

# Timbercrest Middle School

## Student Agenda & Handbook 2024-2025

19115 215<sup>th</sup> Way NE, Woodinville WA. 98077

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

THIS PLANNER BELONGS TO: \_\_\_\_\_

### Main Office:

425-408-6900

Principal, *Matt Wallace*

425-408-6905 [mwallace@nsd.org](mailto:mwallace@nsd.org)

Assistant Principal, *James Van Stralen*

425-408-6925 [jvanstralen@nsd.org](mailto:jvanstralen@nsd.org)

6th Grade Counselor, *Dierdre Flaherty*

425-408-6924 [dflaherty@nsd.org](mailto:dflaherty@nsd.org)

7th Grade Counselor, *Mike Rhyne*

425-408-6920 [mrhyne@nsd.org](mailto:mrhyne@nsd.org)

8th Grade Counselor, *Ann McGowan*

425-408-6921 [amcgowan@nsd.org](mailto:amcgowan@nsd.org)

Office Manager, *Terri Weir*

425-408-6901 [tweir@nsd.org](mailto:tweir@nsd.org)

Athletics & ASB Secretary, *Kristie Brower*

425-408-6900 [kbrower@nsd.org](mailto:kbrower@nsd.org)

Registrar, *Maureen Wilson*

425-408-6918 [mwilson@nsd.org](mailto:mwilson@nsd.org)

Attendance, *Donna Wagner*

425-408-6910 [dwagner@nsd.org](mailto:dwagner@nsd.org)

Nurse, *Cary Thompson*

425-408-6906 [cthompson@nsd.org](mailto:cthompson@nsd.org)

Librarian, *Steffanie Persyn*

425-408-6912 [spersyn@nsd.org](mailto:spersyn@nsd.org)

### TIMBERCREST EXPECTATIONS

#### All expectations apply to all students

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

***“Respectful, Responsible, and Inclusive”***



## **ACADEMIC DISHONESTY**

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

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

## **ATTENDANCE**

### **Absences, Late Arrivals, Early Dismissals and Tardies**

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

Please include the following information:

- ☐ Date(s) of absence
- ☐ Reason for the absence (see below)
- ☐ Student's full name and grade level
- ☐ Signature of parent/guardian (for a note)

Late arrival students must check into the Attendance Office upon arrival to school and sign the late arrival clipboard. Early dismissal students need to sign out on the early dismissal clipboard in the Attendance Office when leaving campus during the day. **A parent/guardian signature on the Early Dismissal signout sheet is required(unless a note with signature was provided requesting the early release).** The school will work with families to keep updated attendance records, through communication by phone and/or email. Actions will be taken for students with unexcused and excessive excused absences as needed following state and district policy.

### **Pre-Arranged Absences**

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

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

### **Making Up Assignments Due to Absences**

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

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

### **Tardies**

Students are expected to be in their assigned classroom when the bell rings. If a student is late to class they may be marked tardy at teacher discretion. Students will work with teachers to discuss and prevent future tardies. The teacher can contact the Attendance Office to have the tardy excused or removed. If a student is tardy/late to the first period of the day, a parent should call or email the Attendance Office to excuse the late arrival.

### **Truancy**

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

### **ASSOCIATED STUDENT BODY (ASB)**

ASB officers are students elected each year to represent students. ASB supports a variety of school-related activities including sports, school events, music, drama, yearbook, and other school programs and clubs. All students are members of ASB, but those who wish to participate in after-school activities such as student council, sports or clubs must purchase an ASB card for \$30. Elected positions for ASB include: 6 Senators from each grade (6th, 7th, and 8th)

### **ATHLETICS**

#### **STUDENT AND ATHLETIC LEADERSHIP CODE STUDENT RIGHTS &**

**RESPONSIBILITY (Student R&R):** *The opportunity to participate in the athletic program or as an elected or appointed school leader in the Northshore School District is a privilege available to all students. Because of the public nature of athletic and activities programs sponsored by the District, students choosing to participate are expected to conduct themselves at all times during their season of participation and between consecutive seasons in a manner that will reflect the high standards and ideals of their school and community. These high personal standards for conduct promote maximum achievement, safe performances, commitment to excellence in health and conditioning, and fulfill responsibilities as student leaders by setting a positive example for other students.*

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

- ☐ Have a current physical exam form on file (good for 2 years from exam date and needs to be good through the entire season).
- ☐ Register online via FinalForms and provide all required documentation.  
<https://northshore-wa.finalforms.com>
- ☐ Passing 5 of 6 classes and maintaining a 2.0 cumulative GPA.
- ☐ For cut teams students must be fully eligible and be able to participate in scheduled tryout dates (First 2-3 days of practice)
- ☐ Payment of participation fee (see NSD website under athletics for current participation fee info).
- ☐ Students must attend four of six academic periods on a six-period day to be eligible for that day's game/event.

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

### **Middle School Sport Participation Fee**

- ☐ All students participating in a middle school sport must purchase an ASB membership for \$30. These funds directly support the year-to-year cost of the athletic programs. There is a \$10.00 replacement charge for lost cards.
- ☐ A \$200 fee for each sport.
- ☐ Individuals participating in more than one season will pay a maximum of \$400 per school year.
- ☐ Families with two or more students participating during the same season will be charged \$150 per participant up to a family limit of \$600 per school year.
- ☐ Families with two or more students participating at both high school and middle school level will have a family limit of \$700.
- ☐ Students/families in need may contact the school secretary or athletic director to apply for a reduction or waiver of the fee.

### **Athletics Schedule**

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

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

### **Sports Equipment**

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

### **Bus Transportation for Student Athletes**

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

\*There are no longer activity buses, starting school year 2024-25.

## **CAMPUS BOUNDARIES**

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

## **BIKE RIDING TO SCHOOL AS PERSONAL TRANSPORTATION\***

**Bicycle Safety:** Bicycling is fun and healthy but it's important to remember that a bicycle is not a toy, it's a vehicle!

**Skills needed prior to riding your bike to school:** Before deciding to ride, can you demonstrate the following bike handling skills?

- Ride in a straight line
- Ride in a straight line while scanning the situation ahead, behind and to the side
- Stop quickly using the bicycle's brakes without swerving.
- Ride in a controlled manner to avoid a hazard or collision

### **Bike Expectations:**

- Wear a properly fitted helmet. Protect your brain, save your life.
- Dress appropriately. Wear brightly colored, close fitting clothing. Tie your shoes and secure long laces and loose pant legs. Do not wear headphones.
- Ride a bicycle that fits. When seated on the bicycle, both feet should be firmly planted on the ground and hands should reach the handle bars.
- Check your equipment. Tires should be firm, brakes should prevent tires from rotating when pushed, bike chain should not droop or be rusty, and the seat and handlebars should be tight.
- Don't carry anyone else on the bicycle. A bicycle with one seat is a bicycle for one person.
- Don't carry anything in your hands. Use a backpack, basket or panniers to carry school supplies and books.
- Consider light and weather conditions upon your return. For bicycle riding when it's dark out (Before School and After during winter months), a white front light (not a reflector) visible for 500 feet and a red rear reflector are required. A red rear light may be used in addition to the required reflector.
- Consider your route. Choose the route with the fewest streets to cross. Avoid busy and high-speed streets
- Once on school campus, you must walk your bike on the sidewalks to the bike rack. (when arriving and when leaving campus)

**Rules of the Road:** Always follow the law and use good judgment. Remember... A bicycle is a vehicle and you're the driver.

- Obey All Traffic Laws. Stop at Stop Signs. Obey ALL traffic signs and signals. Use hand signals when turning and stopping.

