



Inglewood Middle School

Home of the Knights

Student Handbook 2022-2023

Inglewood Middle School
24120 N.E. 8th Street
Sammamish, WA 98074

Main Office: 425-936-2360
Attendance Recorder: 425-936-2361

IMS Website: <http://ims.lwsd.org/>

Principal: Dan Irvine
Associate Principal: Sara Hall
Associate Principal: Devin Engledew

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[LAKE WASHINGTON SCHOOL DISTRICT MIDDLE SCHOOL STUDENT RIGHTS AND RESPONSIBILITIES](#)

INGLEWOOD STUDENT HANDBOOK 2022-23

COMMUNICATION METHODS

Communication is the most vital link in our school community. This is accomplished in a variety of ways.

Personal Contact: At Inglewood email is our preferred method of communication. Teachers will respond between 7:00 and 7:45 a.m. and between 2:25 and 3 p.m. or during their planning period. Please see our [staff directory](#) linked here to find all teacher's email addresses.

Daily Bulletin: Daily announcements are made over the intercom.

Phone Numbers: School Office: **425-936-2360**
 Fax: 425-868-0628
 IMS Attendance Recorder: 425-936-2361 or inglewoodattendance@lwsd.org
 LWSD Food Service: 425-936-1393
 LWSD Transportation: 425-936-1120

Websites:

Student Access Skyward	Go to Student Access and click on click on “Skyward Student Access/Family Access” to view grades Go to Skyward Support for help with your Skyward account.		
Inglewood Middle Website	http://lms.lwsd.org	PTSA Parent Communications	inglewoodpta.membershiptoolkit.com
Flexisched	https://inglewood.flexisched.net/	District Website	www.lwsd.org

PTSA Knightly News: This weekly online newsletter is sent via email by PTSA to keep families advised of the current events at IMS. Families can sign up to automatically receive Knightly News at www.inglewoodpta.org. Simply click on [READ THE KNIGHTLY NEWS image](#).

School Letters/Notices: Additional information deemed necessary by the district or our school will be mailed, emailed or hand carried to the home of each student. Additional district publications are available by personal request to the District Administration offices at 425-702-3200.

Parent Square: ParentSquare, is a new communication platform that will allow Lake Washington School District to unify all family communication from the district, schools, classrooms and school activity groups under one umbrella.

Parent Access: The Lake Washington School District has a system which allows parents to access their student's records via the internet. By registering for Parent Access, you will have access to general student information, grades, lunch account balances and volunteer applications. One log-in links parents to all students in their family.

To register for Parent Access:

- Go to www.lwsd.org
- Click on the “For Parents” tab at the top of the page
- Click on “New User” on the right side of the screen under “Parent Access”
- Click on “Register Now”
- Follow directions provided.

ACADEMICS

Grades: The school year is divided into four quarters. Report cards will be issued approximately one week following the close of each quarter. The purpose of the report card is to inform the student and parent of progress being made in school. Academic grades will be issued on the following basis:

A = Excellent	D/P = Passing	P = Pass
B = Good	N = No Credit	S = Satisfactory
C = Average	I = Incomplete	W = Withdrawn

Points will be given for grades in the following manner:

A = 4.0 (90-100%)	B- = 2.7 (80-82%)	C- = 1.7 (70-72%)
B+ = 3.3 (87-89%)	C+ = 2.3 (77-79%)	D+/P = 1.3 (67-69%)
B = 3.0 (83-86%)	C = 2.0 (73-76%)	D/P = 1.0 (60-66%)

Standards Based Reporting: Is a way of reporting students understanding and performance against our curriculum standards. In a traditional A-F grading system it is possible for a student to receive high marks but not demonstrate mastery of the curriculum standard. (Example: a student that does all the homework well, but fails the tests) Standards Based Grading is used to help communicate what each student knows and is able to do in relation to the content standards

Level	4 Exceeds Standard <i>Synthesis / Evaluation</i>	3 At Standard <i>Apply / Analysis</i>	2 Approaching Standard <i>Define / Comprehend</i>	1 Not at Standard <i>Unable to define / Comprehend</i>
Proficiency of Learning Target	Judging the values of ideas, materials and methods by developing and applying standards and criteria. Putting together constituent elements or parts to form a whole requiring original, creative thinking. ✓ Judges ✓ Disputes ✓ Develops ✓ Discusses ✓ Generalizes ✓ Relates ✓ Compares ✓ Contrasts ✓ Abstracts ✓ Creates	Understanding of information given. ✓ Explains ✓ Translates ✓ Demonstrates ✓ Interprets	Recalling or recognizing specific information. ✓ Responds ✓ Absorbs ✓ Remembers ✓ Recognizes ✓ Memorizes	

