. Students engaged in physically disrespecting others will be provided intervention and support and are subject to classroom exclusion and suspension.

### **Disrespect: Verbal**

Verbal Disrespect includes language that demeans others or inappropriately interferes with teaching and learning. Common verbal disrespect includes profanity, which is defined as socially offensive language, also known as cursing, swearing, cussing, crude language, vulgar language, and lewd language.

Students who engage in verbal disrespect, orally or written, will be provided intervention and support and are subject to all forms of exclusionary discipline. Verbal threats of harm or put-downs directed at specific people are considered a major behavioral violation.

### **Disruptive Behavior**

Students who disrupt the educational process will be provided intervention and support and may be subject to classroom exclusion, suspension, emergency expulsion and expulsion depending on the frequency and degree of disruptive behavior.

### **Dress Code Violation**

If a staff member believes a student is in violation of the dress code, the student will be referred to an administrator who will determine whether the student attire is appropriate. This procedure is in place to maintain consistency and fairness. A violation of the dress code will result in requiring a student to change clothing into appropriate attire. If a student refuses to change clothing, he/she may not return to class and a parent will be contacted.

### **Gym Clothing: Non-Compliance in Physical Education Class**

If a student has a pattern of non-compliance with dressing down, the student's Physical Education Teacher will conference with the student and contact the student's parents to come up with a plan to resolve. If the student continues to not comply with wearing appropriate attire, the Physical Education teacher will confer with student, parent, school counselor and/or administrator on an updated plan. If a student wears clothing that poses a threat or safety issue, they may be excluded from class until the student dresses in safe clothing.

### **Gang Behavior**

By definition, a gang is a group of three or more people who meet for antisocial or illegal activity. This includes recognized gangs and/or groups who gather to mimic gang activity. This includes, but is not limited to visible tattoos, clothing, hand signals, symbols, graffiti, artwork, bandannas, or doodling.

Students who engage in and/or mimic gang behavior are subject to all forms of discipline depending on the degree and frequency of incidents.

### **Horseplay**

Horseplay, also known as rough play or boisterous fooling around, is inappropriate in a school setting. Examples of horseplay include scaring someone, wrestling with someone, boxing, flipping one another's hats, throwing water or other objects on someone, and practical jokes. Students who exhibit and engage in horseplay will be provided intervention and support and are subject to classroom exclusion and suspension.

### **Insubordination**

Insubordination includes willful refusal to follow a reasonable request of a school staff member as well as intentional non-compliance with clearly stated behavior expectations. Students who engage in Insubordination will be provided intervention and support and are subject to classroom exclusion, suspension and emergency expulsion.

### **Harassment, Intimidation and Bullying (HIB)**

If a Horizon student, staff member or other person reports harassment, intimidation and/or bullying, a support staff member such as a counselor or administrator will contact the victim, his/her parent and investigate the incident. A support staff member will pursue interventions designed to remediate the impact on the targeted student(s) and others impacted by the violation, to change the behavior of the perpetrator, and to restore a positive school climate. The perpetrator(s) will be provided intervention and support and are subject to classroom exclusion, suspension, emergency expulsion and police notification. The school will consider the frequency of incidents, developmental age of the student, and severity of the conduct in determining discipline. **Retaliation**

**and false allegations** are prohibited and will result in appropriate discipline. It is a violation of this policy to threaten or harm someone for reporting harassment, intimidation, or bullying. It is also a violation of district policy to knowingly report false allegations of harassment, intimidation, and bullying. Students or employees will not be disciplined for making a report in good faith. However, persons found to knowingly report or corroborate false allegations may be subject to discipline.

### **Forgery/Providing False Information/Plagiarism**

Students are expected to demonstrate academic and school integrity. Plagiarism in assignments, projects, or other schoolwork is not permitted. In addition, forging of a parent/guardian signature or providing any other misinformation in communication to the school is prohibited. School response for these types of offenses includes parent notification; possible grade reduction; re-doing assignments and restorative conferences.