- Stop at All Intersections and Check for Traffic Before Crossing. It may be best to dismount and walk your bicycle across large or busy intersections.
- Yield to Traffic When Appropriate. If there is no stop sign or traffic signal and you're coming from a smaller roadway (out of a driveway, bike path, etc.) you must slow down and look to see if the way is clear before proceeding.
- Yield to Pedestrians. In most cases, pedestrians have the right of way. When in doubt, stop.
- Go With the Traffic Flow. Ride on the right, in the same direction as other vehicles.
- Look Before Turning or Changing Lanes. When turning left or right, always look behind you for a break in traffic, then signal before making the turn. Watch for left or right turning traffic.
- Assume Other Vehicles Don't See You. Try to make eye contact when necessary.
- Be Predictable. Ride in a straight line, not in and out of cars. Use hand signals.
- Stay Alert at All Times. Use your eyes and ears. Watch out for potholes, cracks, storm grates, or anything that could make you lose control of your bike. You need your ears to hear traffic and avoid dangerous situations; don't wear a headset when you ride.
- Watch for Parked Cars. Ride far enough out from the curb to avoid the unexpected, like doors opening or cars pulling out.

#### **Theft, damage, or loss of bike and bike equipment:**

Timbercrest is not responsible for the loss, damage, or theft of bicycles or bike equipment (ex: helmets). Students should make every effort to ensure their bikes are locked and secure in the school bike rack. The bike rack is located at the front of the school by the main office entrance.

***\*Failure to follow these expectations:*** Failure to follow the bike riding expectations may lead to discipline taken at school and include loss of bike riding privileges. **Students who do not follow our bike riding expectations may have a BIKE Riding Contract put in place during the school year.** Your safety is our number one priority!

### **BUS TRANSPORTATION**

#### **Bus Passes**

To ride another bus on a particular day, students must request a pass. To obtain a bus pass, students must bring a note signed by their parent/guardian to the Main Office when they arrive at school. Requests may also be made through email from a parent account on record with TMS. Emails must include all the information noted below. Send requests to [TMSbuspass@nsd.org](mailto:TMSbuspass@nsd.org). **We cannot accept bus pass requests by phone.** Please drop off bus pass requests in the main office. Approved passes will be ready for pick-up at lunchtime. **Please note: some buses are full and will not accept bus passes.** Additionally, bus passes are not available on ER Wednesdays.

#### **Bus pass requests must include the following:**

- Student's full name
- Bus number
- Bus stop location OR address of the student they are riding with
- Parent/guardian signature and contact phone number

## **Bus Expectations**

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

## **Bus Expectations**

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

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



## **CAFETERIA EXPECTATIONS**

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

Please note the following rules:

1. Students must be seated and then will be dismissed to enter the lunchline.
2. Students are not allowed to run or cut in line.
3. Students must be sitting down while eating - First 15 minutes of lunch.
4. Loud popping noises are prohibited.
5. Every student is expected to clean up the cafeteria tables and may be asked to pick up litter left behind, even if it's not theirs.
6. Only students who are making a purchase should be in the serving area and should proceed through the serving area in an orderly manner.
7. Students must complete their purchase before leaving the serving line.
8. Food and drinks must be consumed in the cafeteria only.
9. No food or drinks are allowed outside.
10. Students are not to be in the courtyard or hallways during lunch.
11. Backpacks are not allowed in the cafeteria at lunches - follow school procedures for determining which classroom they go to during your lunch. (see lunch schedules) Backpacks not placed in the correct classroom during lunch, may result in discipline.
12. Personal sports equipment is not allowed to be brought to school for use at lunches. Students can check out sports equipment for use at lunch with their ASB cards.

## **CELL PHONES / ELECTRONIC DEVICES**

### ***NO CELL BELL to BELL***

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

They are to remain out of sight during the school day while in and out of the classroom. Use of electronics (in hands or on desks) during the school day is not allowed. They are not allowed during passing periods or at lunch. **The only exception is when a teacher may choose to allow use of them for educational purposes in their classroom.**

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

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

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

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

### **COURTYARD EXPECTATIONS**

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

### **COUNSELING**

#### **When to Contact a Counselor**

Counselors work with students and families to address social/emotional and academic needs. Examples of when to contact a counselor include: relationships with friends or family members, bullying/harassment, financial assistance for school supplies and related activities, study/organizational skills, concerns on academics and any questions/concerns that may impact student success at Timbercrest Middle School.

#### **How to Contact a Counselor**

**Students** can schedule appointments to see counselors by signing up at the counseling office during before/after school, lunch, and between class periods. Your counselor will send a pass for you to report to the counseling office. Students can also email their counselor directly.

**Parents** can schedule appointments by contacting the appropriate counselor through email or telephone and coordinating an appointment time.

### **DELIVERIES TO STUDENTS**

When necessary, parents/guardians may drop off items to the main office and write a slip for the office to deliver to the student letting them know they have an item to pick up. For example, student lunch, school project or instrument left at home, or sports gear needed for after school sport practice. Some items, such as balloons\*, if brought to school will be kept in the office until the end of the day. Balloons are not allowed in classrooms/shared campus spaces. *\*Please note that balloons are not allowed on buses and will be deflated if left in the building after school is out as they set off motion sensors.*

### **DRESS CODE**

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

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

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

**Students May Wear:**

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

**Students May Not Wear Clothing With:**

- Violent language or images
- Images or language that encourages the use of alcohol, tobacco, vaping, or the use of any other drugs.
- Images or language that depicts illegal activity or that creates a hostile environment
- Hate speech, gang/hate group affiliation, profanity, or pornography
- Bathing suit tops, tube tops, or sports bras (unless worn underneath another approved article of clothing)
- Visible underwear or boxers
- Masks\* and headwear that conceal the face (except for religious, medical, and/or health related purposes)
  - \*Unless directed by state, county, or district officials
- Dangerous or sharp objects that could be used as a weapon, spikes, etc.

**Administration and staff appreciate the cooperation of students and parents in reviewing the students' dress to meet established guidelines.** If a student's dress or appearance is such that it constitutes a threat to the health or safety of others, is not

suitable to the norms of an educational setting, or otherwise violates this dress code, administration may require the student to change their attire. Disciplinary action may follow for repeat offenses.

### **ENERGY DRINKS**

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

### **FINES AND FEES**

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

### **GRADE REPORTS**

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

### **HALL PASSES**

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

### **HARASSMENT, INTIMIDATION, AND BULLYING**

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

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

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

Harassment, intimidation, and bullying means any intentionally written message or image - including those that are electronically transmitted - verbal, or physical act, including but not limited to one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation, including gender expression or identity, mental or physical disability or other distinguishing characteristics, when an act:

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

### **HATS AND HOODS**

**Fall under the guidelines for dress code. (see dress code section)** Students may be asked to remove hats/hoods that cover or obscure their faces or for safety reasons. Hats are considered clothing and not toys to be used for games such as keep-a-way.

### **HEALTH ROOM / SCHOOL NURSE**

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

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

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

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

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

#### **When Should I Keep my Child Home from School?\***

- ☐ A temperature, taken orally, that is 100 degrees Fahrenheit or higher, is considered a fever. Children should be fever-free, without fever reducing medication, for at least 24 hours before sending them to school.

- ❑ Anytime a child vomits or has diarrhea, he/she needs to be isolated from other children for 24 hours. If your child vomits or has diarrhea in the night, keep him/her home from school the following day.
- ❑ Any rash of unknown cause should be considered contagious. Please have your child examined by a healthcare provider to determine the cause and communicability of the rash before sending him/her to school. The child may not return to school unless there is a letter from the medical professional stating that the rash is not communicable in nature, or unless the rash is no longer present.
- ❑ 24 hours after administration of the first dose of an antibiotic or as directed by the health care provider.

