

This Handbook Belongs to: _____

2023-2024 School year

Alderwood Middle School Mustangs!



1st Semester Schedule

Period	Subject	Teacher	Room #	Phone
0				
1 st				
2 nd				
3 rd				
4 th				
5 th				
6 th				
Advisory				

2nd Semester Schedule

Period	Subject	Teacher	Room #	Phone
0				
1 st				
2 nd				
3 rd				
4 th				
5 th				
6 th				
Advisory				

Table of Contents

Phone List and Important Websites/Logins	3
Daily Bell schedules	3
What to Do at AMS	4
Interscholastic Sports	4
Student Recognition	5
When You Need Help	6
Problem Solving	6
Problems with Peers	6
Guidance Counselors	6
Medication Policy	7
Community Contacts	7
Living the Creed – “I AM AMS”	7
In Your Classes	7
In the Halls	8
On the Bus	8
In the Cafeteria/Commons	8
At Assemblies	9
Dress for Success	9
Public Display of Affection	10
Tools for Learning	10
School Supplies	10
Textbooks	11
Internet Policy and Procedures	11
Lockers	11
Personal Electronic Devices	11
Skateboards/Scooters/Skates	11
Communication Needs	12
Getting Messages to Students	12
Cell Phones	12
Leaving Messages for Staff	12
Skyward Family Access and Canvas Information	13
Emergency Contact Information	13
Emergency Broadcast	13
Attendance Policy and Procedures	14
Tardy Policy	15
Skipping	15
Behavior Management Plan and Belief Statement	16
Discipline Program Definitions	17
Student Search	17
Closed Campus/Trespassing	18
Fines	18
ESD Policies and Procedures	19
Misconduct	19
Exceptional Misconduct	19
Nondiscrimination/Special Education Services	20
Edmonds SD HIB Policy	20
Edmonds SD Sexual Harassment Policy	21
Weapons and Dangerous Objects	22
Student Alcohol and Drug Use Policy	23
Chromebook Policies	24

Phone List and Important Websites/Logins

Principal Mrs. Frary 425-431-7581
 Assistant Principal Mr. Friedle 425-431-7582
 Main Office 425-431-7579
 Counseling Office 425-431-7585
 Fax 425-431-7580
 Attendance Line 425-431-4062
 Homework Request Line 425-431-4085
(for students who are absent for 2 days or more)

AMS Website: <http://www.edmonds.wednet.edu/ams>

Bell Schedules

Regular Day (Monday – Thursday)

Period	Time	Class length
0	7:10 - 8:00 am	50 minutes
1 st	8:10 - 9:00 am	50 minutes
Advisory	9:05 - 9:35 am	30 minutes
2 nd	9:40 - 10:30 am	50 minutes
3 rd	10:35 - 11:25 am	50 minutes
4 th + Lunch	11:30 - 12:50 pm	50 minutes
5 th	12:55 - 1:45 pm	50 minutes
6 th	1:50 - 2:40 pm	50 minutes

Lunch Schedule based on 4th period

	Lunch Time	Class Time
1st	11:25 - 11:55 am	12:00 - 12:50 pm
2nd	12:20 - 12:50 pm	11:30 - 12:20 pm

Early Release (Fridays)

Period	Time	Class length
0	7:10 - 8:00 am	50 minutes
1 st	8:10 - 8:53 am	43 minutes
2 nd	8:58 - 9:41 am	43 minutes
3 rd	9:46 - 10:29 am	43 minutes
4 th + Lunch	10:34 - 11:49 am	45 minutes
5 th	11:54 - 12:37 pm	43 minutes
6 th	12:42 - 1:25 pm	43 minutes

Lunch Schedule based on 4th period

	Lunch Time	Class Time
1st	10:29 - 10:59 am	11:04 - 11:49 am
2nd	11:19 - 11:49 am	10:34 - 11:19 am

WHAT TO DO AT AMS?

CLUBS AND ORGANIZATIONS

Get involved with groups that meet during and after school. At AMS, you can start or join a club. Here are some examples of the clubs at school last year. See Ms. Boston if you are interested in starting a club.

- Associated Student Body (ASB)
- LatinX Club
- Black Student Union
- Builder's Club
- National Junior Honor Society
- Technology Student Association (TSA)
- What is your club? Create your own?



SPORTS

The following must be completed before you can attend practices for any sport:

- Complete physical examination by a licensed physician (good for 2 years).
- Turn in online application paperwork. Go to <https://edmonds-schools.rankone.com/New/NewInstructionsPage.aspx>
- Purchase an ASB card (\$15).
- Provide proof of insurance.
- Maintain satisfactory grades.
- Pay participation fee (\$65 per sport) or get it waived/reduced if you qualify for Free/Reduced Lunch.
- Visit the Alderwood Middle School athletics web page for more information.



Fall Season: (First day of practice is September 7th)

Cross Country: (boys & girls) Coach Blomberg, blombergj280@edmonds.wednet.edu
Fastpitch Softball: (girls) Coach Horn, hornj7955@comcast.net
Football: (boys) Coach Wilson, wilsonl@edmonds.wednet.edu

Winter 1 Season: (First day of practice: Volleyball is 10/31, Soccer is 11/2, Basketball is 11/6)

Soccer (boys and girls)	Coach Mummey, mummeypablo@gmail.com
Basketball (boys)	Coach Wilson, wilson@edmonds.wednet.edu
Volleyball (girls)	Coach Beiermann, beiermannh902@edmonds.wednet.edu

Winter 2 Season: (First day of practice for Basketball is Jan 16th, Feb 13th for wrestling)

Basketball (girls)	Coach Wilson, wilson@edmonds.wednet.edu
Wrestling (boys and girls)	Coach Myers, myerst@edmonds.wednet.edu

Spring Season: (First day of practice is April 8th)

Track and Field (all)	Coach Beiermann, beiermannh902@edmonds.wednet.edu
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AMS ITEMS FOR PURCHASE

PE Shirts	\$10
PE Sweats	\$15
Yearbook	\$20 W/ASB Card, \$25 WO/ASB Card

ALL items will be on sale during the Back to School Rally.

