

Timbercrest Middle School

Student Agenda & Handbook 2021-2022

19115 215th Way NE, Woodinville WA. 98077

Website – <http://www.nsd.org/timbercrest>

THIS PLANNER BELONGS TO: _____

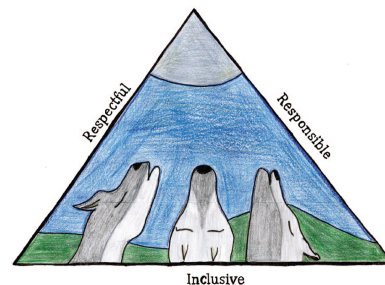
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Principal, Kristi Hannigan	425-408-6905 khannigan@nsd.org
Assistant Principal, Winnie McCulloch	425-408-6925 wmcculloch@nsd.org
6th Grade Counselor, Alon Patashnik	425-408-6921 apatashnik@nsd.org
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Registrar, Maureen Wilson	425-408-6918 mwilson@nsd.org
Attendance, Donna Wagner	425-408-6910 dwagner@nsd.org
Nurse, Cary Thompson	425-408-6906 cthompson@nsd.org
Librarian, Nancy Timson	425-408-6912 ntimson@nsd.org

TIMBERCREST EXPECTATIONS

All expectations apply to all students

1. On school grounds during and before/after school hours.
2. On school transportation and/or at school bus stops.
3. On school grounds at any other time when the school is being used by a school group.
4. Off school grounds at a school activity, function, or event.
5. Off school grounds when the prohibited behavior is a consequence of or directly related to causes or events which occurred or originated on school grounds. (For example, if a student makes plans to meet someone off school grounds to fight.)
6. Whenever the misconduct has a real and substantial relationship to the lawful maintenance and operation of the school district, including the health and safety of students and employees, and what is conducive to the process of learning. (Anything that adversely affects school.)

“Respectful, Responsible, and Inclusive”



ACADEMIC DISHONESTY

Students caught cheating/plagiarizing may lose credit for that assignment or test, as well as be subject to further consequences as described by the teacher's class syllabus and school and/or district guidelines. Cheating includes, but is not limited to:

1. Copying from another student's homework or test.
2. Collusion: supporting the lack of honesty by another student, as in allowing one's work to be copied or submitted for assessment by another. Including copies of identical or highly similar passages as one's own thinking or work unless you are directed by the teacher to work with others as a part of the assignment is considered an act of collusion. Ultimately, each individual's work should be composed of his or her own ideas and own expression of those ideas.
3. Duplication of work: the presentation by two or more students of the same assignment, paper, project, or any other work for assessment (outside of group projects).
4. Reusing work: the use of reusing work from other or previous classes.
5. Possessing or using unauthorized material during a test.
6. Plagiarism: the representation of the ideas of work of another person as the student's own. This includes copying another person's paper, report, lab book, or assignment in whole or in part and submitting it as one's own. This can be intentional or the result of sloppy scholarship. A superficial change of wording, structure, or conclusion is not sufficient to turn aside the charge of plagiarism.
7. Putting your name on the work that someone else has produced and turning it in as your own.
8. Technology malpractice: any misuse or abuse of technology including infractions of the school technology user agreement, language translation sites, cell phone messaging or picture transmission.
9. Changing assigned grades.
10. Other examples of cheating might include, but are not limited to, the following:
Using cheat sheets, looking at someone else's paper during an exam, possessing unauthorized materials, using Cliff/SparkNotes, or online sources and claiming it is their own work.
11. Giving out questions that are on a test to other students.
12. Giving answers to other students before/during/after a test or allowing them to copy your work.
13. Exchanging old tests, reports, notebooks, or assignments.
14. Using electronic devices that can record/transmit answers or pictures of tests and assignments to self or others.

ATTENDANCE

Absences, Late Arrivals and Early Dismissals

Regular attendance is crucial to student success. An excused absence, late arrival or early dismissal requires a written note, phone call, or email from the parent/guardian within 48 hours.

Please include the following information:

- ☐ Date(s) of absence
- ☐ Reason for the absence (see below)

- ☐ Student's full name and grade level
- ☐ Signature of parent/guardian (for a note)

Late arrival students must check into the Attendance Office upon arrival to school and sign the late arrival clipboard. Early dismissal students need to sign out on the early dismissal clipboard in the Attendance Office when leaving campus during the day. A parent/guardian signature is required when the student does not have a note. School will work with families to keep updated attendance records, through communication by phone and/or email. Actions will be taken for students with unexcused and excessive excused absences as needed following state and district policy.

Pre-Arranged Absences

Extended absences are not in the best interest of your student, but we realize that emergencies and other family issues arise. Please try to coordinate family trips and vacations during school breaks. It's important to minimize the time that students are out of school. We ask that a **Pre-Arranged Absence Contract be completed when you know in advance that your student will be missing more than 3 consecutive days of school.** To obtain this form from the Attendance Office, students are asked to bring in a note stating the reason and dates of the absence. It is also available on the TMS website.

1. **Drop off form to Attendance Secretary for TMS Admin Approval**
2. If approved, the form will then be given back to the student by the Attendance Secretary.
3. Students will then take the form to each of their classes to obtain homework assignments and teacher sign off.
4. When complete, contracts are to be returned to the Attendance Secretary before absences begin.
5. A copy of the completed form will be given to the student.
6. You may choose to complete the form electronically by using the [form](#) on our TMS website.

Making Up Assignments Due to Absences

Making up missed assignments is the student's responsibility. You may obtain your assignments and homework by:

1. Checking your teachers' websites
2. Emailing your teacher
3. Contacting a fellow student from class
4. Upon returning to class, obtain your assignments from your teacher

Truancy

Truancy means being absent from school or class without the consent of your parent/guardian or leaving campus once you have arrived at school, without the knowledge and consent of a school official. Leaving class or school at any time without approval of the teacher/staff member and the attendance office will be considered truancy.