Progress Reports: Parents can access their student’s grades through Skyward. Students can access their grades through the secondary student portal. Most teachers update grades on Skyward approximately every two weeks. However, this is not a school policy. Parents or students who have questions should contact the teacher. Mid-Quarter “P” and “N” Reports are mailed home to families. Quarter Progress Reports are handed to all students. Semester Grade Reports are mailed home to all students.

Homework Policy: Homework is an expectation within the total school experience. Teachers use homework to enhance and enrich learning. The completion of homework and meeting of due dates are critical to students’ overall understanding of material. Each teacher is responsible to develop homework guidelines and expectations which will be provided for the students.

The following are recommended guidelines to teachers, students, and parents/guardians:

1. The student is responsible for taking accurate notes, paying close attention to the explanation, and putting forth consistent effort to learn the material being presented.
2. The student is responsible for keeping an up-to-date calendar in their Student Planner. This means tracking due dates as well as assignment completion.

3. The student is responsible for seeking additional help with the presented material if he/she doesn't thoroughly understand the task after the class explanation. Help should be sought by the following day.
4. Parents/Guardians who are concerned about their student's progress or the amount of homework assigned are asked to contact the teacher.

Academic Honesty Policy: Academic integrity is vital to learning. For this reason, there are serious consequences for students who plagiarize or copy work, in whole or in part, and represent that work as their own. Copying or borrowing the work of others constitutes cheating. The penalty for cheating and/or plagiarism could include but not limited to a classroom discipline sanction, and/or a formal discipline referral to an administrator. Please refer to the [LWSD Student Rights and Responsibilities](#).

Student-Parent Initiated Schedule Changes:

If a student wants to initiate a change of classes, he/she needs to follow these necessary progressive steps:

1. The student will arrange a meeting with the teacher, discuss his/her concerns, and attempt a mutual resolution over a reasonable period of time. Conferences are best scheduled in advance and held before or after school.
2. The student or their parent/guardian may make arrangements for a conference with the teacher. The student's counselor may attend the conference. The objective is to clarify and resolve the problem while the student remains in class.
3. If, after the parent/teacher conference, it is in the student's best interest to change teachers, the student or his/her parent will contact the counselor to process a schedule change.
4. If, after the parent/teacher conference, the parent still supports a schedule change, but the teacher does not support the change, the issue will be deferred to the assistant principal. The assistant principal may schedule a meeting to include the assistant principal, parent, student, teacher, and counselor.
5. Following the meeting, the assistant principal will grant, postpone, or deny the request.
6. For U-Knighted change, you must fill out a form with the request and get administrative approval.

The entire schedule change process is dependent upon availability of courses.

ACTIVITIES & CLUB POLICIES

Clubs: The following clubs and activities may be a part of our program:

Animation	Green Team	Random Acts of Kindness
Choir	GSA	Star Wars
Culinary	Homework Machine	Yearbook
Debate	Math Olympiad	National Jr Honor Society
Film	Pokémon	See the IMS website for a complete list

Clubs might meet before/after school and/or during FLEX on the 2nd and 4th Thursday of the month. More information about clubs can be found on the IMS Activities Teams site. Any activity or club that receives financial support from ASB funds requires the participants to purchase an *ASB membership*. More information is available online through the [IMS Website](#).

Associated Student Body (ASB) and Student Government: The Executive Council is the governing body of Inglewood Middle School. Its purpose is to propose, discuss, and vote for legislation which is for the good of the student body and the school. In the spring, a president, vice president, secretary, treasurer, and grade level representatives are elected. An ASB card is required to vote in ASB elections. Membership in the Inglewood ASB is open to all enrolled students, and each student is encouraged to join. ASB membership is \$30.00. Membership is required for all those participating in interscholastic sports and clubs. ASB membership also provides reduced admissions for most ASB sponsored events and funds athletics and activities.

Student's or clubs must seek prior approval from Administration before selling any items at school. The sale of any item must be approved through the ASB fundraising process. All other sales of items at school are prohibited.

ATHLETICS

INTERSCHOLASTIC

This program is highly structured and organized. All those participating must meet eligibility requirements before they can participate in their first practice.