Purchase items online from AMS home page: <https://wa-edmonds.intouchreceipting.com/>

STUDENT RECOGNITION

Students who make positive contributions or demonstrate high academic achievement are recognized in several ways, including:

- ICU Slips to recognize positive behavior
- Department Awards
- 8th Grade Awards Assembly
- Honor Garden – citizenship, work ethic, etc.
- Honor Roll (3.5 and up)
- On-A-Roll (improved GPA by 0.5 or more)
- Excellent Attendance award (95% or better)
- National Junior Honor Society (NJHS)
- Quarterly Recognition Events
- Students of the Month – a school or community service-based award



WHEN YOU NEED HELP

PROBLEM SOLVING

We must all work together to solve problems. When concerns arise, first go to the person directly involved. For example:

- If the difficulty involves a grading procedure, homework, or classroom discipline, contact the **teacher**.
- If the problem is something personal, emotional, or is related to school outside of the classroom, contact your **counselor**.
- Finally, if the problem regards personal safety/welfare, or an office discipline referral, contact the **Principal** or **Assistant Principal**.

PROBLEMS WITH PEERS

When a student experiences a problem with another student, they are encouraged to do the following:

- Stay away from the other person, both physically and on social media.
- Avoid retaliation.
- Ask the person to stop the bothersome behavior or actions.
- Seek adult help to problem solve and/or seek a mediation.

GUIDANCE COUNSELORS

Your school counselor is someone who wants you to get the most out of school and life! They are specially trained to help you find solutions to your problems, to meet the challenges of growing up, and to better understand and appreciate who you are. You can talk to your school counselor about anything, including personal problems, social issues, academics, and plans for your future.

The AMS Counseling Team:

- Last name (A-H), Ms. Challman, challmanm870@edmonds.wednet.edu (425) 431- 4005
- Last name (I - Sa), Ms. Bailey, bailerr158@edmonds.wednet.edu (425) 431- 4006
- Last name (Sc-Z), Ms. Luce, lucej@edmonds.wednet.edu (425) 431- 6024

MEDICATION POLICIES

- If a student needs to take medication while at school, they must bring it in the original container to the main office along with specific instructions signed by the prescribing physician.
- Medication must be administered by school nurse or school nurse designee.
- Students are allowed to carry ONE DOSE ONLY of over-the-counter medication (for example, ibuprofen) provided it is in its original container. If the container has more than one dose, the additional doses must be left at home.
- Please call our school nurse, Lauren Bopp @ 425 431-1181 if you have questions or to learn more about district policy regarding student medication.

COMMUNITY CONTACTS

- | | |
|-------------------------------------|-----------------------------------|
| • Snohomish Community Resource Line | Dial 211 from any phone |
| • Alderwood Boys & Girls Club | (425) 774-3022 |
| • Care Crisis Line | (425) 258-4357 or 1-800-584-3578 |
| • Child Protection Services Hotline | (425) 673-3111 |
| • Drug/Alcohol Hotline | 1-800-562-1240 (4-6 pm for teens) |
| • Runaway Hotline | 1-800-231-6946 |
| • Lynnwood Parks and Recreation | (425) 771-4030 |

LIVING THE ALDERWOOD CREED

“I AM A.M.S.”

IN YOUR CLASSES

Students with good attendance learn more and earn higher grades. The most important tip for success at Alderwood is to **be here every day!**

- Be present, on time, and in your seat when the bell rings.
- Bring all learning materials—pencils, paper, completed homework...etc.
- Come mentally and physically ready to learn.
- Participate in class in a productive and meaningful manner.
- Respect other people, their property, and their opinions.

IN THE HALLS/OUTSIDE CORRIDORS

- Walk to and from class in an orderly, courteous, and safe manner.
- Walk on the right side of the hallway.
- No roughhousing; keep hands and feet to yourself.
- **You must have a hall pass from your teacher when out of class**
- Staff are in the halls during passing time.



ON THE BUS

Riding the bus is a privilege; students shall comply and adhere to the following guidelines and expectations if they wish to remain on the bus (Board Policy 8245-R1):

- Students are under the supervision of the bus driver and must obey the driver at all times.
- Students are to conduct themselves in a manner that will not distract the driver and not disturb other bus riders.
- Refrain from eating and drinking on the bus.
- Keep hands and other body parts inside of the bus, **remain seated**.
- **Failure to follow the rules will result in temporary or permanent removal from the bus.** Remember, school rules apply on the bus too.
- Buses will load and unload in the bus zone. Buses have the right-of-way when leaving the campus. Parents will need to pick up their students in the designated pick-up zone.
- For safety, bus drivers cannot stop for late students.
- Skateboards must be concealed in a bag.



IN THE CAFETERIA/COMMONS

- Students must have a clean area in order to be dismissed. **Return trays to the kitchen.**
- Students need to be seated at their tables the first 15 minutes of lunch or until a supervisor dismisses their table.
- Keep and consume all food and beverages in the cafeteria.
- After leaving the cafeteria, use only the designated and supervised areas.
- **The hallways are closed to student access during all lunches.**
- Students may play games and activities (basketball, cards, volleyball, foosball, etc.) after dismissal as long as it is approved by a lunch supervisor.



- During lunch, the restrooms by the main office are available.
- Breakfast is served from 7:50-8:05 in the morning at a cost of \$2.00. Lunch costs \$3.75. Students qualifying for free or reduced lunches need to submit a free / reduced application. Those forms are available from our family resource advocate, Maddie Small, smallm561@edmonds.wednet.edu or (425) 431-4057.
- Students need to get breakfast immediately upon arrival to school so they are not late.

AT ASSEMBLIES

Throughout the year, we will have different types of assemblies: formal assemblies and fun assemblies. Student behavior needs to reflect the appropriate intention of the assembly. To assure clear expectations, prior to each assembly staff will review assembly behavior.

- Respect the speakers by listening, stopping conversations, and attending to the program.
- Enter and leave the gymnasium in a safe and orderly manner.
- Use the stairways on the bleachers.
- Sit in your assigned section with your assigned teacher.
- Follow all directions given during the assembly.