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

### **Accidents**

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

### **Injuries at School - Parent Financial Responsibility**

The health and safety of our students is one of the district's foremost concerns. Even so, accidents may and do happen and the resulting medical bills (ambulance transport, surgery, etc.) can be very expensive. However, many families are unaware that the district does not carry insurance for student personal injury costs and cannot assume responsibility for them. Parent/Guardian Responsibility: Parents or guardians are financially responsible for any medical bills if their child gets hurt during school or a school activity. This includes students participating in athletics, recess and after school activities. If your student participates in a sport, please make certain your family insurance plan covers athletic participation.

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

### **Children with Life Threatening Conditions**

In order to provide a safe learning environment, the state of Washington passed a law that requires students with life threatening conditions to have medical orders and a nursing care plan in place **BEFORE** the first day of school attendance. (Chapter 101, Laws of 2002, amending Chapter 28A.210 RCW) The law defines life-threatening conditions as "a health condition that will put the child in danger of death during the school day if a medication or treatment order and a nursing plan are not in place." Children with life-threatening conditions such as diabetes, severe bee sting or food allergies, severe asthma, severe seizures, etc., are required to have a medication or treatment order in

place before they start school.

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

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

### **Health Screening**

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

### **Immunization**

For the protection of your child, the Washington State immunization law states that every child attending public or private school **must show proof of compliance with the law before the student’s first day of attendance. Northshore School District requires healthcare provider verification of student immunizations.** Any student not meeting this requirement will be excluded. Bothell Health Point (425-486-0658) accepts medical coupons and has a sliding fee scale. If you need assistance in acquiring these immunizations, please contact the school nurse.

### **Medications at School**

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

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

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

### **School Staff Administered Medication**

The following conditions must be met:

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

### **Student Self-Administered Medication**

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

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

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

### **Medication while on Field Trips**

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

### **Asthma and Anaphylaxis Medications**

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



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

## **LIBRARY**

Welcome to your Timbercrest Library! All are welcome here. Our mission is to create a welcoming environment that inspires our students to be inquisitive learners, passionate readers, critical thinkers, and effective users and producers of ideas and information.

### **Visiting the Library**

The library opens to students 20 minutes before the start of the school day and closes at the end of the school day. Students may come to the library before school, during advisory, and during most lunches. Students may also come to the library during class for independent study as deemed appropriate by their teachers. Passes are not required before school or when visiting as a whole class with a teacher. Passes are required for individual visits throughout the day, including advisory and lunches.

### **Library Expectations**

- Sign in upon arrival (unless visiting as a whole class) and leave backpacks near the front windows.
- No food or drinks allowed, with the exception of water bottles with lids.
- Use of library computers is reserved for academic use only. No gaming.
- Use of printers is for academic purposes only.
- Students must follow the NSD Acceptable Use Policy.
- Clean up after yourself and leave the library space better than you found it.

### **Borrowing Materials**

- Students may check out up to seven books at a time.
- Books may be renewed as long as no one is waiting for them.
- Holds may be placed at the circulation desk or online through Destiny.
- Check out may be temporarily restricted if books are lost or not returned.
- Please return books on time. Due dates are noted inside the front cover of books.
- Late fines are not collected, but fines will be assessed for lost materials.

### **Accessing Online Resources**

Students can search the library catalog, check their library accounts, and utilize subscription databases/electronic resources via the library website. Students can check their library account by logging into Destiny.

Username: NSD student id Password: NSD password

Subscription	User name	Password
eBooks (Mackin)	tmswolves	timberwolf
NoodleTools	( <i>your student ID</i> )	( <i>your password</i> )
Washington textbook	Wapnw	wapnw
World Book Online	Timbercrest	nsd417
Your KCLS Number	417 (8 digit student ID)	last 4 digits of your ID number

## **LOST AND FOUND**

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

## **PERSONAL PROPERTY**

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

## **SAFETY**

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

## **SECURITY CAMERAS AND SURVEILLANCE**

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

## **SELLING ITEMS AT SCHOOL**

Only authorized organizations may sell items on school property or at school events.

## **SOCIAL MEDIA**

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

## **TECHNOLOGY EXPECTATIONS**

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

1. All students must follow NSD Acceptable Use Procedure (NSD Policy 2022), which provides guidelines for appropriate use of technology, and the Internet in the Northshore School District. NSD Policy 2022 may be found on the Northshore School District and/or Timbercrest Middle School website.
2. The use of technology is a privilege. Altering or tampering with any computer equipment, software, student work or operating system is expressly forbidden. "Altering" includes, but is not limited to: installing programs, deleting materials, changing, moving, or renaming existing materials/programs of any NSD equipment, including interference with other student work in Google Docs. Damaging and/or misuse of technology is a serious offense, which may result in school and/or district disciplinary action including loss of computer privileges. Students may be required to pay restitution for lost, stolen, or damaged technology.
3. Internet access is available to all students at TMS. Parents are encouraged to review the *Acceptable Use Guidelines* with their children. The Internet will be used to research assigned class projects, or to complete work directly related to a class project. Northshore School District reserves the right to monitor student use of the Internet or any other student use of technology.
4. Students may not visit inappropriate sites on the Internet. "Inappropriate sites" include, but are not limited to, sites that display and or promote racist, violent, pornographic, or vulgar material or access gaming sites. The right to decide whether or not a particular site is inappropriate rests solely with the staff.
5. Students may not download inappropriate materials. "Inappropriate materials" include, but are not limited to games, social networking, hacking software, materials which are pirated, non-educational, objectionable, or copyrighted. If there is any question, please check with a staff member.
6. No food, drinks, or gum are allowed near computers or other technology.
7. Students and parents will be expected to read, agree to, and sign the NSD Technology Agreement, which outlines the expectations above.
8. Students must use their assigned school issued devices, personal devices brought from home are not allowed to be used as a student school device.

## **VISITORS**

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

## WEAPONS

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

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

### Discipline Guidelines:

SECTION E: ACTION LEVELS			
GUIDANCE	<p>When considering discipline, the District strives to keep students in their classroom whenever possible. Disciplinary actions must be non-discriminatory, fair, age- appropriate and correspond to the severity of the student's misbehavior.</p> <p>The chart below lists forms of discipline that school administration should consider as the result of a behavioral violation. <b>Administrators must consider the student's individual circumstances and the nature and circumstances of the behavioral violation to determine what level of discipline is warranted. *</b></p>		
LEVEL 1	<ul style="list-style-type: none"> <li>Community Service</li> <li>Confiscation of Inappropriate Items</li> <li>Contract (Academic, Attendance, Behavior, or Technology)</li> <li>Detention</li> <li>Intervention Group</li> <li>Meeting with School Counselor</li> <li>Mentoring</li> <li>Parent Notification and Conference</li> <li>Peer Mediation</li> </ul>	<ul style="list-style-type: none"> <li>Personal Reflection</li> <li>Positive Behavioral Support Plan</li> <li>Privileges Suspended</li> <li>Reassignment to Different Class/Programs</li> <li>Request Student Conference</li> <li>Restitution</li> <li>Restorative Circles</li> </ul>	<ul style="list-style-type: none"> <li>Restorative Conferences</li> <li>Saturday School</li> <li>Student Verbal Apology</li> <li>Student Written Apology</li> <li>Threat Assessment</li> <li>Warning</li> <li>Other Action (consistent with other Level 1 interventions).</li> </ul>
LEVEL 2	<p>Any Action from the prior level(s) may also be imposed.</p> <p><b>In School Suspension</b></p> <p><b>Short Term Suspension and/or Abeyance (1-10 days)</b></p>		
LEVEL 3	<p>Any Action from the prior level(s) may also be imposed.</p> <p><b>Long Term Suspension and/or Abeyance (11 or more days)</b></p>		
LEVEL 4	<p>Any Action from the prior level(s) may also be imposed</p> <p><b>Expulsion</b></p>		