Eligibility requirements are:

1. All student athletes must be registered through Final Forms. [Click here for directions on using Final Forms](#)
2. Physical examination form completed every two years by a physician certifying the student to be fully capable of participating in interscholastic sports. You MUST download the approved LWSD WIAA physical form found in FINAL FORMS. Please upload the completed physical form to Final Forms.
3. Proof that a student is adequately covered by accident insurance, at least to the limits specified by the Washington Interscholastic Athletics Association (W.I.A.A.) Accident insurance may be purchased through the school for those who have none.
4. Purchase of an Inglewood Middle School Associated Student Body Card. (ASB card)
5. Students must maintain satisfactory progress in all of their classes. Passing all classes and maintain a minimum GPA of 2.0
6. In order to be eligible for sports, practices or games, students must attend school for at least ½ of the day.
7. Pay Participation Fee in accordance with LWSD fee schedule.

Athletics (\$75 per Sport) [Click here for information on waiving fees](#)

Season	Offerings
1	Cross Country Boys Tennis Boys Basketball
2	Girls Badminton Soccer
3	Girls Basketball Wrestling
4	Girls Tennis Track & Field Girls Volleyball

INTRAMURALS (\$25 per Sport)

Session	Sport
1	TBD
2	TBD
3	TBD

School and District Events

For high school athletic events, middle school students must be accompanied by an adult. Students must show picture identification for events. All school conduct regulations remain in effect at school and district events and apply to students when they are visitors at other schools. Students will be accountable at their home school for violations that occur at other district schools or at school sponsored events.

ANTI-BULLYING RULES

The Anti-Bullying Rules are taught and reviewed on an annual basis.

1. We will not bully others or engage in bully type behavior.
2. We will be kind to others.
3. We will try to help other students who are bullied.
4. We will try to include students who are left out.
5. If we know that someone is being bullied, we will tell an adult at school and an adult at home.

LWSD District's Tip Reporting Service

Safety is one of our district's top priorities, that's why the LWSD is now using Safe Schools Alert, a tip reporting system that allows students, staff, and parents to submit safety concerns to our administration four different ways:

1. Phone: 425.529.5763

2. Text: Text your tip to 425.529.5763
3. Email: 1342@alert1.us
4. Web: <http://1342.alert1.us>

Easily report tips on bullying, harassment, drugs, vandalism or any safety issue you're concerned about. You can submit a tip anonymously online or by telephone. More information, including the Safe Schools Alert Terms of Use and Privacy Policy, is available online [CLICK HERE](#).

CELL PHONES, ELECTRONIC DEVICES & SCHOOL LAPTOPS

Student cell phones must be powered **“OFF”** and put away in backpacks during school hours 7:50 to 2:20. Parents/guardians needing to contact their student should do so through school office. This includes lunch time.

- Other electronic devices, such as gaming systems, air pods and non-school provided laptops need to remain at home.
- Any of these devices that are out and being used during the school day without staff permission may be confiscated. Refusal to hand over your electronic device will result in further consequences, which could include suspension.
 - Smart watches are to only be used for the purpose of keeping time during the school day hours of 7:50-2:20. Inappropriate use of your smart watch will fall under an electronics violation.
 - Electronics brought to school are subject to search by an administrator.

Publishing (sharing with others or uploading to any media or social networking site) any photograph or video of a student taken at school or a school event without their parent's permission is prohibited; this includes all forms of photography e.g. digital, video, etc. Violation constitutes violation of the LWSD Computer Code of Conduct as well as FERPA (Federal Education Rights Privacy Act).

On occasion electronics may be used with teacher permission only to support the curriculum. Examples could include use of timer on a student cell phone during a science lab or using a cell phone to take a video or photo to use for a group project.

Technology devices cannot be sold or traded during the school day, on the bus or at any school sponsored event.

ELECTRONICS VIOLATION	SCHOOL WIDE CONSEQUENCE
1st Offense	Device confiscated for the day and can be picked up after school in the office; warning
2nd Offense	Device confiscated for the day in office; 30 minute lunch detention, device can be picked up after school in the office
3rd Offense	Device confiscated, and parent/guardian pick up required; 30 min lunch detention; administrator notified
4th + Offenses	Device confiscated, and parent/guardian pick up required; 1 hr after school detention; administrator notified

School laptops are to be used for school related purposes only. Students are expected to follow the LWSD's Acceptable Use policy (AUP). Please see the [LWSD Laptop handbook](#) for more information. Student laptop misuse may result in classroom consequences or immediate referral to administration.