DRESS FOR SUCCESS

Students are expected to dress according to the following rules during the school day, at any school sponsored function (such as dances and field trips), and on school buses. **It is important for AMS students to dress for success and safety.**

- **Success means:** Students are expected to dress in a fashion that creates a positive learning environment and to meet health and safety standards. Any clothing attire with words or pictures advertising drugs, alcohol, vapor, or tobacco products will not be permitted to be worn by students. Pictures, symbols or words of a lewd or sexually provocative nature will not be worn by students, nor be displayed on their possessions (notebooks, backpacks, etc.).
- **Safety means:** No item may be worn which would create or tend to create a hostile environment for any other student due to that other student's gender, race, national origin, cultural or national heritage or religion. Clothing which can be construed as representing an unauthorized group affiliation will not be permitted to be worn or displayed at school or school-related activities. Some clothing accessories have the potential to be used as weapons. This includes long, heavy chains or spiked jewelry, these items are not permitted.
- Students will be asked to change into or remove clothes to meet the dress for success criteria.

- Hats or other headwear can be worn with teacher discretion; however, student ears and eyes still need to be visible by all staff. Hoods, sunglasses, masks, and other objects that cover the face are not allowed because students need to hear information and be easily identified as AMS students at all times.
- No bandana print may be worn except at specified school functions.
- Special Occasions. The building principal shall have the authority to temporarily rescind the above policy at any time to meet the special needs of the school.
- *Religious Exemption.* In the event a student seeks a waiver due to religious belief, the Superintendent or Designee shall first determine that the student does, in fact, profess such religion in good faith in the circumstances and that the religion requires the item of clothing. If the wearing of the item would constitute a danger, a balance must be sought between the right of the student body and staff to safety and the right of the student to practice his or her religion.
- *Medical Exemption.* Waivers sought for medical reasons will ordinarily be granted on certification of necessity by a licensed medical professional. The school is entitled to its own medical evaluation, at school expense, if a medical waiver is sought and there is doubt as to the validity of the opinion proffered.

PUBLIC DISPLAY OF AFFECTION

- Holding hands and brief hugs are the only permissible forms of showing affection.
- Students are to refrain from any public display of affection that can be perceived as sexual in nature.
- Kissing and giving lingering hugs is not allowed.
- Progressive discipline will occur for repeat offenders.

TOOLS AND SUPPLIES FOR LEARNING

The following items should be brought to school every day to ensure you are successful.

- 1 pair of headphones or earbuds (for Chromebook)
- A 3 ring binder with dividers – at least 2 inches wide
- A pencil pouch with pencils and blue or black ballpoint pens
- White, lined notebook paper – college-ruled preferred
- A calculator
- A pack of colored pencils
- 2 large glue sticks
- At least 1 highlighter
- 12" Ruler with inches and centimeters
- 1 spiral notebook
- 2 composition notebooks
- A backpack to carry your supplies
- For PE Class: Clothing and shoes that allow for unrestricted athletic movement.
- Individual teachers may also require additional supplies.

Visit https://ams.edmonds.wednet.edu/about_us/school_supply_list for latest updates

TEXTBOOKS

- Students should keep any textbook they are given in the best condition possible.
- Students are responsible for the cost of lost or damaged books.

INTERNET POLICY AND PROCEDURES

- Students have the privilege of using the internet at school unless parents do not give permission.
- Students who violate district internet and network policy shall have their computer privileges removed. In instances of harassment or other illegal activities, a police referral may be made. Likewise, the school may take disciplinary steps.

LOCKERS

- Hallway lockers are provided as a convenience for medical and/or athletic sport specific reasons only. It is important for students to keep their locker combinations (hallway and P.E.) to themselves.
- Students should report hallway locker difficulties to Ms. Moltz.
- **Do not bring valuables to school.**
- Lockers are considered school property and may be searched.
- You are responsible for the items/content in your assigned locker. Items in your locker are considered yours and you are responsible for them.
- Lock your locker after each use by spinning the dial.



PERSONAL ELECTRONIC DEVICES

- All electronic devices not limited to but including cell phones, MP3 players, iPods, CD players, gaming devices, cameras...etc., are considered disruptive to the learning environment and educational process and need to be off and away.
- **AMS is not responsible for lost or stolen items.**
- **Electronics need to be put away from 8:05 am - 2:45 pm.**
- **No visible earbuds during the day (only used for Chromebooks when allowed)**

SKATEBOARDS / SCOOTERS / SKATES

- For the purposes of personal safety and liability, skateboards, scooters, skates or any other small-wheeled conveyances must be stored in a locker or in the office.
- Skateboards taken on the bus must be concealed in a bag.

COMMUNICATION NEEDS

GETTING MESSAGES TO STUDENTS

- We ask parents/guardians to make arrangements ahead of time with the main office if you are aware that your child needs to be excused from school early, is going to come to school late, or is going to stay at school late.
- If you need to get a message to your student, please contact the main office. (425) 431-7579
- Messages to students will be accepted only from a parent or guardian listed in Skyward.



CELL PHONES

- **AMS has an “off and away” policy regarding the use of cell phones.**
- Cellular phones are allowed before and after school ONLY.
- Any disruption to classroom activities due to cell phone use may result in disciplinary action and confiscation of the cell phone by a staff member.
- Repeat violations of this policy will result in cell phone privileges being revoked for a determined number of days and other disciplinary actions as deemed appropriate by school administration.
- These rules also apply to disrupting study club, detention, and other after-school clubs.
- **Cell phones are NEVER to be used in bathrooms or locker rooms.**
- Students who use cell phones in restricted areas such as bathrooms and locker rooms will have their phone privileges revoked immediately for a period of time determined by the administration. Other disciplinary actions may also result.
- **Students are never allowed to record other students or staff at school.** Students who record others without permission will have their phone privileges revoked immediately for a period of time determined by the administration. Other disciplinary actions may result.
- AMS is not responsible for lost or stolen cell phones.

LEAVING MESSAGES FOR STAFF

- Dial **(425) 431 – 7313**
- Enter the extension number of the staff person you are trying to reach or follow the prompts.



SKYWARD FAMILY ACCESS AND CANVAS

At Alderwood Middle School we are committed to working together with parents/guardians to ensure student success.