ASSOCIATED STUDENT BODY (ASB)

ASB officers are students elected each year to represent students. ASB supports a variety of school-related activities including sports, school events, music, drama, yearbook, and other school programs and clubs. All students are members of ASB, but those who wish to participate in after-school activities such as student council, sports or clubs must purchase an ASB card. Elected positions for ASB include: President, Vice President, Secretary, Treasurer, Two Representatives from each grade level, 6th, 7th, and 8th.

ATHLETICS

Timbercrest has a full complement of athletic teams and competes against the other middle schools in our district. In order to be eligible for a team a student must:

- ☐ Have a current physical exam form on file (good for 2 years from exam date and needs to be good through the entire season).
- ☐ Register online via FinalForms and provide all required documentation.
<https://northshore-wa.finalforms.com>
- ☐ Passing 5 of 6 classes and maintaining a 2.0 cumulative GPA.
- ☐ Payment of participation fee (see NSD website under athletics for current participation fee info).
- ☐ Students must attend two of three academic periods on a block day or four of six academic periods on a six-period day to be eligible for that day's game/event.

WIAA (Washington Interscholastic Athletic Association) rules state that a physical examination must be completed before a student can turn out for a sport. Students without the items above will not be allowed on the field nor will they be issued equipment. If you have questions on your ASB eligibility, please contact the athletic secretary in the Main Office at 425-408-6903.

Middle School Sport Participation Fee

- ☐ All students participating in a middle school sport must purchase an ASB card for \$30. These funds directly support the year-to-year cost of the athletic programs. There is a \$10.00 replacement charge for lost cards.
- ☐ A \$100 fee for each sport.
- ☐ Individuals participating in more than one season will pay a maximum of \$280 per school year.
- ☐ Families with two or more students participating during the same season will be charged \$70 per participant up to a family limit of \$280 per school year.
- ☐ Families with two or more students participating at both high school and middle school level will have a family limit of \$396.
- ☐ Students/families in need may contact the school secretary or athletic director to apply for a reduction or waiver of the fee.

Athletics Schedule

Season 1 (Sep-Oct)	Season 2 (Nov-Jan)	Season 3 (Jan-Mar)	Season 4 (Mar-May)
Soccer Girls 6* Girls 7 & 8	Basketball Boys 6* Boys 7 & 8	Basketball Girls 6* Girls 7 & 8	Soccer Boys 6* Boys 7 & 8
Tennis Boys 7 & 8		Wrestling* Boys & Girls 6, 7, 8	Tennis Girls 7 & 8
Volleyball Girls 7 & 8			Track* Boys & Girls 6, 7, 8
Cross Country* Boys & Girls 6, 7, 8			Volleyball* Girls 6

*Sports with an * are no-cut sports, meaning any student who turns out, attends regularly, and contributes positively, will be a part of the team.*

Sports Equipment

Once an athlete has been issued athletic equipment and a uniform, they assume complete responsibility. In the event that a piece of athletic equipment or a uniform is damaged, lost, stolen, etc., the assigned athlete is financially responsible for its replacement cost.

Bus Transportation for Student Athletes

Transportation is provided to the away games, but parents/guardians are responsible for transportation from away game location to home

CAMPUS BOUNDARIES

When students arrive at school, whether via vehicle drop-off, bus drop-off, or walking, they are not to leave the campus or be in the areas surrounding the building such as the field, woods or behind any buildings. Once on campus students are to remain on campus, regardless of class start time. During lunch, students are to remain in the lunchroom, back courtyard or the field only when supervised by a staff member and should remain in areas that are visible by the supervising adult. All other areas are off limits. An exception is the library (when open during lunch) and classrooms by prior arrangements with the teacher.

BUS TRANSPORTATION

Bus Passes

To ride another bus on a particular day, students must request a pass. To obtain a bus pass, students must bring a note signed by their parent/guardian to the Main Office no later than 10:30 AM. ***We cannot accept bus pass requests by phone, email or fax.*** Please drop off bus pass requests in the main office. Approved passes will be ready for pick-up at lunchtime. ***Please note some buses are full and may not accept bus passes.***

Bus pass requests must include the following or pass cannot be written:

- Student's full name
- Bus number
- Bus stop location OR address of the student they are riding with
- Parent/guardian signature and contact phone number
- **Contact Transportation Department with questions – 425-408-7900**

Bus Expectations

For your safety, the following rules for riding the school bus have been established by the district (Policy 8120). Bus rules shall be posted at the front of each school bus and be distributed and reviewed by students at least annually at the beginning of the school year. Students will be respectful, responsible and inclusive by following directions of staff, taking their turn to get on/off the bus, being polite, walking and moving carefully, using the sidewalks, waiting behind the yellow safety line on the curb and being aware of other's needs, space and belongings. **Remember: if you see something, say something.**

1. Cooperate with and obey the driver at all times.
2. Stay in your seat, facing forward.
3. Keep head, hands, and feet inside the bus.
4. Each student must see that his belongings are kept out of the aisle. Large items are permitted on the bus by permission only.
5. Bus drivers are authorized to assign seats.
6. Students should arrive at the bus stop five minutes before the bus is due.
7. Students must not stand or play in the roadway while waiting for the bus.
8. Students must cross the road only in front of the bus and only with the consent of the bus driver.
9. Students must leave the bus in an orderly manner.
10. Students shall ride their regularly assigned bus at all times, unless permission to ride a different bus & must have an approved bus pass from the office.
11. Unless issued a bus pass by school authorities no student shall be permitted to leave the bus except at his or her regular stop.
12. There is no eating or drinking on the bus.
13. Keep the bus clean.
14. Cell phones may be used to listen to audio content as long as ear buds are used.
15. Electronic devices cannot be used for audio or video recording while on the bus.
16. Destructive behavior is prohibited.
17. Be courteous; use no profane language - oral, written or gestured.
18. Balls, toys, etc., if allowed at school, must be stored in a bag.
19. Balloons and skateboards are not allowed on the bus.
20. Skates and shoes with wheels are not to be worn on the bus.
21. No animals are allowed on the bus.
22. Students are not permitted to have in their possession anything that may cause injury to another person (such as glass or sharp objects).
23. Use of tobacco products, matches, and lighters are prohibited.
24. Students will make restitution to the Northshore School District for damage done to buses.