For a complete listing of student acceptable use procedures please review the procedure for electronic resources and internet safety linked here: [Procedure Electronic Resources And Internet Safety](#)

School Laptop Behavior	Resulting in
Off task behavior during instruction, for example: playing computer/video games	Progressive classroom-based discipline
Use of proxy/mini-proxy server	Admin referral and AUP investigation
Spam email/use of email for non-academic purposes	Admin referral
Attempting to bypass filter/DyKnow	Admin referral and AUP investigation
Accessing, sharing information on another users account/login/computer	Admin referral
Inappropriate comments, chats, emails	Admin referral

Downloading software/games, assisting others in doing so	Admin referral and AUP investigation
Use of technology to harass, intimidate or bully others	Admin referral

CLOSED CAMPUS

Inglewood Middle School is a closed campus. Students cannot leave the school grounds without office permission. A closed campus also means that student guests/visitors from other schools or communities are not permitted during the school day. Dances are closed to non-IMS students.

DRESS CODE

Students are reminded that their appearance significantly affects the way others respond to them. Matters of dress remain the primary concern of students in consultation with their parents. Student dress shall not be regulated except when there is a reasonable expectation that:

- A health or safety hazard shall be presented by the student's dress or appearance
- Damage to school property shall result from the student's dress, or
- The student's dress or appearance shall create material and substantial disruption of the educational process at the school.

Material and substantial disruptions may be found to exist when a student's dress conflicts with established codes of student conduct prohibiting the use of lewd, sexual, drug, tobacco, or alcohol – related messages, or gang apparel. Additionally, student dress or apparel may not conflict with prohibitions on harassment.

EMERGENCY RESPONSE PLAN

The following are items parents and students should be aware of in regard to emergencies:

1. Students and staff at Inglewood practice monthly emergency preparation and safety drills.
2. Inglewood maintains an emergency container which is stocked with enough food, water and supplies for 3-5 days for students and staff.
3. Inform your student of the names of people who are on their emergency release form. Likewise, be sure the emergency contacts know they have your permission to pick up your student(s) in case of an emergency.
4. If an emergency occurs:
 - Remain calm. Do not call the school. The school and/or school district office will be communicating with all parents/guardians.
 - Please be patient as we implement our emergency response plan and account for each student.
 - Once at the school, follow the signs to the parent check-in. Assigned staff will retrieve and release your student(s) to you or the emergency contact.
 - You must have ID to sign your student out.
5. Please help us to ensure that we have current up to date contact information by using Parent Access and checking Skyward.

FEES AND FINES

Books: If books are damaged in any way, fines will be assigned to the student to whom the book is assigned. Lost books will be paid for or replaced by the student before another book may be assigned. At the end of the year, students must return the books they were issued.

Physical Education: PE Students are required to purchase a PE shirt. Each student is provided a lock and locker to secure personal items. A \$6.00 fine will be assessed in the event the lock is lost. Only school issued locks may be used to secure lockers. Students are responsible for locking their belongs every day.

Electives: Students are charged for materials used for personal projects or for equipment that is broken due to misuse or carelessness. Elective teachers will inform students and parents/guardians of the fees associated with their course.

FOOD AND DRINK

Food and drinks are allowed to be consumed only in designated eating areas (commons and patio). Students needing a snack during class must follow the teacher's snack policy. Students/staff with a health plan will be allowed to consume a snack in the classroom per their plan.

GIFTS AND BALLOONS

DO NOT BRING THESE ITEMS TO SCHOOL! If these items are at school or delivered during the school day, they will be held in the Attendance Office until the end of the school day.

HEALTH ROOM

The health room is for **EMERGENCIES ONLY**. Parents/guardians are notified when a student is ill, injured, or has a serious emergency during school hours. A nurse is **NOT** on duty and medical treatment is very limited. LWSD Policies for administering over-the-counter and/or prescription medication are found on the district's website under [Medication at School](#).

HALLWAY & BATHROOM BEHAVIOR


Student safety is of primary importance. Please follow the hallways behavior expectations listed below, including staying in the appropriate hallway zones during class time. Student's using the bathroom during class must sign out and take a hall pass. Only one student is allowed in a bathroom stall at a time. If more than one student is in a bathroom stall together, they may be subject to search and disciplinary action.