- **Skyward Family Access** is a student reporting system designed to provide students and parents with current information about the student's academic progress. Parents can review their student's attendance, assignments, grades, and other information, through a secure web page. In the interest of privacy and security, please do not share passwords with anyone.
- **Skyward Family Access** is accessible through a link on the school's web page, which is: <http://www.edmonds.wednet.edu/ams> If you have problems regarding these systems, please contact the counseling office at (425) 431-7585.
- **Canvas** is a classroom management system designed to organize class files, assignments and class calendars. Parents may log in to the system and see exactly what their student sees, however, parents will not be able to interact as a student. Visit <https://edmonds15.instructure.com/> to access the parent portal.

EMERGENCY CONTACT INFORMATION

In order to assure parents/guardians can be reached in case of an emergency; we ask that you inform the counseling center of any address, home telephone, cell phone, or employment changes during the course of the school year **as soon as possible**. You can also update your information through SKYWARD. It is paramount that school personnel be able to reach you in the event of a building emergency.

EMERGENCY BROADCAST

If school is delayed or cancelled due to bad weather or road conditions, the information will be broadcast over radio stations like 1000 KOMO AM, as well as many other local TV and radio stations.

Likewise, messages will be sent out to families via parentsquare. Finally, you can check the Edmonds School District Website for links to emergency information at www.edmonds.wednet.edu.

NATURAL DISASTERS

If a natural disaster was to occur during school hours:

- Students would be released to parents/guardians or other adults listed on the student's emergency sheet from Skyward.
- Parents/Guardians and other adults would be asked to provide photo ID when picking up a student.

ATTENDANCE POLICY

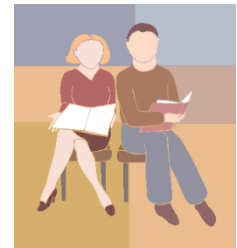
Students who attend school regularly achieve higher grades, enjoy school to a greater degree, and are more successfully employed after graduation.

The Washington State Compulsory Attendance Law requires students to regularly attend school. It holds parents and schools accountable for ensuring that students attend school so they continue to learn. Specifically, this law is intended to reduce unexcused absences and tardies. The common name for this law is the “**Becca Bill.**”

Under State of Washington law, and Edmonds School District policy, an excused absence or tardy is one in which the parent, by phone call or note, presents an acceptable reason as identified by the State of Washington and the Edmonds School District for non-attendance.

Notification must be within two days of the child’s return to school. The acceptable reasons for an excused absence are identified below:

- Illness.
- Medical, dental, or other appointments which cannot be scheduled before or after school.
- Recognized religious observances.
- Family emergency or event such as funeral or birth.
- Prearranged absence or tardy approved in advance by the principal.
Students must be passing all their classes.



If a student has more than ten excused absences for illness in a school year, AMS will require the student to bring a doctor’s note, or to be checked by the school nurse before the student’s absence is excused. Excessive absences (excused or unexcused) may result in a Becca referral.

ATTENDANCE PROCEDURES

- **Reporting an absence:** If you are absent, your parent/guardian must call the attendance line at **(425) 431 – 4062** before 8:30 a.m. Include the student’s name, the date(s) of the absence, and the reason for the absence.
- **Requesting Homework:** Call the Counseling Center at **(425) 431 – 4085**. Please call before 8:30 a.m. to request homework if you have been absent for two days or more.
- **Returning to School:** **Students must bring a written note *within two days* of the absence** if the absence was not previously called in to the attendance line. If this procedure is not followed, the absence will be deemed unexcused.

- Students needing an early dismissal: Students should bring a note to the office in the morning on the day they need to be dismissed early. Parents need to sign their students out in the office.
- Prearranged absences: These must be approved by the principal. A written note should be brought to the main office **no less than five days** before the student is expected to be absent. Students must be passing all of their classes. They must obtain a trip slip to be taken to their teachers.
- Students must be passing all classes satisfactorily for the principal to approve the prearranged absence.
- Students are reminded that it is their responsibility to make up any missing work during their absence from school.
- For attendance purposes, three tardies is equivalent to one absence.

TARDY POLICY

The expectation is that students are on time to every class, every day. In order for instruction to begin promptly, students must be in their classroom seats with all needed supplies and materials when the bell rings. Students not in a classroom or under the direct supervision of a staff member in the hallway will be subject to tardy sweeps and may receive progressive consequences.

TARDY TO SCHOOL

If you enter the school after 8:10 a.m., report to the office with a written note explaining the reason for being tardy. It would also be helpful if a message was left on the attendance line (425) 431-4062 with this information.

TARDY TO CLASSES

- Students who are tardy will be required to stay after class for a minimum of 1 minute each time.
- Tardy number 3 triggers a phone call home by the teacher to make a plan to prevent further tardies.
- On tardy number 6, a teacher may refer the student to the student intervention coordinator for further interventions.
- **Additional tardies will result in progressive consequences.**

Make sure you are planning ahead and being responsible in the hallways in order to avoid being late to class. Save conversations with friends for before school, at lunch, and after school.

SKIPPING CLASS

It is considered skipping when a student is out of class without teacher permission or has left class for longer than the agreed upon amount of time. All students who are out of class must have a valid teacher or school issued pass.

Students must make up the missed instructional time with the teacher at a time agreed upon by the teacher, their family and student outside of the normal class hours. Additional progressive consequences will be given based on the student's past behavior and the severity of the skipping.

BEHAVIOR MANAGEMENT PLAN

BELIEF STATEMENT

The staff at Alderwood Middle School strive to promote a respectful learning environment. We believe that all students can achieve academically if provided with a safe and caring environment that nurtures citizenship and responsibility.

We expect students to:

- Respect the rights and needs of others.
- Act in a safe and healthy way.
- Take responsibility for their learning.
- Treat all property with respect.
- Balance individual rights with social responsibility.

We all make mistakes sometimes, and instead of just handing out consequences, AMS aims to teach students how to talk, listen, and understand each other when problems arise. When student behavior takes away from student learning, or damages student-to-student or student-to-teacher relationships, we strive to teach students how to make things right using restorative practices. It's all about making AMS a place where everyone feels safe, respected, and ready to learn together.