Violations on the bus will be addressed by transportation and communicated to school

administration when needed. Progressive discipline will be used and could result with the student discontinuing bus-riding privileges for the student involved, and in certain cases could cause suspension from school. Questions regarding school bus transportation should be directed to the NSD Transportation Department at 425-408-7900

CELL PHONES / ELECTRONIC DEVICES

Cell phones and other personal electronic devices are discouraged from being brought to school and may not be used at school during the school day. **These devices are to be inaudible, put away and not visible (in students' hands) from the first bell / warning bell to the last bell / end of the school day bell.**
(ie: BELL to BELL)

They are to remain out of sight during the school day while in and out of the classroom. Use of electronics (in hands or on desks) during the school day is not allowed. They are not allowed during passing periods, nutrition breaks, or at lunch.

The only exception is when a teacher may choose to allow use of them for educational purposes in their classroom.

Students who need to contact their parents have access to a phone in the main office. Parents should contact the main office if they need to communicate with their student during the day.

Student use of cameras for pictures or audio/video recordings should only be for school-related purposes, and only with prior permission from the teacher and/or student(s) being recorded. Progressive disciplinary consequences may be assigned.

If the student is involved in an administration interview or investigation, to maintain integrity throughout the process, a student may be asked to provide their cell phone or personal device to an office staff member or the investigating administrator. It will be returned to the student or parent at the conclusion of the interview/investigation.

Timbercrest Middle School is not responsible for the loss, damage, or theft of these items.

COURTYARD EXPECTATIONS

The courtyard is a space for student socialization when permitted and conversations should stay at a respectful level. Students are expected to walk when moving through the courtyard and to stay on the paths and out of the landscape planters. **Courtyard is closed during all lunches.**

COUNSELING

When to Contact a Counselor

Counselors work with students and families to address social/emotional and academic needs. Examples of when to contact a counselor include: Relationships with friends or family members, bullying/harassment, financial assistance for school supplies and related

activities, study-organizational skills, concerns on academics and any questions/concerns that may impact student success at Timbercrest Middle School.

How to Contact a Counselor

Students can schedule appointments to see counselors by signing up at the counseling office during nutrition break, lunch, and before/after school. Your counselor will send a pass for you to report to the counseling office. Students can also email their counselor directly. Parents can schedule appointments by contacting the appropriate counselor through email or telephone and coordinating an appointment time.

DRESS CODE

Due to our concern for students and staff of the Timbercrest Middle School learning community, we strive to foster an environment that is safe, healthy, conducive to teaching and learning, and promotes the dignity of all students. At TMS, we follow the NSD Students Rights & Responsibilities Dress Code Policy.

The student's attire is the primary responsibility of the parents or legal guardians.

The Northshore School District is responsible for ensuring that student attire does not interfere with the educational process which includes the health, safety, and emotional well-being of all students. Student attire must also not contribute to any hostile or intimidating atmosphere for students.

Students May Wear:

- Religious headwear
- Other headwear* must allow the face to be fully visible to school staff
 - *Headwear is approved to be worn on campus during the school day, unless it is a safety issue. Headwear includes, but is not limited to, hats, visors, bonnets, hoodies, etc. In all circumstances, teachers should attempt to accommodate students who choose to put on headwear.
- Fitted** pants, including leggings, yoga pants and "skinny jeans."
 - **The term "fitted" can best be described as form fitting garments that contour the body while providing coverage at the same time.
- Pajamas
- Ripped or distressed jeans/shorts that do not expose underwear
- Tank tops, halter tops, and crop tops (including those with spaghetti straps)
- Sunglasses (can be worn outside). Special approval is needed to wear sunglasses in the classroom setting for medical purposes.

Students May Not Wear Clothing With:

- Violent language or images
- Images or language that encourages the use of alcohol, tobacco, vaping, or the use of any other drugs.
- Images or language that depicts illegal activity or that creates a hostile environment
- Hate speech, gang/hate group affiliation, profanity, or pornography
- Bathing suit tops, tube tops, or sports bras (unless worn underneath another approved article of clothing)

- Visible underwear or boxers
- Masks* and headwear that conceal the face (except for religious, medical, and/or health related purposes)
 - *Unless directed by state, county, or district officials
- Dangerous or sharp objects that could be used as a weapon, spikes, etc.

Administration and staff appreciate the cooperation of students and parents in reviewing the students' dress to meet established guidelines. If a student's dress or appearance is such that it constitutes a threat to the health or safety of others, is not suitable to the norms of an educational setting, or otherwise violates this dress code, administration may require the student to change their attire. Disciplinary action may follow for repeat offenses.

ENERGY DRINKS

Energy drinks are not beneficial to the health of children and young adults. At Timbercrest, we want students to be healthy and able to focus. We do not sell energy drinks (Ex: Bing, Rockstar, Monster, Red Bull, Starbucks Energy, 5 Hour Energy, etc) at school nor are they allowed at school and will be confiscated and disposed of. Progressive discipline will follow for future violations of this expectation.

FINES AND FEES

Fines are assessed to students for school items such as library books, sports uniforms that are either damaged or not returned, damaged or unreturned textbooks or other school property. Fees are charged for sports participation, field trips, and other special events. Students with outstanding fines or fees may not be permitted to participate in some student activities.

GRADE REPORTS

Semester grades are issued twice a year and are posted to official school report cards. Parents can access online progress reports via ParentVue. Please contact our registrar to find out how to access your student's grades.

GUM

Due to the damage that gum creates, gum chewing is not allowed at Timbercrest Middle School.