IMS hall pass expectations:

1. All students in the hallway during class, FLEX or U-Knighted time must have a hall pass.
2. Before leaving the classroom with a hall pass all students need to sign out, include your first name, last name, date and time leaving.
3. Take the hall pass with you and stay in the hallway zone assigned to your classroom.
4. Use the bathroom/water fountain that is assigned to your classroom.
5. The color of the hall pass matches the bathroom/water fountain identified on the map below.
6. If you need to go to the health room, library or office use the office/library/health room pass.
7. Let your teacher know and they will provide you with the correct pass.
8. Bathroom/water breaks should be quick, to limit the amount of class time missed.
9. Whenever possible, use passing period to use the bathroom and get a drink of water.



IN THE HALLWAY

	Knights value CONNECTION	Knights act with INTEGRITY	Knights practice SELF-AWARENESS
	<ul style="list-style-type: none"> We show we care about our fellow Knights by positively interacting with teachers and students. We act as upstanders by speaking up and standing up for others. 	<ul style="list-style-type: none"> We use a hall pass and stay in the assigned hallway zone. We keep track of time, walk with intention, and purpose, and arrive on time. We pick up after ourselves and keep the hallway clean. We help to keep our school safe by walking on the right and respecting other people and their belongings. We use respectful language to have appropriate school conversations with others. 	<ul style="list-style-type: none"> We are aware of how our actions and words impact the safety and well-being of others. We respect each other's physical space when sharing hallways and stairs. We are aware of our noise levels as learning is going on in classrooms.

LIBRARY INFORMATION

The goal of the IMS Library is to support students during their time at IMS. The library is open most mornings at 7:30am and closes at 3:00pm. Students often use the library before school and at lunch to find a book, do homework, play games, and hang out with friends. You can find more information about the IMS Library on the website at <https://ims.lwsd.org/academics/library> and on the IMS Library Team

Find A Good Book

Besides the great physical collection of books, IMS library provides support for accessing digital books via KCLS and Sora. Ask the library staff to help you locate just the right book for you. There are monthly reading promotions as well as the year long, popular reading program, Battle of the Books.

Tech Help

The IMS Library supports students in the care and use of laptops. If a student is having laptop issues, the library staff can help students facilitate the technology repair system and provide a loaner while waiting for the laptop to return from repair.

Research and Citations

Students can access databases and academic research from the Library Team. Noodletools is a great resource for organizing research projects and citing sources. Access to the library catalog is on the Library Team. Textbooks are also available for check out in the library.

LOST AND FOUND

Lost items are located in the PE Office and outside the man office in the four-door foyer. Parents/guardians are urged to have their student's name in clothing so found garments can be returned to the owner. Students are reminded to check the "Lost & Found" when an article is missing. Every semester, all unclaimed items are donated to a charity.

LUNCH PROGRAM


Students can purchase both breakfast and lunch at school. School breakfast cost is \$2.50 and lunch is \$4. Students may purchase additional items for a fee. For example, students can purchase a second piece of pizza or an additional milk. Students can purchase breakfast or lunch with cash or preloaded lunch account using their school ID card. [Lunch account](#) information is located on the school website. For more lunch information please check the [LWSD website under Breakfast and Lunch](#)

LUNCHROOM EXPECTATIONS

Lunchroom/commons logistics:

1. Students will enter through the designated “IN” door and exit through the “OUT” door. When purchasing a lunch, have your ID card ready to keep the lines moving smoothly.
1. Students are to sit at the tables while eating their lunch. All food and drinks need to be consumed at tables while seated.
2. The ONLY restrooms available for students eating lunch are the ones in the gym foyer. All other hallways are off limits to students at lunch.
3. The library is often open during lunch for students. When the library is closed during commons door will be closed with a sign saying that the library is full. There is no food or drink allowed in the library.
4. Students cannot leave the designated lunch areas until the dismissal bell.

Behavior expectations while in the commons:

IN THE COMMONS			
	Knights value CONNECTION	Knights act with INTEGRITY	Knights practice SELF-AWARENESS
	<ul style="list-style-type: none"> • We are welcoming, include others and value meeting new people. • We greet and thank the staff in the commons. • We act as upstanders by speaking up and standing up for others. • We engage in face-to-face conversation. 	<ul style="list-style-type: none"> • We pick up after ourselves without being asked. • We are mindful of our language toward others. • We respect our own and other people's belongings. 	<ul style="list-style-type: none"> • We are respectful of ourselves and others. • We are aware of our noise levels. • We model positive interactions with each other and our environments. • We are aware of how our actions and words impact the safety and well-being of others.