Restorative practices do not take the place of disciplinary consequences. In fact, disciplinary consequences are oftentimes part of the restorative process and are a necessary part of the interventions that help change student behavior.

AMS has a system of progressive discipline. When disciplinary consequences are applied, they begin on the lowest step and are based on the seriousness of the behavior and a student's past record. If inappropriate behavior continues, the consequence at the next step will be applied.

DISCIPLINE PROGRAM DEFINITIONS

Teacher-Assigned After-School Detention

The student can be assigned to report to the teacher's classroom after school from 2:35-3:30 p.m. During this time, the student must work on schoolwork, reflect on their behavior, or perform other tasks as directed by the teacher.

Office-Assigned After-School Detention

The student can be assigned to a supervised detention room after school from 2:35-3:30 p.m. During this time, the student must work on schoolwork, read silently, or perform other tasks as directed by an administrator/supervisor.

Office-Assigned Lunch Detention

The student can be assigned to a supervised lunch detention in a classroom or office where they eat their lunch and are directed to reflect on their behavior during the entire lunch period (30 minutes).

In-School Suspension

The student is assigned to a supervised in-school suspension room for the entire school day. The student is excluded from school activities during the suspension period. The student is expected to complete schoolwork, meet with a counselor, read silently, or perform school community service.

Short-Term Suspension from School (1-10 days)

The student is excluded from school and related school activities.

Long-Term Suspension from School (more than 10 days)

During a long term suspension the student is excluded from school and related activities for more than 10 days.

Emergency Expulsion from School

An emergency expulsion means the immediate removal of a student from school, school activities, and all related school functions for an indefinite period of time.

Expulsion from School

An expulsion means the removal of a student from school, school activities, and all related school functions for one calendar year.

STUDENT SEARCH

- Administrators may conduct general searches of all student lockers, desk, or storage areas including backpacks and clothing without prior notice given to students. ***This includes any electronic storage i.e. their Google Drive and Chromebook.***

- An individual student and their property, including cell phones, may be searched by a school district employee if the search is reasonably related to the discovery of contraband or other evidence of a student's violation of the law or school rules.

CLOSED CAMPUS/TRESPASSING

Alderwood Middle School has a "closed campus." A closed campus means that only current students and Edmonds School District employees are allowed on campus between 7:00 a.m. and 5:00 p.m. Visitors, including former students, must obtain permission from the main office to be on campus during campus hours.

- It is an Edmonds S.D. policy that students remain on campus for the full school day unless collected early by a parent or other authorized person.
- The school will report any unauthorized person on campus to the police as a trespasser.
- All visitors and guests to AMS will be held to the same expectations and requirements of our student body.
- The school also considers students on suspension and/or expulsion who are on campus as trespassers.

UNAUTHORIZED GROUPS

Students wearing and displaying unidentifiable or identifiable colors, jewelry, symbols or labels, and/or students who perform gestures or other actions (whistling, hand signs, etc.) that in the eyes of students or administrators identify them as a specific group, club or clique and/or performing actions that either harass, intimidate, threaten, provoke or disrupt the school climate may be subject to disciplinary action. As referenced in "Dress Expectations" wearing clothing, jewelry, or other accessories which by their color, markings, symbols (examples include, but are not limited to "hatchet man", "ICP", the numbers "13", "14", overt display of red or blue, old English style writing etc.), or arrangement indicate or imply gang association will also be subject to discipline. Students who violate this policy will also be placed on a specific Gang Related Behavior Contract and will participate in a parent conference with school administration.

FINES

- Fines will be charged when a student loses or damages school equipment, property, or materials, or fails to pay a class fee.
- Student fines will follow the student to high school if they are unpaid.

DISTRICT POLICIES AND PROCEDURES

AMS adheres to all district policies and procedures including, but not limited to the following:

MISCONDUCT

Any pupil who willfully performs or fails to perform any act which materially interferes with or is detrimental to the orderly operation of a school, a school-sponsored activity, or any other aspect of the educational process of the school district shall be subject to progressive discipline. **The following acts are considered misconduct: disruptive conduct, disobedience of the reasonable instructions from school authorities, using laser and recording devices, tardiness, cheating, plagiarism, and throwing or projecting objects unless authorized.** Students must obey the lawful instruction of school district personnel. Students who are low achieving academically or disruptive to the educational process may be assigned a mandatory study club or detention until academic progress or behavior improves. Students who refuse to comply with a reasonable request and ignore the warning delivered by the staff member will be considered insubordinate.

EXCEPTIONAL MISCONDUCT

The following acts or omissions by a pupil on school premises or in reasonable proximity there to, on school provided transportation, or off school premises at any school-sponsored activity shall constitute sufficient cause for discipline, suspension, or expulsion (Edmonds School District Policy #8220-R):

- threats of violence or harm, bullying, extortion, harassment and intimidation, including cyber bullying;
- burglary, robbery, theft or possession of stolen property;
- sexual harassment;
- forgery;
- being under the influence of or the use, possession, sale, offering for sale, or distribution of controlled substances or alcohol, and drug paraphernalia;
- failure to identify oneself or failure to submit to lawful supervisory or disciplinary authority of the district and school ;
- lewd or immoral conduct, indecent exposure, use of obscenity, vulgarity, or profanity (oral, written or gestured);
- unlawful interference with or intimidation of school authorities;
- commission of any act classified as a felony or gross misdemeanor under the laws of the State of Washington;
- vandalism, arson, the use, possession, or sale of explosive devices;
- truancy, unexcused absence(s);
- lying or misrepresentation;
- fighting, assault or battery;
- use of tobacco products, including the possession of any form of tobacco or other smoking material;
- failure to submit to reasonable corrective action imposed by the district or its authorized employees;
- false alarms, malicious mischief or endangering the health and safety of self or others;
- possession of firearms, weapons, or other dangerous objects, including toy or facsimile weapons;
- the commission of any criminal act as defined by law;
- violation of other school or district rules, regulations, or policies now or hereafter adopted.