## SECTION F: CODE OF CONDUCT

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

**The Action Levels identify the levels that administrators can use for behavioral violations. After an initial intervention has been attempted, the Action Levels below reflect consequences for the specific behavioral violations assigned. Administrators must consider the student's individual circumstances and the nature of the behavioral violation to determine what level of discipline is warranted.**

Behavioral Violation	Level 1	Level 2	Level 3	Level 4	Definition/Notes
Academic Dishonesty/Plagiarism	★				Knowingly submitting the work of others represented as the student's own, assisting another student in doing so, enabling such misrepresentation to occur, or using unauthorized sources.
Alcohol †		★	★		Use or possession of alcohol.
		★	★		Manufacturing, sale, purchase, transportation or distribution of intoxicating alcoholic beverages or substances represented as alcohol or the violation of district alcohol policy. Suspicion of being under the influence of alcohol may be included if it results in disciplinary action.
Arson		★	★		Causing a fire or explosion in order to injure another person or to damage or destroy property.
Attendance	★				Failure to regularly be in attendance, remain on school grounds from the time of arrival and attend regularly scheduled classes, unless officially excused.
Cannabis †		★	★		Use or possession of cannabis in any form.
		★	★		Purchase, intent to purchase, sale, intent to sell (whether completed or not), transport, distribution, and/or delivery of cannabis in any form.
Disruptive Items	★	★			The possession, use, trade, purchase or distribution of any item that is capable of causing disruption is strictly prohibited.  Examples include, but are not limited to: toys, tools, lighters, laser pointers, pagers, handcuffs, shock pens, and matches.

**The Action Levels identify the levels that administrators can use for behavioral violations. After an initial intervention has been attempted, the Action Levels below reflect consequences for the specific behavioral violations assigned. Administrators must consider the student's individual circumstances and the nature of the behavioral violation to determine what level of discipline is warranted.**

Behavioral Violation	Level 1	Level 2	Level 3	Level 4	Definition/Notes
Dangerous Items and/or explosive devices		★	★		The possession, use, trade, purchase, or distribution of any item that in such a manner that adversely impacts the health or safety of other students or staff is strictly prohibited. Examples include, but are not limited to; firecrackers, artillery shells, and gunpowder.
Destruction of Property/Vandalism		★	★		Intentional damage of school property or the property of others.
Driving/parking violation	★				Failure to obey all applicable driving and parking regulations, whether adopted by the school or by law.
Failure to Submit to Discipline and/or Corrective Action	★	★			A student's refusal or inability to comply with interventions and measures put in place to address and correct inappropriate behavior or academic issues. This can involve not attending detention, ignoring instructions to complete assigned tasks or remediation programs, and failing to adhere to behavior contracts or improvement plans. Consequences for failure to submit to discipline and or corrective action may include meetings with parents or guardians, suspension, or other actions designed to encourage compliance and support a positive school environment.
False Activation		★	★		Pulling a fire alarm, tampering with an AED box or fire extinguisher and/or misusing 911
Gambling	★				Playing cards, dice, or games of chance for money or other things of value; or betting money or other things of value.
Gang/Hate Group activity or affiliation		★	★		Displaying gang/hate group membership or affiliation through behavior, gestures, apparel, activities, or other attributes that lead or reasonably could lead to disruption of the educational process. A "gang" means a group, organization or association which (i) consists of three or more persons; (ii) has identifiable leadership; and (iii) on an ongoing basis conspires and acts in conduct mainly for criminal or disruptive purposes.
Hate Speech		★	★		Any abusive or threatening speech intended to demean or express prejudice against a particular group based on membership in a social group such as race, religion, or sexual orientation. Speech can be verbal or electronically transmitted.



The Action Levels identify the levels that administrators can use for behavioral violations. After an initial intervention has been attempted, the Action Levels below reflect consequences for the specific behavioral violations assigned. Administrators must consider the student's individual circumstances and the nature of the behavioral violation to determine what level of discipline is warranted.

Behavioral Violation	Level 1	Level 2	Level 3	Level 4	Definition/Notes
Hazing		★	★		Any perceived action taken, or situation created intentionally, that causes embarrassment, harassment or ridicule; risks emotional and/or physical harm to members of the group or team; whether new or not; regardless of the person's willingness to participate.
<b>HIB: (Harassment, Intimidation and Bullying)</b> HIB means any intentionally written message or image - including those that are electronically transmitted - verbal, or physical act, including but not limited to one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation, including gender expression or identity, mental or physical disability or other distinguishing characteristics, when an act: <ul style="list-style-type: none"> <li>• Physically harms a student or damages the student's property.</li> <li>• Has the effect of substantially interfering with a student's education.</li> <li>• Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment.</li> <li>• Has the effect of substantially disrupting the orderly operation of the school.</li> </ul>					
HIB-Disability	★	★	★		Refers to harmful conduct based on actual or perceived disability.
HIB-Gender Identity	★	★	★		Refers to harmful conduct based on actual or perceived gender identity (including harassment because a student identifies as or is perceived to be transgender, cisgender, or nonbinary).
HIB-Race, Color, or National Origin	★	★	★		Refers to harmful conduct based on actual or perceived race, color, or national origin (including ancestry and ethnicity).
HIB-Religion	★	★	★		Refers to harmful conduct based on actual or perceived religion.
HIB-Sexual	★	★	★		The district prohibits sexual harassment of students by other students, employees, and third parties involved in District programs or activities. Complaints of sexual harassment of students will be investigated by the district even if the alleged harasser is not a district employee or student. <ul style="list-style-type: none"> <li>• acts of sexual violence;</li> <li>• unwelcome sexual or gender-directed conduct or communication that substantially interferes with a student's educational performance or creates an intimidating, hostile, or offensive environment;</li> <li>• unwelcome sexual advances;</li> <li>• unwelcome requests for sexual favors;</li> </ul>

					<ul style="list-style-type: none"> <li>• unwelcome sexually motivated physical contact;</li> <li>• sexual demands when submission is a stated or implied condition of obtaining an educational benefit; and</li> <li>• sexual demands where submission or rejection is a factor in an academic, or other school-related decision affecting a student.</li> </ul>
<p>The Action Levels identify the levels that administrators can use for behavioral violations. After an initial intervention has been attempted, the Action Levels below reflect consequences for the specific behavioral violations assigned. Administrators must consider the student's individual circumstances and the nature of the behavioral violation to determine what level of discipline is warranted.</p>					
Behavioral Violation	Level 1	Level 2	Level 3	Level 4	Definition/Notes
HIB-Sexual Orientation	★	★	★		Refers to harmful conduct based on actual or perceived sexual orientation (including harassment because a student identifies as or is perceived to be gay, lesbian, bisexual, or heterosexual).
HIB-Other	★	★	★		Any other HIB related behavior that does not meet the criteria of the categories above.
Horseplay/Rough Housing	★				Physical acts that endanger the health and safety of others, including minor aggressive acts that do not rise to the level of fighting without major injury. This also includes rough play or mischief.
Illicit Drug †		★	★		Use or possession of any controlled drug or narcotic substance, Include the use or possession of any prescription or over-the-counter medication (e.g., aspirin, cough syrups, caffeine pills, nasal sprays).
Illicit Drug Purchase or intent to purchase or sell †		★	★		Unlawful cultivation, manufacture, distribution, sale, solicitation, purchase, transportation, or importation of any controlled drug or narcotic substance or violation of the district drug policy. Include the distribution of any prescription or over-the-counter medication (e.g., aspirin, cough syrups, caffeine pills, nasal sprays).
Inappropriate language	★				Swearing or other use of language in an inappropriate way that is not abusive, threatening, or intended to demean or express prejudice.
Misrepresentation		★			Acts of misrepresentation, including dishonesty, hindering a school investigation, falsifying the authorization of another person, identity theft, or impersonating another person in any format including via technology.