SAFE ARRIVAL AND DEPARTURE

For student safety, when using the drop off/pick up area, all students must exit and enter their vehicle directly from the curb.

Students riding a bike or scooter to and from school must walk the bike/scooter while on campus. Skateboards, rollerblades, heelys, or other such equipment are not allowed to be used on campus. If brought to school, these items must be stored in the designated area during school hours.

Inglewood Middle School strongly advises that students bring to school only those items which are necessary and essential for learning. *IMS cannot be held responsible for damage to, or loss of, items brought to school which are unnecessary to the learning process.*

VISITORS AND VOLUNTEERS

The staff at IMS is responsible for the safety and welfare of students when they are at school. Persons who are not IMS students or district staff are not allowed on campus during school hours without permission. Visitors to Inglewood Middle School are **required** to report to the main office to sign in and out and obtain a name badge.

- Students not attending IMS are not permitted as guests during the school day.
- Regular volunteers at Inglewood must complete an LWSD volunteer application; applications are available in the Main Office.
- Parents wishing to visit their student's classroom should make arrangements with the teacher in advance. Usually 24 hours notice is required.
- Eastlake students are welcome to visit teachers by appointment and after school.

MIDDLE SCHOOL ATTENDANCE POLICIES AND PROCEDURES

REGULAR ATTENDANCE IS A HIGH PRIORITY AT INGLEWOOD MIDDLE SCHOOL: Vacations or other non-illness should be avoided during the school days as vacation days are provided within the regular school calendar.

EXCUSED ABSENCES

The school will determine whether absences or tardies are excused. Excused absences (based on Washington State Compulsory School Attendance and Admission Law, RCW 28A.225, also called the "Becca Bill" and LWSD Policy) include the following: illness, medical appointments, family emergency, religious holiday, school-related field trips, suspensions, or other pre-arranged absence. If sufficient reason for an absence is not provided, the absence will be considered unexcused.

While attendance is very important, please keep your child home if they are truly sick. See the [Too Sick for School?](#) page for more information.

UNEXCUSED ABSENCES/BECCA BILL

Any absence that has not been deemed excused by the school will remain unexcused. Examples would include: oversleeping, homework, missed bus, traffic, babysitting, planned trips not pre-arranged through the office, or other absences that could be planned outside the school day. As mandated by Washington State law, the "Becca Bill", students who accumulate seven unexcused absences in 30 days or 10 unexcused absences in a school year will be referred to the King County Juvenile Court System. The Court may impose sanctions on the student and/or the parent or guardian.

EXCESSIVE ABSENCES OR TARDIES

Students who aren't in school miss important learning. Missing just two days of school a month for any reason – illness, excused or unexcused absence – can affect student performance. Research has found a correlation between chronic or excessive absenteeism, whether excused or unexcused, and lower assessment scores and lower graduation rates.

Because regular attendance is both an expectation and a critical component of school success, parents/ guardians of students who have 5, 7, or 10 unexcused absences in a month and 15 in a school year will be sent a letter of concern. If you receive a letter from the school please contact them to conference or set up a meeting to discuss your student's attendance.

Parents/guardians of students who exceed ten (10) unexcused absences in a month will be required to meet with the Assistant Principal/Principal, and contact will be made with the LWSB Becca Coordinator for referral. Unexcused tardiness to school will result in the assignment of detention or school service.

Late Arrival Tardy - Students are expected to arrive to school on time and demonstrate the ability to get to each class within the passing time. Students arriving to campus at 7:50 are considered tardy and will need to sign in at the Front Office to receive an admit slip into class. Students already on campus that arrive to class after the bell rings are considered Tardy.

Unexcused Tardy – To School or To Class: Students are expected to get to class and be seated on time. Following are the consequences for tardies per semester:

TARDY	TEACHER ASSIGNED CONSEQUENCE
3 rd unexcused tardy to class	Lunch detention; parent contact
4 th + unexcused tardy to class	Administrator referral, consequences and parent contact

Procedure for Reporting a Full Day Absence: A parent or guardian may excuse their student’s absence by:

- Calling the attendance recorder at 425-936-2361 **before** 8:00 a.m.
- Sending a written note with their student. The student is to report to the Attendance Office before school to turn in a written excuse.