Fighting or physical assault of any kind is prohibited at school and school events. Students involved in such behavior will be suspended from school and a police referral can be made. In addition, students who encourage, cheer on, video tape, photograph or otherwise promote a fight at or away from school will be subject to discipline. Students

engaging in any kind of threatening behavior (verbal, written, electronic or physical) towards students or staff members at school or at any time may face disciplinary action up to expulsion and a police referral.

NONDISCRIMINATION AND SPECIAL EDUCATION SERVICES

The Edmonds School District complies with all federal and state rules and regulations and does not discriminate on the basis of race, creed, religion, color, national origin, age, sex, sexual orientation, marital status, disability, or physical, sensory or mental impairments (see Board Policy 6005). This holds true for all students who are interested in participating in educational programs and/or extracurricular school activities. Inquiries regarding compliance and/or grievance procedures may be directed to the District's Title IX/RCW 28A.640 Compliance Officer, Debby Carter (425-431-7023); Section 504 Coordinator, Jean Mirabal (425-431-7186); or ADA Coordinator, Debby Carter. Visit or mail: 20420 68th Ave. W, Lynnwood, WA 98036.

Special Education services are provided to all qualified students ages birth to 21. To inquire about services for students currently enrolled in the district, contact the school psychologist at your local school. For students not currently enrolled, please call the Psychology and Counseling Services Office at 425-431-7208. District policies, procedures, and any required reports relating to special education are available to the public, upon request, through the district's special education office.

Edmonds District Bullying, Intimidation, and Harassment Policies (School Board Policies 8207 & 8207-R1)

Harassment, Intimidation, Bullying, Hazing,

****The reporting form is linked to our school website.****

Any student engaged in behavior which causes intimidation; harassment; physical or mental harm to students or staff; or causes damage to school property or disruption to the educational process, shall be subject to discipline including suspension, or expulsion. Students are expected to refrain from conducting themselves in a manner that would endanger the physical, emotional, or personal safety of others. Harassment, sexual harassment, hazing, threatening statements, intimidation, coercion, and verbal abuse are not allowed and violations will result in disciplinary action up to and including suspension. Depending upon the severity, harassment may result in a referral to law enforcement.

Sexual Harassment

Harassment on the basis of sex is a violation of Section 703 of Title VII. Sexual harassment consists of sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature when it creates a hostile or offensive environment.

The Edmonds School District is committed to a safe and civil educational environment free from harassment, intimidation, or bullying for all students, employees, volunteers, and patrons. "Harassment, intimidation, or bullying" is an intentional written, verbal, electronic, or physical action which:

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

The act of bullying is repeated negative and intentional actions, such as exclusion and intimidation designed to target and hurt a specific person. In bullying situations an imbalance of power exists in which the target has difficulty defending him or herself. Bullying can be physical, verbal, non-verbal or psychological and may be done by a single individual or a group. Bullying, harassment, or intimidation can also be carried out via electronic means by a student on school grounds during the school day.

Harassment, intimidation, or bullying can take many forms including slurs, rumors, jokes, innuendos, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats, or other written, electronic, verbal, or physical actions. These acts may be motivated by characteristics in RCW 9A.36.080(3) including race, color, religion, ancestry, national origin, gender, sexual orientation, mental or physical disability, or by other distinguishing characteristics such as physical appearance, clothing or other apparel, socio-economic status, gender identity, and marital status. The target does not actually have to possess the characteristic for which he/she is being bullied, harassed, or intimidated. (8207)

School district employees, students, parents or volunteers who have witnessed or have reliable information that a student has been subjected to harassment, intimidation, or bullying are encouraged to report such an incident to the appropriate school official. School district personnel may use intervention, counseling, discipline, and/or referral to law enforcement to address the behavior of the perpetrator. They may also use intervention, counseling, and support to mitigate the impact on the victim target and others impacted by the violation and to restore school climate. False reports or retaliation for harassment, intimidation, or bullying will receive consequences under District Policy #8220.

This policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the educational environment. Other District policies or school, classroom, or program rules may still prohibit many behaviors that do not rise to the level of harassment, intimidation, or bullying.

Complaints of harassment, intimidation, or bullying will be investigated as described in Administrative Regulation #8205-R1. Complainants should not be promised confidentiality at the onset of an investigation. Disciplinary action may be taken against any individual(s) engaged in harassment, intimidation, or bullying (#8220-R1). The district superintendent or designee, at the request of the building administrator or parent, may conduct an investigation when there is a denial, lack of reliable evidence or other cause to extend the scope of the investigation beyond the disciplinary procedures.

No school district employee, student, or volunteer may engage in reprisal, retaliation, or false accusation against a victim target, witness, or one with reliable information about an act of harassment, intimidation, or bullying.

Edmonds School District Sexual Harassment Policy

Sexual harassment is legally defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature in which:

1. submission to such conduct or communication is made either an explicit or implicit term or condition of success in school;
2. submission to or rejection of such conduct or communication is used as a basis for educational decisions affecting that person; or
3. such conduct or communication has the purpose or effect of substantially or unreasonably interfering with the individual's school performance, or of creating an intimidating hostile, or offensive educational environment.

An "intimidating, hostile or offensive educational environment" is an environment in which:

1. unwelcome racially or sexually-oriented jokes, innuendoes, obscenities, pictures/posters or any action with sexual connotation makes a student feel uncomfortable; or
2. any aggressive, harassing behavior in the school that affects learning, whether or not sexual in connotation, is directed toward an individual based on his/her sex or sexual orientation.

Sexual harassment includes, but is not limited to, the following behaviors:

1. Insulting or degrading sexual remarks, written material, or conduct directed to a student or staff member;
2. Threats, demands, or suggestions that a person's status is contingent upon his/her tolerance or acquiescence to advances;
3. Cornering or blocking of normal movements;
4. Displaying sexually suggestive pictures or objects in an educational/work environment;
5. Unwelcome sexual advances or requests for sexual favors, leering or staring, sexual flirtation or propositions, sexual slurs, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions, verbal comments about an individual's body, overly personal conversation of a sexual nature, sexual jokes, stories, drawings, pictures, gestures, spreading of sexual rumors, touching of an individual's body or clothes in a sexual way.