HALL PASSES

You must have a hall pass if you are out of class during the school day. Make sure you get a pass from your teacher before you leave the classroom. Students misusing hall passes may lose these privileges and may be subject to progressive discipline.

HARASSMENT, INTIMIDATION, AND BULLYING

The Northshore School District strives to provide students with optimal conditions for learning by maintaining a school environment where everyone is treated with respect and no one is physically or emotionally harmed. In order to ensure respect and prevent harm, it is a violation of district policy (Policy 3207) for a student to be harassed, intimidated, or bullied by others in the school community, at school sponsored events, or when such actions create a substantial disruption to the educational process. The school community includes all students, school employees, school board members, contractors, unpaid volunteers, families, patrons, and other visitors.

Harassment because of a student's race, color, religion, ancestry, national origin, gender, sexual orientation, including gender expression or identity, mental or physical disability, or other distinguishing characteristics is prohibited. Incidents of bullying, intimidation, or harassment may be reported orally or in writing to any staff member. Any staff member will be able to provide a copy of the district policy, procedure, reporting form and contact information for the district's compliance officer. This information can also be located on the district's web page at:

<https://www.nsd.org/resources/support/harassment-intimidation-and-bullying>

Harassment, intimidation, and 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:

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

HATS AND HOODS

Fall under the guidelines for dress code. (see dress code section) Students may be asked to remove hats/hoods that cover or obscure their faces or may not be allowed in/at certain classes to ensure a safe classroom environment. Hats are considered clothing and not toys to be used for games such as keep-a-way.

HEALTH ROOM / SCHOOL NURSE

Our Registered Nurse serves our building, Timbercrest Middle School. His/her duties are diverse, from administering first aid and necessary medication to monitoring the general health and well-being of our students. Our health room is used for emergency care and for ill students awaiting pick-up. Space and personnel are not available to accommodate extended care or supervision.

We require that a parent/guardian or an emergency contact pick up their sick student within the hour that they are contacted.

For your student's safety it is very important to keep your home, cell, work, and emergency contact telephone numbers current. If you change jobs or cell phone numbers, please give us your new number immediately. This will assist us in getting in touch with you in the event of an emergency.

If a student feels ill during the school day they are expected to consult with the nurse. The nurse then will determine if parent contact is necessary. Ill students should not contact their parent/guardian via text/call without consulting the nurse.

Please keep the nurse informed of any health concerns or changes in your child's health, including new or resolved medical or mental health diagnosis, medication changes and immunization updates.

When Should I Keep my Child Home from School?*

- ☐ A temperature, taken orally, that is 100 degrees Fahrenheit or higher, is considered a fever. Children should be fever-free, without fever reducing medication, for at least 24 hours before sending them to school.
- ☐ Anytime a child vomits or has diarrhea, he/she needs to be isolated from other children for 24 hours. If your child vomits or has diarrhea in the night, keep him/her home from school the following day.
- ☐ Any rash of unknown cause should be considered contagious. Please have your child examined by a healthcare provider to determine the cause and communicability of the rash before sending him/her to school. The child may not return to school unless there is a letter from the medical professional stating that the rash is not communicable in nature, or unless the rash is no longer present.
- ☐ 24 hours after administration of the first dose of an antibiotic or as directed by the health care provider.

****Note these guidelines are general reminders of when to keep a student home. In times of pandemic disease response in the community at large (such as COVID 19), additional recommendations may be requested by the district and/or local/state health authorities for keeping an ill student home or for a student's return to school after being absent for a specific illness.***

Accidents

If a child is injured at school, they will be given emergency first-aid treatment by the nurse, principal, office staff, or a first aid-trained health room assistant. The parents will be called immediately in the event of a serious injury. If you are not at home or work, the person listed as the "First Emergency" contact will be called. If no one is available to come for the child, we will use our best judgment on whether to keep the child in the nurse's office or call 911 for medical assistance.

Injuries at School - Parent Financial Responsibility

The health and safety of our students is one of the district's foremost concerns. Even so, accidents may and do happen and the resulting medical bills (ambulance transport, surgery, etc.) can be very expensive. However, many families are unaware that the

district does not carry insurance for student personal injury costs and cannot assume responsibility for them. Parent/Guardian Responsibility: Parents or guardians are financially responsible for any medical bills if their child gets hurt during school or a school activity. This includes students participating in athletics, recess and after school activities. If your student participates in a sport, please make certain your family insurance plan covers athletic participation.

Information about optional student accident/illness insurance can be found at:
<https://www1.nsd.org/resources/reference/injuries-at-school>

Children with Life Threatening Conditions

In order to provide a safe learning environment, the state of Washington passed a law that requires students with life threatening conditions to have medical orders and a nursing care plan in place **BEFORE** the first day of school attendance. (Chapter 101, Laws of 2002, amending Chapter 28A.210 RCW)

The law defines life-threatening conditions as “a health condition that will put the child in danger of death during the school day if a medication or treatment order and a nursing plan are not in place.” Children with life-threatening conditions such as diabetes, severe bee sting or food allergies, severe asthma, severe seizures, etc., are required to have a medication or treatment order in place before they start school.

“Medication or treatment order” means the authority a registered nurse obtains under RCW 18.79.260(2). This is covered when the child’s licensed health care provider completes the Authorization for Medication form or treatment order for medical services to be performed at the school. If a medication or treatment order is not provided, the principal of the school is required to exclude the child until such an order is provided. This requirement applies to students with life-threatening conditions who are new to the district, and students who are already attending the school.

If your child has a life-threatening health condition requiring medical services at school, or if you have questions about a medical condition, please notify the school nurse right away. Students with a life-threatening condition qualify for a 504 Accommodation/Emergency Care Plan. Please set up a meeting with the school nurse in order to have all necessary forms and medications in place prior to starting school.