The Action Levels identify the levels that administrators can use for behavioral violations. After an initial intervention has been attempted, the Action Levels below reflect consequences for the specific behavioral violations assigned. Administrators must consider the student's individual circumstances and the nature of the behavioral violation to determine what level of discipline is warranted.

Behavioral Violation	Level 1	Level 2	Level 3	Level 4	Definition/Notes
Misuse of technology	★	★			Use of school network, computers, or other technology for non-instructional or prohibited purposes. (Policy 2022)
Multiple Minor Accumulated Incidents		★			Discipline for culmination of multiple minor infractions that both occurred throughout the school year and individually would not rise to the severity of meriting a short-term or long-term suspension or expulsion.
Possession of a Weapon (CATEGORY 1)		★	★	★	<p><b>Possessing Dangerous Weapons on School Facilities</b></p> <p>Any firearm, slingshot, sand club, metal knuckles, spring blade knife (RCW 9.41.250) 28A.600.420, dagger, dirk, pistol, spring blade knife, nun-chu-ka sticks, throwing stars, air gun (including air pistol or air rifle, designed to propel a BB, pellet, or other projectile by the discharge of compressed air, carbon dioxide, or other gas), stun gun (including a projectile stun gun which projects wired probes that are attached to the device that emit an electrical charge designed to administer an electric shock, charge or impulse), any device, object or instrument which is used or intended to be used as a weapon with the intent to injure a person by an electric shock, charge or impulse or other dangerous weapon. Uses any contrivance or device for suppressing the noise of any firearm (RCW9.41.280, RCW9.41.250)</p> <p>A school district must expel a student for no less than one year if the district has determined that the student has carried or possessed a firearm on school premises, school-provided transportation, or areas of facilities while being used exclusively by public schools. (RCW28A.600.420)</p>
Possession of a Weapon (CATEGORY 2)	★	★			<p><b>Other Weapon violations</b></p> <p><i>(Without finding of intent, malice or threat)</i></p> <p>Possession, use, transfer or transportation of all objects that may be considered a dangerous weapon (see category 1- with the exception of firearms) but the presence and circumstances of possession do not present a material danger to self, other students or staff by use or intent. The administrator may exercise discretion when interpreting use and intent with such objects. Where circumstances do not support a finding of dangerous intent, malice or threat to students and/or staff, a lesser sanction may be imposed.</p>

**The Action Levels identify the levels that administrators can use for behavioral violations. After an initial intervention has been attempted, the Action Levels below reflect consequences for the specific behavioral violations assigned. Administrators must consider the student's individual circumstances and the nature of the behavioral violation to determine what level of discipline is warranted.**

Behavioral Violation	Level 1	Level 2	Level 3	Level 4	Definition/Notes
Possession of a Weapon (CATEGORY 3)	★	★			<b>Other Items</b> The possession, use, or transfer of any object when there is no reasonable purpose for possessing the item except to use it as a weapon and/or represent it as a weapon. Category 3 applies to any instrument, toy, "dummy" or look-a-like object that appears to be a firearm, or which looks or acts like a weapon. Category 3 weapons include nuisance items, toys, tools, look-alike firearms, toy firearms, small pocket knives or other unauthorized items, or when there is no other reasonable purpose for possessing the object except to use it or represent it as a weapon, whether or not specifically defined as a dangerous weapon. The possession, use, transfer of any Category 3 object is considered a disruption to the educational process and potentially dangerous to the safety and welfare of students and staff.
Public displays of intimate affection	★				Open displays of intimate affection, including prolonged embraces or kissing, fondling, or dancing in a lewd or suggestive manner.
Sexually Inappropriate Conduct		★	★		Obscene acts or expressions, whether verbal or nonverbal, including indecent exposure.
Theft or Possession of Stolen Property	★	★			Taking or knowingly being in possession of district property or property of others without permission.
Tobacco	★	★			Possession, use, distribution, or sale of tobacco products/paraphernalia.
Threats to others*		★	★	★	Spoken, written, non-verbal gestures or electronic statements or actions conveying a threat to cause bodily injury, or to cause the physical confinement or restraint of the person threatened, or any other act causing substantial harm to the physical or mental health of the person threatened. (Note: if the behavior doesn't meet the above definition please use the behavioral violation of Bullying, Discriminatory Harassment, Intimidation or Sexual Harassment.) <b>*This does not include transient threats</b>

**The Action Levels identify the levels that administrators can use for behavioral violations. After an initial intervention has been attempted, the Action Levels below reflect consequences for the specific behavioral violations assigned. Administrators must consider the student's individual circumstances and the nature of the behavioral violation to determine what level of discipline is warranted.**

Behavioral Violation	Level 1	Level 2	Level 3	Level 4	Definition/Notes
Trespass/Loitering	★	★			Entering or remaining upon school district property without authorization.
Unauthorized Transportation	★				Possessing or utilizing scooters, shoes with wheels, skates, roller blades, skateboards, go-carts, mini-bikes, motorized wheel devices other than automobiles, or horses on school district property.
Vapes/Substance Delivering Devices †	★	★			Student is in possession of a vaping paraphernalia, but no evidence of being under the influence. (without finding of being under the influence) See page 52
		★	★		Possession, use, transfer and/or sharing of a vape <b>with</b> suspicion of being under the influence of any drug, or illegal substance. Vapor, hookah, e-cigarettes, mods, substance-carrying devices, and liquids or oils for use with these devices, are considered drug paraphernalia. See <b>"ALCOHOL, CANNABIS, or ILLICIT DRUGS."</b> (with finding of being under the influence, or reasonable suspicion)
Verbal confrontations, taunting, provoking	★	★			Challenging, mocking, insulting, and behavior that provokes or may provoke a physical confrontation, including encouraging or inciting others to fight.
Violence with Major Injury			★	★	Any violent incident that results in an injury for which another person or animal requires professional medical attention.
Violence <u>Without</u> Major Injury		★	★		Any violent incident that does not result in an injury for which another person or animal requires professional medical attention.

**\*Under RCW 28A.600.015**, a long term suspension can be imposed for a first offense if **(1)** staff have first "considered" other forms of discipline to support the student in meeting behavioral expectations, **(2)** the student commits a behavioral violation listed at RCW 28A.600.015(6)(a)-(d), which includes, for example, certain violations related to firearms, alcohol, controlled substances, violent offenses, alcohol, felony sex offenses, inhaling toxic fumes, or any behaviors that adversely impacts the health or safety of other students or educational staff; **AND (3)** it is determined that returning the student to school before the end of the suspension would pose an "imminent danger to students or school personnel" or an "imminent threat of material and substantial disruption of the educational process". Long term suspensions can be imposed for a first offense, so long as each of these conditions have been satisfied. Long term suspension may be used for students in kindergarten through fourth grade only in cases of firearms.





**The use of alcohol, cannabis and other drugs** by students is serious and can be life threatening. Students' use of alcohol, cannabis, and other drugs (including but not limited to vapor, hookah and e- cigarettes) may impair their health, self-esteem, dignity, quality of life, learning ability and potential contribution to society. Substance use has a disruptive and negative influence on school, its programs, and activities. Prompt intervention can be an effective deterrent against the abuse of controlled substances, thus helping the student user and protecting the general school population.