The District prohibits retaliation against any employee, volunteer, parent, or student because he or she has made a report of alleged sexual harassment, or against any employee, volunteer, parent, or student, who has testified, assisted or participated in the investigation of a report. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or adverse pressure. Retaliation is itself a violation of law and will lead to disciplinary action against the offender. Persons who knowingly report false allegations of sexual harassment or corroborate false allegations of sexual harassment will be subject to appropriate discipline or other sanctions.

Any District staff member (regardless of area of responsibility) who knows or has reason to believe that sexual harassment is or may be occurring must take immediate steps to see that the matter is addressed or reported. Such action must be taken whether or not the student(s), volunteer, or parent has reported the incident. (8207).

Weapons/Dangerous Objects

Edmonds School District Policy (#8220-R1 [Section I.8]) prohibits the possession of firearms, weapons, or other dangerous objects including toy or facsimile weapons on district premises, school provided transportation and areas being used by public or private schools.

State law (RCW 9.41.250, and RCW 9.41.280), makes it is unlawful for any person to carry onto, or possess on public or private school premises, school-provided transportation, or areas of facilities while being used exclusively by public or private school a dangerous weapon, firearm, or certain other devices which may cause harm to others or self.

- **“Possession” includes but it is not limited to:** having a weapon or dangerous object anywhere on school property or at any school sponsored event, located;
 1. in a space assigned to the student such as a locker, desk or other assigned space; or
 2. on the student's person; or
 3. in the student's property (in his/her clothing, purse, backpack, gym bag, vehicle, etc.); or
 4. under the student's control; or
 5. hidden by the student by the student on or near school premises; or
 6. given by the student to another person.
- Students in possession of a weapon or dangerous object will be suspended or expelled.
- Students using an object in a threatening manner will be suspended or expelled. In these cases, a student also may be guilty of a gross misdemeanor.
- Students who choose to remain in the area of illicit or criminal activities may be charged with possession if they have had a reasonable opportunity to withdraw or report even if they are not partaking.
- Students carrying or possessing a firearm shall be expelled for a period of not less than one (1) year. Law enforcement authorities shall be notified.

Weapons and dangerous objects include, but are not limited to:

1. any firearm;
2. other dangerous weapon (RCW 9.41.250);
3. sling shot, sand club, metal knuckles;
4. knife, including box-cutters and razors
5. spring blade knife, which is any knife with a blade that is automatically released by a spring mechanism or other mechanical device, or any knife having a blade which opens, or falls, or is ejected into position by the force of gravity, or by an outward, downward, or centrifugal thrust or movement;
6. any device commonly known as "nun-chu-ka sticks", consisting of two or more lengths of wood, metal, plastic, or similar substance connected with wire, rope, or other means;
7. any device, commonly known as "throwing stars", which are multi-pointed, metal objects designed to embed upon impact from any aspect;
8. Any air gun, including any 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; or
9. Any portable device manufactured to function as a weapon and which is commonly known as a 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 to a person or an animal an electric shock, charge, or impulse;
10. 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, charge, or impulse;
11. any explosives or incendiary components (including fireworks);
12. any object that is used as a weapon (i.e. weighted chains, clubs, baseball bats).

Weapons, Dangerous Weapons

By state law, it is a crime for any person to carry a dangerous weapon, firearm, or certain other devices which may cause harm to others or self, onto public or private school premises. This includes school transportation and areas of non-school facilities that are being used exclusively for school activities. It is important to know that a student carrying a dangerous weapon may be expelled and a student carrying a firearm must be expelled. Students who

possess a weapon or carry, exhibit, display or draw any weapon or any item apparently capable of producing bodily harm in a manner which, under the circumstances, intimidates another or warrants alarm for the safety of others will be subject to discipline up to and including expulsion.

Alcohol, Drugs, Illegal Substances

The Edmonds School District recognizes that the use/abuse and possession of alcohol, controlled, illegal, addictive, or harmful substance(s), including anabolic steroids, is a societal problem and may represent an impairment to the normal development, well-being, and academic performance of students. To ensure the safety, health, and well-being of all students, the district has developed programs which emphasizes prevention, intervention, aftercare support, and necessary corrective actions.

The district also recognizes the effects to the school, home, and community resulting from drug and alcohol use/abuse. While the primary obligation to seek assistance rests with the student and his/her parent(s)/guardian(s), school staff shall work with the home and community to develop and implement a comprehensive prevention and intervention program.

Part of the responsibility of the school and school District is to inform students and parents each year of the District's policy on drugs/alcohol. This policy is as follows:

It is unlawful for a student to sell, possess, use, or show evidence of being under the influence of alcohol or other illegal drugs while on school district property or at any school-sponsored event. Law enforcement shall be notified when this policy is violated.

Any student who possesses, uses, or shows evidence of being under the influence of alcohol or other illegal drugs while on school district property or at a school- sponsored event shall face emergency expulsion and be suspended for the remainder of the semester or 30 days, whichever is longer.

For a first offense, the suspension can be reduced to 5 days with the remainder held in abeyance if the student agrees to undergo drug and alcohol counseling and treatment. The parent(s)/guardian(s) and student will be asked to sign a Release Form allowing a professional treatment center to confer with the school regarding the findings, recommendations, and follow-up program. In order to continue in school, the student and parent(s)/guardian(s) must agree to participate in any follow-up treatment recommended by the treatment center. Subsequent offenses will result in a long term suspension up to expulsion as well as referrals to law enforcement.

Students who sell drugs or alcohol on school property face immediate long-term suspension or possibly expulsion with no abeyance option. Students selling drugs/alcohol at school or school related activities also face criminal charges. All vehicles parked on school property are expected to be drug/alcohol free.

NOTE: For student athletes, drill and cheer: Students will not be permitted to possess, traffic in, and/or use non prescribed or illegal drugs, alcohol, or any form of tobacco, and may not be in the presence of, or remain in the vicinity of, the use of such substances prohibited by criminal law, or engage in behavior that enables others to illegally use such substances.

The penalty for a violation shall be immediate ineligibility for extracurricular competition or performance for forty-five (45) calendar days (see athletic handbook for details).