Health Screening

Health screening for hearing and vision is done each fall in grades K-3, 5th and 7th. Other students may be screened for hearing or vision upon referral by the teacher or parent. The vision screening does not identify all vision problems and is not intended as a substitute for periodic eye examinations by a healthcare provider. A referral letter will be sent home when a student’s hearing and/or vision screening results do not meet the expectations for their age.

Immunization

For the protection of your child, the Washington State immunization law states that every child attending public or private school **must show proof of compliance with the law before the student’s first day of attendance. Northshore School District requires healthcare provider verification of student immunizations.** Any student not meeting

this requirement will be excluded. Bothell Health Point (425-486-0658) accepts medical coupons and has a sliding fee scale. If you need assistance in acquiring these immunizations, please contact the school nurse.

Medications at School

If your student will be taking ANY medication at school, you must confer with the school nurse.

The Northshore School District recommends that medication be taken at home whenever possible. We recognize, however, that in some cases it is essential that medication be administered during the school day. For the protection of all the students and to comply with Washington state law, the district has a policy and procedures in place for the handling of ALL medications in the schools.

Please do not put any kind of medicine, including aspirin, vitamins, and cough drops in your child's lunch box, backpack or pockets. *Unidentified medicine can never be given at school.* Students who require use of a narcotic for pain control should be kept home.

School Staff Administered Medication

The following conditions must be met:

- ☐ All medications, whether over-the-counter (except sunscreen) or prescription, need a current Northshore Medication Authorization Form signed by the student's healthcare provider/dentist and parent/guardian.
- ☐ Medication must be delivered to school in a properly labeled prescription or original over-the-counter container. The student's name must be on the label with proper identification of the drug, dosage, and directions for administration.
- ☐ A quantity sufficient for one month only can be sent to school.
- ☐ The medication order is effective for the current school year only.
- ☐ If changes in the medication order occur, the parent is responsible for notifying the school and providing verification from the healthcare provider/dentist.

Student Self-Administered Medication

The following conditions must be met: In appropriate cases and with the knowledge of the school nurse, the parent/guardian can delegate the responsibility for self-administration of medication to the student. In doing so, the parent releases the school district from any obligation to monitor the student and assumes full responsibility for the student's use of the medication:

- ☐ Self-Administration does not apply to controlled substances, e.g. Codeine, Vicodin
- ☐ The student may only carry a one-day supply (1 - 2 doses) of the medication.
- ☐ The medication must be in the original container.
- ☐ Must have written permission to self-medicate signed by parent/guardian.

Medication to be self-administered for more than fifteen (15) consecutive days whether over-the-counter or prescription requires a current Northshore Medication Authorization Form signed by the student's healthcare provider/dentist and parent/guardian stating that the student may self-medicate. The student must also demonstrate his/her ability to the School Nurse to correctly evaluate his/her symptoms and use the medication appropriately.

Medication while on Field Trips

For students on daily medication, request an extra labeled container from your pharmacy to use for field trips. Advanced planning with the school nurse is needed for students who need access to emergency medications or other medications during field trips, after school sports, clubs and activities where students may not have access to school stored medications in the health room after school hours.

Asthma and Anaphylaxis Medications

When a parent requests that his/her student be allowed to self-administer medication for asthma and/or anaphylaxis (severe allergic reaction), an Authorization for Medication must be filled out and signed by the health care provider and parent/guardian. The permission form must contain a treatment plan for what to do in case of an emergency. The health care provider must also provide training for the student to recognize symptoms and the correct use of medications. Additionally, the student must demonstrate his/her ability to correctly evaluate his/her symptoms and use of medications to the school nurse including how to access help when needed. (RCW 28A.210.370 and School District Policy 3419)

If you wish your student to self-administer medication at school or have any other questions related to the information noted here, please contact the school nurse at 425-408-6906.

LIBRARY

The mission of the Timbercrest Library Information and Technology program is to ensure that students are readers, and effective users and producers of ideas and information.

Accessing the Library

The library is open daily 20 minutes before the start of the school day until the end of the school day except for Wednesday. The library is closed before school on Wednesdays. No gum, food, or drink is allowed in the library. Please leave backpacks near the front windows. Use of library computers is outlined in the NSD Acceptable Use Policy.

No computer games allowed on library computers.

Checking out materials

Item	Length of Check Out
Books (limit 7)	3 weeks
Textbooks	Overnight
Cameras	Overnight

Books can be renewed up to three times as long as no student has placed a hold on the title. Due dates are in the front cover of each book and may be accessed via student library accounts online, too. Automated reminder calls will begin when books are overdue.

Fines are issued for lost library materials.

Printing

Printing is for school work only. Please ask before printing.

Online Resources

Subscription	User name	Password
CultureGrams	w714mtimbe	welcome
eBooks (Mackin)	tmswolves	timberwolf
eLibrary	w714mtimbe	welcome
NetLibrary	(<i>your student ID</i>)	(<i>your password</i>)
NoodleTools	(<i>your student ID</i>)	(<i>your password</i>)
ProQuest	w714mtimbe	welcome
SIRS	WA1568H	98072
Teaching Books		nsd417
Washington textbook	Wapnw	wapnw
World Book Online	Timbercrest	nsd417
World Conflicts Today	w714mtimbe	Welcome
Your KCLS Number	417 (8 digit student ID)	last 4 digits of your ID number

LOST AND FOUND

Check the main office and PE office for small items such as jewelry or electronics. Larger items will be kept on the lost and found rack located in the cafeteria, or in the lost and found bin in each locker room. Unclaimed items are donated quarterly.