Discipline for behavioral violations offers abeyance contracts for students who receive a drug and alcohol assessment and complete all of the recommendations. Chemical dependency is treatable and early identification, assessment and intervention are conducive to successful treatment. The school district can assist in arranging access to drug and alcohol counseling, treatment, and re-entry programs, however, parents have the primary responsibility to seek assistance and resolve alcohol and other drug use problems that their children experience. The Northshore School District will not be responsible for payment of any associated costs of treatment including any additional urinalysis assessment (UA) testing. For further information, contact your school principal or counselor.

Possession, use, purchase, sale, or intent to sell or intent to purchase (whether completed or not), transport, distribution, and/or delivery, of alcohol, cannabis, any food or beverage containing alcohol, cannabis, controlled substances, (e.g., narcotics or inhalants) prescription drugs, or other chemical substances, in a manner inconsistent with its intended use, the prescribing order or look-a-likes including but not limited to drug paraphernalia or substance carrying devices (including but not limited to: vapor, hookah and e-cigarettes) is prohibited. Being under the influence, use, possession, distribution, purchase, sale, trade, or consumption at any time on Northshore School District property is prohibited. This rule is applicable to the school day and during any school-related functions or activities whether during the school day or not. Violators may be suspended or expelled, and police may be contacted. The District will randomly conduct canine searches with the assistance of local law enforcement.

The District has adopted a specific set of recommended disciplinary guidelines for the use, possession, or transfer of alcohol, cannabis, illicit drugs, or vaping devices. These recommended actions may be increased or reduced in severity, up to and including expulsion, based upon the specific circumstances of the behavioral violation as provided for herein.

**The following may help guide administrators in determining disciplinary consequences for the use, possession, or transfer of alcohol, cannabis, illicit drugs, or vaping devices. School administrators may impose increased or reduced discipline that varies from these guidelines based upon the specific circumstances of the student and the behavioral violation and based on the varying requirements for imposing different forms of discipline.**

**1. Use or possession of alcohol, cannabis, or illicit drugs.**

- a. Any student in violation of this rule for the first time may be excluded from classes for the remainder of the school day (if the behavioral violation justifies a classroom exclusion, as explained above) and attend a 4-hour Saturday school.
  - The student shall also register for ATOD class within 72 hours (parent must attend) or be assigned another form of education to inform students of the dangers of associated with alcohol, cannabis, or illicit drug use. (Please see exception below\*)
- b. Based on the circumstances, a second offense may lead to a short-term suspension. This suspension may be reduced contingent upon the student's participation in the suspension reduction process outlined below. If the student and parent agree, and the student undergoes an assessment performed by a state certified chemical dependent treatment agency qualified to perform drug and alcohol assessments, the suspension will be reduced in half, subject to the student's successful

completion of; a drug and alcohol assessment, any follow-up treatment recommendations and student and parent/guardian attendance at the district drug/alcohol information class. The suspension will not be reduced, and the student will not be readmitted to school during the suspension period until the counselor from the approved program provides the principal or his/her designee with a written confirmation of participation. The remaining days of suspension may be held in abeyance and as determined by the building administrator, may be imposed if the student fails to complete the assessment and/or reoffends. During any short-term suspension, a student may not attend school or participate in any school related activities which may include and affect graduation and companion activities. The remaining days of suspension may be held in abeyance and as determined by the building administrator, may be imposed if the student fails to complete the assessment and/or reoffends.

- c. Any student in violation of this rule for the third time, if their behavior is deemed an imminent threat to students or school personnel, or substantial disruption of the education process, and after other forms of discipline are considered, maybe suspended for up to ninety (90) school days. This suspension maybe reduced to a minimum twenty (20) school days. This suspension may be reduced as outlined above.
- d. If there is a fourth offense, the student may be suspended ninety (90) school days with the students successful completion of an alcohol and drug assessment and any follow-up recommendations.

#### **Exception**

\*Any student in violation of this rule for the 1st or 2nd occurrence may be long term suspended for 11 days or more if (1) staff have first considered using other forms of discipline to support the student in meeting behavioral expectations, (2) the student commits a behavioral violation listed at: RCW 28A.600.015(6)(b): An offense listed in RCW 13.04.155, which includes inhaling toxic fumes, a controlled substance, or a liquor violation, RCW 28A.600.015(6)(d): Behavior that adversely impacts the health or safety of other students or educational staff; AND (3) it is determined that returning the student to school before the end of the suspension would pose an "imminent danger to students or school personnel" or an "imminent threat of material and substantial disruption of the educational process". **Long term suspensions can be imposed for a first offense, so long as each of these conditions have been satisfied.**

#### **2. Transfer and/or distribution (whether completed or not):**

Students who attempt to provide alcohol, cannabis, or illicit drugs to another may receive the following discipline:

- 1a. Any student in violation of this rule for the first time may be excluded from classes for the remainder of the school day and be assigned a Saturday School. The student shall also register for an ATOD class within 72 hours (parent must attend) or be assigned another form of education to inform students of the dangers of associated with alcohol, cannabis, or illicit drugs use.

or

- 1b. Any student in violation of this rule for the first time may be long term suspended for up to 90 school days with day and credit loss limitations if (1) staff have first "considered" using other forms of discipline to support the student in meeting behavioral expectations, (2) the student commits a behavioral violation listed at: RCW 28A.600.015(6)(b): An offense listed in RCW 13.04.155, which includes inhaling toxic fumes, a controlled substance, or a liquor violation, RCW 28A.600.015(6)(d): Behavior that adversely impacts the health or safety of other students or educational staff; AND (3) it is determined that returning the student to school before the end of the suspension would pose an "imminent danger to students or school personnel" or an "imminent threat of material and substantial disruption of the educational process. **Long term suspensions can be imposed for a first offense, so long as each of these conditions have been satisfied.**
- 2. Any student in violation of this rule for the second time **may be long term suspended for up to ninety (90) school days with day and credit loss limitations.** The student should also obtain and comply with recommended treatment. Suspension may be reduced based on complying with treatment recommendations.



### **Reasonable Suspicion**

Reasonable suspicion shall mean specific observable facts that can be described and that indicate a particular student is in the possession of, or has used alcohol, illegal drugs, drug paraphernalia, or mind-altering substances, or that which purports to be, within the school day and/or to or from school, on adjacent to school property or at school sponsored activities.

Possession for the purpose of delivering or selling to others will result in more severe discipline.

### **Under the Influence**

For purposes of this policy, “under the influence” shall include any consumption or ingestion of controlled substances by a student. The school nurse will perform a Student Substance Abuse Evaluation. A local paramedic or EMT may also be called to examine the student. If based on the student's behavior, medical symptoms, vital signs or other observable factors, an administrator has “reasonable suspicion” that a student is under the influence of a controlled substance, the student may be suspended.

**If the student is suspected to be under the influence,** Administration may require participation in drug counseling, rehabilitation, testing, or other programs as a condition of early reinstatement into the school's educational, extracurricular, or athletic programs resulting from violations of this policy.

### **3. VAPING DEVICES:** <http://lcb.wa.gov/vape/vapor-products-law>

Vapor Product Laws: [Chapter 70.345 RCW](#) It is illegal for anyone under the age of 18 to purchase, attempt to purchase, possess, or obtain vapor products. A person under 18 possessing vapor products may face an infraction penalty. Over 18 – Adults may be cited with a gross misdemeanor for furnishing vapor products to minors.