Procedure for Early Dismissal: All students must have a pass from the Attendance Office to have an early dismissal. To obtain a pass the student must present a note from a parent/guardian to the Attendance Office before the start of the school day. Parents may also call the main office to arrange early dismissal. The student will be issued a pass to leave at the appropriate time and can meet their parents out in front of the school.

Make-up Assignments: In the case of an absence from class due to an illness, appointment, or school related event, it is the responsibility of the student to contact the teacher to make arrangements for missed work. In the case of an extended illness, please allow two days for materials to be prepared, and on some occasions, assignments may not be available prior to absences. Each teacher is responsible for setting guidelines as to when the make-up assignments are due. Students have 24 hours upon returning to school to make arrangements with teachers about make-up assignments due dates. Students should check Teams if possible for each class.

SCHOOL CLOSURE

Closure of School due to Special Circumstances: In case of special circumstances such as inclement weather or emergencies, school may be closed by the District. If this occurs it will be announced starting at 5:30 am on local AM radio stations such as KOMO 1000, or KIRO 710, and TV stations such as KOMO Ch. 4, KING Ch. 5 and KIRO Ch. 7. You may also check on the district web site at www.lwsd.org. You may also expect an automated phone call from school messenger.

STUDENT BEHAVIOR

Level One Behaviors

These situations are usually handled by non-administrative staff. Interventions and consequences will become more severe/intense after repeated offenses.

Behaviors	Interventions/Consequences
<ul style="list-style-type: none"> ▪ Disruptive classroom behavior ▪ Inappropriate behavior in the bathrooms/hallways ▪ No hallway pass/in wrong hallway zone ▪ Off-task behavior ▪ Distracting/unnecessary items at school ▪ Un-excused tardy ▪ Off task behavior on computer (games, YouTube etc) 	<p>The staff member addresses the behavior using classroom management strategies such as:</p> <ul style="list-style-type: none"> ▪ Re-teach, reminder of classroom/school expectations ▪ Nonverbal cue to correct behavior ▪ Phone call/email to parent/guardian ▪ One on one conversations with student ▪ Warning ▪ Change seat ▪ Confiscate item for class

Level Two Behaviors

These situations are usually handled by non-administrative staff depending upon severity. If staff interventions and/or parent contacts do not resolve these behaviors, students will be referred to the administration.

Behaviors	Interventions/Consequences
<ul style="list-style-type: none"> ▪ Repeated level one behaviors ▪ Defiance ▪ Inappropriate language/gestures ▪ Dishonesty ▪ Rough housing ▪ Theft (minor) ▪ Cell phone/electronic violation 	<ul style="list-style-type: none"> ▪ Reflection form ▪ Lunch detention ▪ Phone call/email parent/guardian ▪ Loss of privilege ▪ Confiscate item for day

Level Three Behaviors

Staff member may initially investigate/intervene; however, these situations are usually handled by admin. In the case of physically aggressive behavior, please call the office for immediate assistance.


Behaviors	Interventions/Consequences
<ul style="list-style-type: none"> ▪ Repeated level two behaviors ▪ Assault: Fighting/physical aggression ▪ Denying other students the opportunity to learn ▪ Inappropriate language/gestures ▪ Harassment/bullying/cyber-bullying ▪ Major AUP violation (using proxy, bypassing DyKnow) ▪ Leaving supervised area without permission ▪ Overt defiance of authority ▪ Property destruction/misuse ▪ Reference in conversation, writing or pictures to weapons or acts of violence ▪ Theft (major) ▪ Unsafe behavior 	<p>The staff member completes an office referral form and administrative staff investigates to determine intervention and assigns discipline when necessary.</p> <ul style="list-style-type: none"> ▪ Reflective/restorative conversations and actions (ex: apology letter) ▪ Lunch detention ▪ After school detention ▪ Suspension (In/Out of school) ▪ Behavior contract ▪ Safety plan ▪ Removal from classroom/lunchroom

Level Four Behaviors

These situations are immediately handled by administrative staff.