LUNCHROOM EXPECTATIONS

Students are to eat their breakfast and lunch in the cafeteria. Restaurant behavior will prevail in our cafeteria. Students are expected to eat and visit politely, respond well to supervisors, keep feet on the floor, walk at all times, throw away all garbage, and keep their tables clean. Students who violate the following rules are subject to progressive discipline. Please note the following rules:

1. Students are not allowed to run or cut in line.
2. Students must be sitting down while eating - First 15 minutes of lunch.
3. Loud popping noises are prohibited.
4. Every student is expected to clean up the cafeteria tables and may be asked to pick up litter left behind, even if it's not theirs.
5. Only students who are making a purchase should be in the serving area and should proceed through the serving area in an orderly manner.
6. Students must complete their purchase before leaving the serving line.
7. Food and drinks must be consumed in the cafeteria only.
8. No food or drinks are allowed outside.
9. Students are not to be in the courtyard or hallways during lunch.

PERSONAL PROPERTY

Timbercrest Middle School is not responsible for the loss, damage, or theft of personal property brought to school by students. Examples include, but are not limited to, cell phones, cameras, computers, gaming devices, media players, graphing calculators, clothing, etc. If personal property is damaged by another student, that student becomes responsible for restitution or replacement and may be subject to school discipline.

SAFETY

Providing a safe and healthy learning environment is essential for an enriching and successful educational program. The consequences for violating the school expectations can include, but are not limited to, suspension from school: Disruptive or dangerous behavior, play fighting or horseplay, throwing or shooting of any objects, snowball throwing, spitting, unauthorized use of machinery or equipment, running in hallways/pathways; are examples of some unsafe behaviors.

SECURITY CAMERAS AND SURVEILLANCE

Throughout Northshore School District video camera surveillance may occur on district property. Video camera surveillance may occur on bus transportation and may be shared with administration as deemed necessary by driver or administration. The District and administrators may use footage from video surveillance for student disciplinary action.

SOCIAL MEDIA

Student social media activity is primarily the responsibility of the parent or legal guardians. The school will provide reasonable support in matters regarding identifiable social media communication between students occurring outside of school, if this communication significantly disrupts/interferes with the educational process. The school administration will provide progressive discipline related to these incidents only if the conduct disrupts/interferes with the educational process. Given the district's limited time and resources, parents or legal guardians are encouraged to work with local law enforcement if they feel it is warranted.

TECHNOLOGY EXPECTATIONS

The following rules, procedures, and guidelines at TMS as well as NSD's guidelines apply to any computer/technology use (including, but not limited to cell phones, tablets, and calculators).

1. All students must follow NSD Acceptable Use Procedure (NSD Policy 2022), which provide guidelines for appropriate use of technology, and the Internet in the Northshore School District. NSD Policy 2022 may be found on the Northshore School District and/or Timbercrest Middle School website.
2. The use of technology is a privilege. Altering or tampering with any computer equipment, software, student work or operating system is expressly forbidden. "Altering" includes, but is not limited to: installing programs, deleting materials,

changing, moving, or renaming existing materials/programs of any NSD equipment, including interference with other student work in Google Docs. Damaging and/or misuse of technology is a serious offense, which may result in school and/or district disciplinary action including loss of computer privileges. Students may be required to pay restitution for lost, stolen, or damaged technology.

3. Internet access is available to all students at TMS. Parents are encouraged to review the *Acceptable Use Guidelines* with their children. The Internet will be used to research assigned class projects, or to complete work directly related to a class project. Northshore School District reserves the right to monitor student use of the Internet or any other student use of technology.
4. Students may not visit inappropriate sites on the Internet. "Inappropriate sites" include, but are not limited to, sites that display and or promote racist, violent, pornographic, or vulgar material. The right to decide whether or not a particular site is inappropriate rests solely with the staff.
5. Students may not download inappropriate materials. "Inappropriate materials" include, but are not limited to games, social networking, hacking software, materials which are pirated, non-educational, objectionable, or copyrighted. If there is any question, please check with a staff member.
6. No food, drinks, or gum are allowed near computers or other technology.
7. Students and parents will be expected to read, agree to, and sign the TMS Technology Agreement, which outlines the expectations above.

VISITORS

Every visitor must check in at the main office and get a visitor's badge. It is school policy that former students and friends of students, etc. are not allowed to visit or attend classes or attend during the school day. If you see something, say something. Report visitors without proper identification to a staff member.

WEAPONS

The carrying of any firearm or dangerous weapon onto school property, school-provided transportation, school facilities or non-district property being used by the school or district is prohibited by state law and district rule of "No Tolerance" (RCW 9.41.250; RCW 9.41.280 and RCW 28A.600.420) See Rights and Responsibilities Handbook.

The weapons policy applies when an object is possessed, used, transported, provided to someone else on school property, on district-provided transportation, in areas or facilities being used by the school and/or district or at school sponsored events or activities. Enforcement of the weapons policy is guided by a position of "zero tolerance". However, the administrator may use discretion in assigning a weapons offense as a Category 1, Category 2 or a Category 3 violation.

NSD PROGRESSIVE DISCIPLINE GUIDANCE

When considering corrective actions, the District strives to keep students in their classroom whenever possible. Disciplinary actions must be non-discriminatory, fair, age-appropriate and correspond to the severity of the student's misbehavior.

Administrators may exercise reasonable discretion in deciding which violation occurred. Administrators will determine the appropriate level of action to take for an attempted violation.

The following chart lists actions that may be taken by school administration as the result of a violation. The Action Level identifies maximum action for violations assigned to that level. Multiple actions may be applied to a single violation. **Actions listed in bold are the maximum action for that level of violation and should only be imposed after other forms of corrective action have been attempted to correct the behavior.**

Levels identified below are intended to be applicable to first offenses. Subsequent offenses will result in a move up the level system.