- Vaping and substance carrying devices (including, but not limited to: vapor, hookah, e- cigarettes, and mods) are considered drug paraphernalia. All Northshore schools prohibit students from using, possessing, distributing, and being under the influence of any controlled substances during school hours, at any time while on school property, at any school- sponsored activity, and during the time spent traveling to and from school and school- sponsored activities. Violators will face disciplinary action and police may be contacted.
- A number of different illegal substances can be used in vaping devices from flavored oils and nicotine to cannabis, cannabis oil, synthetic drugs, or crack cocaine. These devices all produce an odorless vapor that resembles smoke, but no flame. A person smoking cannabis or any other illegal substance in an electronic smoking/vaping device can too easily disguise the substance being inhaled.
- A student's suspension may be reduced by attending the District's Alcohol, Tobacco, & Other Drugs 4- hour class; and by completing a drug assessment prior to re-entry – see Student/Parent Information regarding terms for suspension reduction.

### **Vaping Discipline (non-drug related)**

- 1. Any student in violation of this rule for the first time will be assigned the VapEducate course through [ActionEducate](#) or be assigned another form of education to inform students of the dangers of vaping.
- 2. Any student in violation of this rule for the 2nd time may be suspended for one (1) day. Each student's individual circumstances must be taken into consideration per WAC 392-400-430(2).
  - The student shall also register for ATOD class within 72 hours (parent must attend) or be assigned another form of education to inform students of the dangers of associated with alcohol, cannabis, or illicit drug use.

- If a student has already completed the ATOD course, the student can be assigned the VapEducate course for the 2nd violation.
- 3. Will follow drug and alcohol protocol
  - For every violation, regardless of category:
    - Confiscate all vaping product(s) and/or device(s)
    - Notify parent/guardian of incident
    - Student and parent must register and attend Center for Human Services Alcohol, Tobacco, and Other Drugs (ATOD) informational class (a free class contracted by the NSD)
    - Student and parent will be provided a copy of fact sheet regarding the dangers of vaping
    - Identify and refer to other resources as necessary

#### **4. STUDENT AND ATHLETIC LEADERSHIP CODE**

The opportunity to participate in the athletic program or as an elected or appointed school leader in the Northshore School District is a privilege available to all students. Because of the public nature of athletic and activities programs sponsored by the District, students choosing to participate are expected to conduct themselves at all times during their season of participation and between consecutive seasons in a manner that will reflect the high standards and ideals of their school and community. These high personal standards for conduct promote maximum achievement, safe performances, commitment to excellence in health and conditioning, and fulfill responsibilities as student leaders by setting a positive example for other students.

If students are earning credits from a school that is not one of the District's Secondary Schools or a District alternative program; they are expected to attend all athletic individual and team practices as scheduled by the respective coaching staff. Athletic practices and competitions take precedence over conflicts with non-Northshore credit providers. Sport specific attendance policies will be followed if practices or contests are missed.

On game day, student athletes participating in the competitive sports season must attend, at least, one half of the classes assigned to them, in order to be eligible to compete in the evening's event. An exception can be granted in cases where the student athlete must be absent from school or leave school early in order to participate in the school athletic competition or activity.

It is the highest priority that student athletes meet specific academic benchmarks toward high school graduation in order to continue competing. Student athletes who are credit deficient must confer with their counselor to develop an academic plan to retrieve credits and demonstrate ongoing evidence of meeting the plan. Students must meet the standards for interscholastic eligibility as outlined in the Washington Interscholastic Athletic Association (WIAA) handbook.

The Northshore School District is committed to equitable access to extra-curricular activities for each and every participant and when necessary, equitable application of corrective action(s) for participants at the discretion of administrators: Principals or Assistant Principals or District Administrators and/or the school's Athletic Director or Activity Coordinator.

The Athletic/Activities Code of Conduct takes effect when a participant enrolls in any of the District's high school athletic and/or activity programs and ends when the participant graduates from any one of the District's high schools.

For our District middle schools, the Athletic/Activities Code of Conduct takes effect when a participant enrolls in any of the District's middle school athletic and/or activity programs and ends when the participant transitions to any one of the District's high schools.

Each school, program, and activity will notify all participants about the Code, its requirements, and corrective actions on an annual basis.

Any student who is involved as an athlete or as an appointed or elected school leader who willfully performs any act that substantially interferes with or is detrimental to the orderly operation of the District's athletic or activities programs shall be subject to discipline. In cases where multiple student leaders or student athletes knowingly violate the athletic and leadership code, discipline may be levied on both individuals and the team as a whole.

**a) Running Start Eligibility Standards** – A Running Start Contract (RSEVF) must be on file annually in the principal's office or counseling office. A Running Start student's eligibility is through the public school of residence/record, where the student accesses the Running Start program.

**i) Regular Attendance** - The Running Start student must comply with the WIAA minimum eligibility standards of attendance and comply with local school attendance eligibility policies required of all other students.

Note: Students who access the Running Start Program at the community colleges may find themselves on a different academic calendar from their high school for academic eligibility.

**ii) Scholarship** - The Running Start student shall maintain passing grades during the previous and current high school semester/trimester equivalent to the standards set in the [Academic Requirement section](#) below. For the purposes of this rule, one (1) five (5) credit class in a college quarter shall be equal to one (1) high school credit and one (1) three (3) credit class in a college semester shall also be equal to one (1) high school credit. Running Start students who participate in club sport programs at the post-secondary institution they attend forfeit their interscholastic eligibility for the corresponding WIAA sanctioned sport.

**iii) Guidelines in Establishing Running Start Eligibility**

1. Determine the number of credits required for athletic eligibility at the student's high school. Example: Five (5) classes required in a six (6) period school day is equal to 2.5 semester credits needed for eligibility.
2. Establish the student's academic schedule for the year, either entirely as a Running Start student or a student with a blended schedule of classes from both Running Start and the high school.
3. Determine the number of credits to be earned in each of the courses.
4. The credits in the Running Start second term can be used either for the first (1st) semester, the second (2nd) semester, or split between the two (2) semesters.
5. It is possible that a Running Start Student would not attend any classes during one (1) of the three (3) Running Start terms and still be eligible, provided they took enough credits during the other two (2) terms to meet or exceed the number of credits per semester for athletic eligibility at the high school.
6. Running Start is a public school mainstream educational program. Eligibility is at the public school of residence/record where the student accesses the Running Start program. A student could still compete athletically for the private school if they maintain enrollment at the private school for at least 50 percent (%) of the school day at the private school.

**b) Attendance Requirement**

Aligned with [Procedure 3122: Excused and Unexcused Absences](#), student athletes are expected to attend school on days of practices and competitions. Coaches are provided with a daily printout of attendance to ensure their athletes are eligible to practice or compete based on the following criteria:

- Students must attend a minimum of (5) classes for a 7 period schedule
- Students must attend a minimum of (4) classes for a 6 period schedule
- Students must attend a minimum of (3) classes for a 4 period schedule
- Students must attend a minimum of (2) classes for a 3 period schedule

In rare, extreme, and extenuating circumstances beyond the control of the student, eligibility to practice or compete may be granted in advance on a case-by-case basis.

**c) Academic Requirement**

In order to maintain eligibility during the current semester/trimester, the student shall be full-time and maintain passing grades, in a minimum of:

- 5 classes in a 6 period class schedule or the equivalent credits
- 6 classes in a 7 period class schedule or the equivalent credits



Class schedule guidelines referenced above shall be the requirement of all full time students in that school. If a student is taking fewer classes than the school provides, they must be passing all of their classes.

**d) Running Start Courses Equivalent**

One - 5 credit quarter course = One high school credit

One - 3 credit semester course = One high school credit

NOTE: Any class posted as a "W" indicates a student has withdrawn from the class and is not considered a class toward the minimum class or the equivalent credit requirements.

For situations pertaining to eligibility outside these situations the District will refer to the WIAA guidelines for academic eligibility.