Chromebook Policies

Taking Care of Your Chromebook

Students are responsible for the general care of the Chromebook they have been issued by the Edmonds School District. Students should never leave their Chromebooks unattended except locked in their hallway or PE locker.

General Precautions

- No food or drink should be next to Chromebooks.
- Cords, cables, and removable storage devices must be inserted carefully into Chromebooks.
- Chromebooks should not be used with the power cord plugged in when the cord may be a tripping hazard.
- Chromebooks must remain free of any writing, drawing, stickers and labels.
- Heavy objects should never be placed on top of Chromebooks.

Carrying Chromebooks

- **Always transport Chromebooks with care and in the provided case.**
- Never lift Chromebooks by the screen
- Never carry Chromebooks with the screen open

Screen Care

- The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. The screen is particularly sensitive to damage from excessive pressure.
- Do not put pressure on the top of a Chromebook when it is closed.
- Do not store a Chromebook with the screen open.
- Make sure there is nothing on the keyboard before closing the lid (e.g. papers, pens, pencils)
- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth (like for a cell phone).

Asset Tag / Label

- All Chromebooks will be labeled with a District asset tag/label.
- Asset tags are not to be modified or tampered with in any way.
- Students may be charged up to the full replacement cost of a Chromebook for tampering with a District asset tag/label or turning in a Chromebook without a District asset tag/label.

Using Your Chromebook At School

Charging Chromebooks

- Chromebooks must be brought to school each day with a full charge.
- **Charging cords will not be available**, so be sure you have yours in your case.

Backgrounds and Themes

- Students may alter the desktop background of their Chromebook with **school-appropriate** media.

Sound

- Sound must be muted at all times unless permission is obtained from a teacher.

- Headphones may be used at the discretion of the teacher.
- Students should have their own personal set of headphones for sanitary reasons.

Printing

- Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate.
- Students will be able to print to selected school printers. They will be assigned a printing account and will be able to print some pages. Once this amount is exceeded, students can elect to pay a fee to the Front Office to increase their printing account.

Logging into a Chromebook

- Students will log into their Chromebooks using their school issued Google Apps for Education account.
- Students should never share their account passwords with others, except for their parents/guardians.

Managing and Saving Your Digital Work With a Chromebook

- The majority of student work will be stored in Internet/cloud based applications (Google Drive) and can be accessed from any computer with an Internet connection and most mobile Internet devices.
- Some files may be stored on the Chromebook's hard drive.
- The school district will not be responsible for the loss of any student work.

Using Your Chromebook Outside of School

Students are encouraged to use their Chromebooks at home and other locations outside of school. A Wi-Fi Internet connection will be required for the majority of Chromebook use; however, some applications can be used while not connected to the Internet. Students are bound by the Edmonds School District Administrative Procedure 7396 R-1 Electronic Information Systems (Network) Acceptable Use Procedures and Guidelines, and all other guidelines in this document wherever they use their school-issued Chromebooks.

Operating System and Security

Students may not use or install any operating system on their Chromebook other than the current version of Chrome OS that is supported and managed by the school district. The Chromebook operation system, Chrome OS, updates itself automatically. Students do not need to manually update their Chromebooks.

Content Filter

The school district utilizes an Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). All Chromebooks, regardless of physical location (in or out of school) will have all Internet activity protected and monitored by the school district. If an educationally valuable site is blocked, student needs to contact their teachers to request the site be unblocked.

- Students may not use any method to bypass the filtering system.
- Parental supervision is strongly recommended.
- If an inappropriate site is encountered, it should be reported to the district.

Software

- Chromebooks integrate with the Google Apps for Education suite of productivity and collaboration tools. This suite includes Google Docs (word processing), Spreadsheets, Presentations, Drawings, Forms and Email.
- All work is stored in the cloud.
- Students will be able to send and receive email messages from anyone. Teachers will have access to read all email messages that students send and receive.
- Students are allowed to install Chrome web apps.

Repairing / Replacing Your Chromebook

- Chromebooks that are broken or fail to work properly must be taken to the **Tech Support Area at the Technology Help Window** upstairs by the library.
- District-owned Chromebooks should never be taken to an outside computer service for any type of repairs or maintenance.
- The District will repair or replace damaged equipment resulting from normal use at no cost to the student/parent.
- All other breakages such as through user negligence will be the responsibility of the student/parent to pay for.
- Loaner Chromebooks may be issued to students when they leave their school-issued Chromebook for repair in the Tech Support Area.

No Expectation of Privacy

Students have no expectation of confidentiality or privacy with respect to any usage of a Chromebook, regardless of whether that use is for district-related or personal purposes, other than as specifically provided by law. The school district may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student Chromebooks at any time for any reason related to the operation of the school district. By using a school-issued Chromebook, students agree to such access, monitoring, and recording of their use.

Monitoring Software

- Teachers, school administrators, and the technology department staff may use monitoring software that allows them to view the screens and activity on student-issued Chromebooks.
- If parents want to monitor the contents of their students email and files, they should ask their student to share with them their username and password.

Appropriate Uses and Digital Citizenship

As a reminder, as stated in School Board Policy 7396 Electronic Information Systems (Network), school-issued Chromebooks should be used for educational purposes. While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens.

1. **Respect Yourself.** I will show respect for myself through my actions. I will select online names that are appropriate. I will use caution with the information, images and other media that I post online. I will carefully consider what personal information about my life, experiences, or relationships I post. I will not be obscene. I will act with integrity.
2. **Protect Yourself.** I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me while online. I will protect passwords, accounts, and resources.
3. **Respect Others.** I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk people. I will show respect for other people in my choice of websites. I will not visit sites that are degrading to others, pornographic, racist, or inappropriate. I will not enter other people's private spaces or areas.
4. **Protect Others.** I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.
5. **Respect Intellectual Property.** I will request permission to use copyrighted or otherwise protected materials. I will suitably cite all use of websites, books, media, etc. I will acknowledge all primary sources. I will validate information.
6. **Protect Intellectual Property.** I will request to use the software and media others produce. I will purchase, license, and register all software or use available free and open source alternatives rather than pirating software. I will purchase my music and media and refrain from distributing these in a manner that violates their licenses.