LEVEL 1	Community Service Confiscation of Inappropriate Items Contract (Academic, Attendance, Behavior) Intervention Group Meeting With School Counselor Mentoring Parent Notification and Conference	Peer Mediation Personal Reflection Positive Behavioral Support Plan Privileges Suspended Reassignment to Different Class/Programs Request Student Conference Restitution Saturday School School Detention Student Verbal Apology Student Written Apology	Threat Assessment Time Out/Reset Warning *Other Action (consistent with other Level 1 interventions). <i>Some actions may not be available at all sites</i>
LEVEL 2	Any Action from the prior level(s) may also be imposed. In School Suspension Short Term Suspension and/or Abeyance (1-10 days)		
LEVEL 3	Any Action from the prior level(s) may also be imposed. Short/Long Term Suspension and/or Abeyance (11 or more days)		
LEVEL 4	Any Action from the prior level(s) may also be imposed Expulsion		

CODE OF CONDUCT** *All guidelines published here are subject to change based on the most current procedures and definitions.*

The Northshore School District has identified the following violations: behaviors/activities that are prohibited on campus, on school transportation, at all school-sponsored activities, and off campus when the conduct is connected to or affects the school environment. Attempting to commit a violation, assisting another person in committing a violation, or forcing another person to commit a violation is also a violation of the code of conduct.

The action levels below also apply to any attempt or assistance regarding the identified violations: *Exceptional Misconduct Rules ± Conduct marked with an asterisk (*) is designated as exceptional misconduct and has been judged, following consultation with an ad hoc citizens committee, to be (a) so serious in nature and/or so serious in terms of the disruptive effect upon the operation of the school, or (b) is of such frequent occurrence, notwithstanding past attempts to control such misconduct with other forms of corrective action, that students may be subject to suspension (short or long-term) for a first-time offense. Such misconduct may also result in emergency denial of attendance or expulsion, even if another form of corrective action has not been previously imposed. The consequences for violating the district's exceptional misconduct rules could impact students' ability to participate in graduation ceremonies and other school sponsored activities.

Violation	Definition	Action Level
Academic Dishonesty/Plagiarism*	Knowingly submitting the work of others represented as the student's own, assisting another student in doing so, enabling such misrepresentation to occur, or using unauthorized sources.	2
Alcohol*†	Use or possession of alcohol.	2
	Purchase, sale, intent to sell, or intent to purchase (whether completed or not), transport, distribution, and/or delivery, of alcoholic beverages or substances represented as alcohol.	3
Arson*	Malicious or intentional burning of property.	4
Attendance	Failure to regularly be in attendance, remain on school grounds from the time of arrival and attend regularly scheduled classes, unless officially excused.	1
Bullying/Cyberbullying*	Intentionally written message or images—including those that are electronically transmitted—and verbal or physical actions, including but not limited to messages and actions 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, are prohibited when an act: <ol style="list-style-type: none"> 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. 4. Has the effect of substantially disrupting the orderly operation of the school. 	2
Dangerous Items,	The possession, use, trade, purchase or distribution of any item that is capable of inflicting serious bodily harm or of causing disruption is strictly	3

Disruptive Items and/or explosive devices*	prohibited. Examples include, but are not limited to: toys, tools, lighters, laser pointers, pagers, firecrackers, handcuffs, shock pens and matches.	
Destruction of Property/ Vandalism*	Intentional damage of school property or the property of others.	2
Discriminatory Harassment*	Unfair or unequal treatment or harassment of a person because they are part of a group, defined by law, as a protected class. A protected class is a group of people who share common characteristics and are protected from discrimination and harassment under federal and state law. These groups are protected classes under Washington state law: race and color, sexual orientation, national origin, gender expression, religion and creed, gender identity, sex, veteran or military status, disability, use of a trained dog guide or service animal.	2
Disruptive Conduct	Conduct that materially and substantially interferes with the educational process.	1
Driving /parking violation	Failure to obey all applicable driving and parking regulations, whether adopted by the school or by law.	1
Failure to Cooperate*	Failure to comply with or follow reasonable, lawful directions or requests of teachers or staff. This includes, but is not limited to non-compliance, defiance and disrespect.	1
Failure to submit to corrective action*	Failure to submit to lawful corrective action imposed by the District or its authorized employees.	2
Fighting <u>Without</u> Major Injury*	Mutual participation in an incident involving physical violence, where there is no injury requiring professional medical attention.	2
Gambling	Playing cards, dice, or games of chance for money or other things of value; or betting money or other things of value.	1
Gang behavior or affiliation*	Displaying gang membership or affiliation through behavior, gestures, apparel, activities, or other attributes that lead or reasonably could lead to disruption of the educational process. A "gang" means a group, organization or association which (i) consists of three or more persons; (ii) has identifiable leadership; and (iii) on an ongoing basis conspires and acts in conduct mainly for criminal or disruptive purposes.	2
Hazing*	Any perceived action taken, or situation created intentionally, that causes embarrassment, harassment or ridicule; risks emotional and/or physical harm to members of the group or team; whether new or not; regardless of the person's willingness to participate. Hazing activities may include but are not limited to the following: Abuse of alcohol during new member's activities, striking another person whether by use of any object or one's body, creation of excessive fatigue, physical and/or psychological shock, morally degrading or humiliating games or activities that create risk of bodily, emotional or mental harm.	2