Behaviors	Interventions/Consequences
<ul style="list-style-type: none"> ▪ Arson ▪ Assault to student (severe) ▪ Assault/Threat to Staff with intent to harm ▪ Drug use/possession ▪ Extortion, Blackmail, Coercion ▪ Extreme property damage/vandalism ▪ False Alarm (includes false calls to 911) ▪ Leaving campus without permission ▪ Possession or use of Fireworks ▪ Severe harassment/bullying/cyber-bullying ▪ Severe internet misuse ▪ Weapon use/possession 	<p>Administrative staff member completes office referral form, investigates, and issue consequences:</p> <ul style="list-style-type: none"> ▪ In-School Suspension ▪ Out-of-School Suspension (short and long-term) ▪ Expulsion ▪ Police contact

IN THE CLASSROOM

	Knights value CONNECTION	Knights act with INTEGRITY	Knights practice SELF-AWARENESS
	<ul style="list-style-type: none"> • We are inclusive and value all opinions and perspectives. • We are present, engaged, and willing to listen and participate positively. • We act as upstanders by speaking up and standing up for others. • We know and address each other by name. • We will collaborate with all people at IMS 	<ul style="list-style-type: none"> • We are honest and proud of our work. • We take ownership of our actions and follow directions. • We respect our own and other people's belongings. • We pick up after ourselves without being asked. • We come to class prepared and on time. 	<ul style="list-style-type: none"> • We are aware of how our actions impact the ability of others to learn. • We are mindful of our language toward others. • We reflect on feedback and take it as an opportunity to grow. • We are aware of our noise levels. • We ask for help when needed.

DISTRICT LEVEL APPEAL PROCESS

In the event a student or parent is not in disagreement with the action taken by a teacher or administrator, the following procedure should be followed:

1. The student or parent should schedule an informal conference with the teacher or administrator in an attempt to resolve the issue.
2. The student or parent may contact the school Assistant Principal and seek a formal review of the action.
3. If the issue involves Long Term Suspension (11+ school days), pursuant to the state Board of Education regulations (WAC 180-40-265) your child is entitled to remain in school and request a hearing by calling (425) 702-3266 within three (3) school business days of the receipt of notice, but you must formally request a hearing in writing. Your request should state if you will be represented by counsel.

If the issue involves Emergency Expulsion or Expulsion, pursuant to the state Board of Education regulations (WAC 180-40-300) this emergency expulsion shall be continued until a hearing is held (if desired). You may request a hearing by

replying in writing within ten (10) school business days of the receipt of notice. If such request is not received in writing on or before the tenth school business day, then the right to a hearing may be deemed to have been waived. The Emergency Expulsion may be continued as necessary by the school district without any further opportunity for the student or his/her parent(s) or guardian(s) to contest the matter.

BUS CONDUCT

Policy

Lake Washington School District's school bus conduct policy and rules are in accordance with Washington State WAC's and RCW's, all of which will be enforced whether or not they are included in the following regulations. These regulations are designed to assure every student safe transportation to and from school and school-sponsored activities. Violation of these rules may be sufficient reason to discontinue bus-riding privileges for the student involved, and in certain cases could cause suspension from school.

Fire or Danger of Fire

A bus should be stopped and evacuated immediately if the engine or any portion of the bus is on fire. Passengers should move a distance of 100 feet or more from the bus and remain there until the driver of the bus has determined that no danger remains. Being near an existing fire and unable to move the bus away or near the presence of gasoline or other combustible materials should be considered as "danger of fire," and students should be evacuated.

Unsafe Position

In the event a bus is stopped due to accident, mechanical failure, or road conditions, it must be determined immediately whether it is safer for passengers to remain in the bus or to evacuate. Students will remain on the bus until directed by the bus driver to exit. If the bus must be evacuated if the final stopping point is in the path of a train or adjacent to any railroad tracks.

Emergency Exit Procedures

In compliance with WAC 392-145-040, one emergency evacuation drill shall be held within the first six weeks of school each semester. The first exit drill shall be followed by at least one verbal review of the emergency exit drill prior to the second exit drill. Only those passengers whose participation in an exit drill poses substantial difficulty to themselves or to other passengers shall be excused and/or excluded from exit drill participation. Passengers who are excluded from such participation shall receive oral instruction in bus safety and exit drills at least three times during the school year.

WAC 392-145-045 Emergency Drills

Emergency drills conducted pursuant to WAC 392-145-040 shall make allowance for individual differences in exiting the emergency door and should provide instruction to helpers that they should offer a helping hand palm up and grasping a student's hand or arm. Students should also be taught to remember that most accidents are preventable, regardless of who may be at fault, and that proper behavior and good conduct on the bus is the best way to assist the driver in the safe performances of his/her duties.