### **Fighting, Assault and Physical Disrespect**

Staff expect students to solve conflicts in a constructive and civil way. We want all our students to be peacekeepers. Assault, fighting, pushing, kicking, hitting, and other types of physical aggression are not tolerated. In addition, encouraging a fight is not tolerated; examples include telling another student that another wants to fight, cheering for someone to fight another, watching a fight, and posting videos of a fight online. Students engaged in or promoting physical aggression will receive intervention and support and may be subject to suspension, emergency expulsion and expulsion.

### **Food and Drink Violations**

Students who violate our food and drink policy will be asked to put away their drinks and/or food. If students have a pattern of violating our food and drink policy, a staff member will work with the student and parent to develop a plan to eliminate further violations.

### **Drugs—possession, distribution, under the influence**

If a staff member has reasonable suspicion or evidence that a student is in possession, distributing, and/or under the influence of a banned substance or drug delivery system (paraphernalia), the staff member will notify an administrator immediately. The administrator will escort the student to the main office, investigate the claim and notify the parent/guardian. Banned substances include alcohol, marijuana, unauthorized prescription drugs, narcotics; paraphernalia such as vape pens, pipes and lighters; and, other substances such as vape juice and tobacco. If a student is in possession of drugs or drug paraphernalia, distributing drugs or under the influence of a drug, the student will be provided intervention and support and is subject to classroom exclusion, suspension, emergency expulsion, and expulsion and police notification.

### **Pantsing**

Pantsing is the pulling down of a person's pants and/or underwear, usually against their wishes and most often classifies as harassment, bullying or intimidation. Students who pants another student will be provided intervention and support and are subject to suspension.

### **Sexting**

Taking, sending, viewing, and/or possessing nude, semi-nude or other sexually explicit images, videos, text messages, or other digital content, also known as "sexting" is not permitted on any school district property or at any school district event. Underage sexting, even when consensual and even if you took the pictures of yourself, is illegal under Washington State child pornography laws. Violators may be charged with a felony and, if convicted, may be registered as a convicted sex offender for the rest of their life. Students who forward or keep images, videos, texts, or other digitally sexted content are subject to all forms of discipline as well as police notification.

**Tardies: Unexcused**

Students are expected to be seated with proper materials and be ready to begin work when the class bell rings. If a student is tardy due to an appointment with a teacher, counselor, or administrator, we expect students to make sure they have a tardy pass from that staff member. If a student develops a pattern of unexcused tardies—3 or more in a class—the teachers may address the problem by conferencing with the student, reteaching the expectation, notifying a parent and documenting the interventions and support. If the student's tardiness persists, the teacher will refer the student by writing an office discipline referral. In this case, a student support staff member will assign the student lunch intervention and notify the parent.

**Technology Violations**

Students who violate the Technology Use Agreement are subject to warning, reteaching technology expectations, confiscation of computer, limited access to network and internet, parent contact, restorative conferences, and suspension. If the activity is unlawful, police will be notified.

**Theft/Stealing**

Theft and stealing is defined as having in your possession property belonging to others without prior permission of that person. Students who steal items from the school, others at school or a school-sponsored event will be provided intervention and are subject to suspension and police notification.

**Threats**

Students who make threats toward other students or a staff member—indirectly, directly, electronically, written and/or orally--will be provided intervention and support, notification to their parent, and are subject to all forms of exclusionary discipline.

**Vandalism**

Vandalism is the intentional destruction or defacement of public property or property belonging to others. Students who participate in vandalism will be expected to pay restitution for damages, engage in restorative conferences are subject to non-instructional activity exclusions from school as well as suspension and police notification.

**Weapon Offenses**

If a staff member has reasonable suspicion or evidence that a student possesses a dangerous weapon, the student will be escorted to the main office, where a support staff will investigate. If a student is in possession of a weapon, the student will be provided intervention and support and is subject to suspension, emergency expulsion, and expulsion and police notification. Students who violate the firearms provisions are subject to a minimum one calendar year mandatory expulsion, subject to appeal with notification to parents and law enforcement (RCW 28A.600.420).