Horseplay*	Rough play or mischief	1
	Physical acts that endanger the health and safety of others, including minor aggressive acts that do not rise to the level of fighting without major injury.	2
Illicit Drugs *†	Use or possession of any controlled drug or narcotic substance.	2
	Purchase, sale, intent to sell, or intent to purchase (whether completed or not), transport, distribution, and/or delivery of any controlled drug or narcotic substance, prescription or over-the-counter medication, or any item purporting to be any of the above-Reasonable suspicion*, determined by at least two or more school employees, of being under the influence of any drug, or illegal substance.	3
Inappropriate language	Swearing or other use of language in an inappropriate way, including disrespect toward authority.	1
Marijuana*†	Use or possession of marijuana in any form.	2
	Purchase, sale, intent to sell, or intent to purchase (whether completed or not), transport, distribution, and/or delivery of cannabis/marijuana in any form.	3
Misrepresentation*	Acts of misrepresentation, including dishonesty, hindering a school investigation, falsifying the authorization of another person, identity theft, or impersonating a student or district employee in any format.	2
Misuse of technology*	Use of school network, computers, or other technology for non-instructional or prohibited purposes. See Policy 2022	1
Multiple Minor Accumulated Incidents*	Discipline for culmination of multiple minor infractions that both occurred throughout the school year and individually would not rise to the severity of meriting a short-term or long-term suspension or expulsion.	2
Pornography*	Possession or transfer of written material or images depicting a person or persons in a sexually explicit manner.	2
Possession of a Weapon*	It is unlawful for a person to carry onto, or possess on, public elementary or secondary school premises, school-provided transportation, or areas of facilities while being used exclusively by public schools the following weapons: (RCW 9.41.250; RCW 9.41.280 and RCW 28A.600.420)	
	CATEGORY 1 – Possessing Dangerous Weapons on School Facilities Any firearm, slingshot, sand club, metal knuckles, spring blade knife (RCW 9.41.250) 28A.600.420, dagger, dirk, pistol, spring blade knife, nun-chu-ka sticks, throwing stars, air gun (including air pistol or air rifle, designed to propel a BB, pellet, or other projectile by the discharge of compressed air, carbon dioxide, or other gas), stun gun (including a projectile stun gun which projects wired probes that are attached to the device that emit an electrical charge designed to administer an electric shock, charge or impulse), any device, object or instrument which is used or intended to be used as a weapon with the intent to injure a person by an electric shock,	3 or 4 Firearm

	<p>charge or impulse or other dangerous weapon. Uses any contrivance or device for suppressing the noise of any firearm (RCW9.41.280, RCW9.41.250)</p> <p>A school district must expel a student for no less than one year if the district has determined that the student has carried or possessed a firearm on school premises, school-provided transportation, or areas of facilities while being used exclusively by public schools. (RCW28A.600.420)</p>	
	<p>CATEGORY 2 - Other Weapon violations <i>(Without finding of intent, malice or threat)</i> Possession, use, transfer or transportation of all objects that may be considered a dangerous weapon (see category 1-with the exception of firearms) but the presence and circumstances of possession do not present a material danger to self, other students or staff by use or intent. The administrator may exercise discretion when interpreting use and intent with such objects. Where circumstances do not support a finding of dangerous intent, malice or threat to students and/or staff, a lesser sanction may be imposed.</p>	2
	<p>CATEGORY 3 - Other Items The possession, use, or transfer of any object when there is no reasonable purpose for possessing the item except to use it as a weapon and/or represent it as a weapon. Category 3 applies to any instrument, toy, "dummy" or look-a-like object that appears to be a firearm, or which looks or acts like a weapon. Category 3 weapons include nuisance items, toys, tools, look-alike firearms, toy firearms, small pocket knives or other unauthorized items, or when there is no other reasonable purpose for possessing the object except to use it or represent it as a weapon, whether or not specifically defined as a dangerous weapon. The possession, use, transfer of any Category 3 object is considered a disruption to the educational process and potentially dangerous to the safety and welfare of students and staff.</p>	2
Public displays of intimate affection	Open displays of intimate affection, including prolonged embraces or kissing, fondling, or dancing in a lewd or suggestive manner.	1
Reckless burning*	Careless or negligent burning of property.	3
Recklessness*	Reckless damage to or destruction of another's property; behavior that may pose a risk to the health and safety of others; false alarms.	2

Sexual Harassment*	Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct directed at person because of his/her sex where: <ol style="list-style-type: none"> 1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's academic standing or employment; or 2. Submission to or rejection of such conduct by an individual is used as the basis for academic decisions or employment affecting such individual; or 3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile or offensive working or learning environment. 	2
Sexually Inappropriate Conduct*	Obscene acts or expressions, whether verbal or nonverbal, including indecent exposure.	2
Theft Or Possession of Stolen Property*	Taking or knowingly being in possession of district property or property of others without permission.	2
Tobacco /Smoking/ Vaping*	Possession, use, distribution, transfer, or sale of tobacco, nicotine products or vaping products. Tobacco and/or related products will be confiscated and discarded. Vapor, hookah, e-cigarettes, mods, substance-carrying devices, and liquids or oils for use with these devices, are considered paraphernalia. If any devices are used for alcohol, marijuana or controlled substances/illicit drugs see "ALCOHOL, MARIJUANA, or ILLICIT DRUGS."	1
Threats*	Any statement expressed in any form that can reasonably be interpreted as threatening in tone, content, or language or which creates a sense of fear or apprehension for the safety of a person or their property. Includes extortion (any action taken to obtain something by use of undue or illegal threat or force.)	4
Trespass/ loitering*	Entering or remaining upon school district property without authorization.	2
Unauthorized transportation	Possessing or utilizing scooters, shoes with wheels, skates, roller blades, skateboards, go-karts, mini-bikes, motorized wheel devices other than automobiles, or horses on school district property.	1
Vapes/ Substance Delivering Devices*†	Student is in possession of vaping paraphernalia, but no evidence of being under the influence. (without finding of being under the influence) <i>Repeat offenses will result in progressive discipline.</i>	1
	Possession, use, transfer and/or sharing of a vape with suspicion of being under the influence of any drug, or illegal substance. Vapor, hookah, e-cigarettes, mods, substance-carrying devices, and liquids or oils for use with these devices, are considered drug paraphernalia. See "ALCOHOL,	3

	MARIJUANA, or ILLICIT DRUGS.” (with finding of being under the influence, or reasonable suspicion)	
Verbal confrontations, taunting, provoking*	Challenging, mocking, insulting, and behavior that provokes or may provoke a physical confrontation, including encouraging or inciting others to fight.	2
Violence with Major Injury*	Any violent incident that results in an injury for which another person requires professional medical attention.	4
Violence <u>Without</u> Major Injury*	Any violent incident that does not result in an injury for which another person requires professional medical attention.	2

†The use of alcohol, marijuana and other drugs by students is serious and can be life threatening. Please see the NSD Students Rights and Responsibilities Handbook for more information. (Administrative Procedure No. 3200P)