If a student has an extraneous circumstance not empowering them to meet the eligibility requirements the school can work with that student to appeal their situation of the appropriate process and support an action plan for success.

**e) Implementation of Corrective Action and Process**

Participants who exhibit any of the Behavior Violations included in [NSD Administrative Procedure 3200P](#) may be subject to corrective action under the Code.

1. If there is a reasonable belief a participant violated the Code, the allegation must be reported to an administrator and/or Athletic Director or Activity Coordinator.
2. Any reported allegation of a potential violation will result in an investigation. At minimum, the investigation will include:
  - a. An opportunity for the affected participant to provide a statement to an administrator and/or Athletic Director or Activity Coordinator. Prior to the affected participant providing a statement, the administrator and/or Athletic Director or Activity Coordinator will ask if the affected participant wishes to have a trusted adult with them.
  - b. A review of any previous corrective actions relating to the affected participant.
  - c. Interviews with others (students, staff members, coaches, etc.) who may have knowledge of the alleged incident.
  - d. An interview with the parent/guardian, as appropriate.
  - e. The administrator and/or Athletic Director or Activity Coordinator may determine that other steps must be taken before the investigation is complete.
3. If concluded that the participant did violate the Code, the administrator and/or Athletic Director or Activity Coordinator may determine appropriate corrective action. The corrective action will be commensurate with the nature of the extra-curricular activity, the participant's offense, honesty, and conduct, and/or other relevant factors.
  - a. Corrective action(s) applied under the Code are to be interpreted in a way that would not limit the application of corrective action otherwise imposed under other applicable District policies and procedures.
  - b. A participant who wishes to appeal the imposition of a corrective action under the Code may appeal pursuant to [Appeals of a Corrective Action](#) of the Code.
4. If concluded that the participant did violate the Code, the administrator and/or Athletic Director or Activity Coordinator will provide the participant and the parent/guardian with a written record of the corrective action imposed on the participant. The written record will include at minimum the following:
  - a. The behavior that led to the corrective action
  - b. The corrective action
  - c. Applicable appeal rights
  - d. Records of corrective action imposed on a participant under the Code are maintained in the same manner as any other student information.
5. Should a corrective action under the Code be applicable for a co-curricular activity that is part of a credit course for grade (examples include drama, music, journalism, art), or other school approved activities as defined in Policy 2150 (Co-Curricular Programs/Activities), the administrator will determine an appropriate corrective action. The corrective action will only be for the co-curricular event portion of the activity commensurate with the nature of the co-curricular activity, the student's offense, honesty, and conduct, and/or other relevant factors.

6. If a student commits an infraction of the Code but is not currently involved in a sport or activity, the administrator and/or Athletic Director and/or Activity Coordinator will determine an appropriate corrective action. The administrator and/or Athletic Director or Activity Coordinator will then:
  - a. Either apply a corrective action to be completed PRIOR to the next sports season in which the student participates, or
  - b. Apply the corrective action to the next consecutive sports season in which the student participates.
    - NOTE: if the student does not participate in a sport or activity within a calendar year, no corrective action in the athletic realm will be applied.
    - NOTE: Participation is defined as follows: the student must report for try-outs and compete during the season in order to serve the corrective action that has been imposed.
7. Corrective actions apply to the sport and the activity if the student participates in both concurrently during a given school year.
8. If a corrective action imposed on a student participant overlaps with a period of ineligibility in a sport or activity (for reasons including but not limited to grades, injury, or practice requirements), the corrective action does not begin after the period of ineligibility. Instead, the administrator and/or Athletic Director or Activity Coordinator will determine an appropriate corrective action commensurate with the nature of the extra-curricular activity, the student's offense, honesty, and their own conduct and/or other relevant factors.

Students involved in concerning actions will receive due process through the Rights and Responsibilities Procedures (R&R). This will include the appropriate channels designated by the students' school and the R&R.

If the student is not allowed to participate in school as a result of a disciplinary action such as in-school suspension, suspension, or expulsion, the student will also be removed from activities/athletics.

Failure to Follow Building and/or Team Rules:

Each sport/leadership/activity position will have individual team/group rules established by the head coach/advisor. The head coach/advisor shall inform the school Athletic Director/Activity Director and the student's parent(s) or guardian(s) of these specific team and/or leadership rules. When students fail to follow these rules, disciplinary consequences for their actions may be applied.

#### **f) Student Agreement**

- i) Any student who is involved as an athlete or as an elected or appointed school leader must adhere to the rules outlined in this code and sign the agreement pledging to do so.
- ii) Consequences for violations of the Student Athletic & Leadership Code may include any or all of the following:
  - Probation is a period of time in which a student may be given time to correct deficiencies that could result in denial of participation for a given period of time or removal from the activities/group participation.
  - Denial of participation means that the student is allowed to practice but not compete or perform in games or any leadership activities.
  - Loss of eligibility, which may carry over to subsequent sports/activities seasons, means the student will not practice in uniform, or participate in interscholastic competition or leadership activities/groups. Per Northshore School District disciplinary code, a student on suspension from school is not eligible for any form of participation or attendance at any extracurricular school activities or athletic events.
  - In certain cases, where multiple students intentionally participate in violations of this Code, sanctions against the team as a whole may be imposed by the District. These violations may occur at a single point or over a season. Examples of team sanctions may range from probation, requirements for greater levels of adult supervision, cancellation of future non-league contests, suspensions of overnight travel, or in extreme cases, cancellation of season. Imposing team wide sanctions must be approved by the District Athletic Director.
- iii) Student athletes and school leaders are held to all general rules of conduct as stated previously in the Rights & Responsibilities Handbook concerning **student conduct**.

**g) Alcohol, Drugs, and Other Mood Altering Substances**

Under [NSD Administrative Procedure 3200P](#), [Athletic Procedure 2151P](#), and [Activity Procedure 2050P](#) students who participate in athletics and/or activities are expected to refrain from the unlawful use of alcohol, cannabis, tobacco, and controlled substances.

**Any unlawful possession or use of controlled substances, alcohol, cannabis, and tobacco is a violation of the Code. (Refer to the Student R&R)**

Students found to be in violation of the activities and athletic code are guaranteed the rights of Washington State students, as outlined in Washington State discipline law. This includes the right to due process, involving the students' guardian and to have each incident evaluated on its own merits.

As a result, all investigations, due process, consequences and requirements from students and guardians will be overseen by the Student R&R procedures.

Corrective actions for offenses related to drugs and/or alcohol are set forth below. The building administration will ensure coordination between administrative consequences and activities/athletic consequences to best support the student and reduce future dangerous behaviors associated with substance use.

**h) First Offense - Alcohol, Drugs, and other Mood-Altering Substances**

**Corrective Action:** While considering corrective action for a drug/alcohol offense, the building administrator (Principal or Assistant Principal) and/or Athletic Director or Activities Coordinator will contact the District Director of Athletics and Activities before imposing corrective action as appropriate.

**i) Corrective actions specific to drugs and/or alcohol offenses are as follows:**

**Middle School Students:** the discretion of Level One actions allows middle schools to determine the appropriate level of implementation.

**1) Possession or Use (First Offense):**

- **Required:** Notify parent/guardian of additional activity/athletic consequences and their ability to participate. Provide students an opportunity to meet with designated school administration to review additional consequences outside the R&R. (See procedures stated in the "[Implementation of Corrective Action Process](#)").
- **Required:** Provide students with evaluation and due process per the R&R procedures.
- Consider designing a written accountability and support plan (safety/behavior plan) that includes applicable support services.
- Assign the completion of the Alcohol, Tobacco, or Other Drug (ATOD) Course or be assigned another form of education to inform students of the dangers associated with alcohol, cannabis, or illicit drug use.
- If a student does not choose to participate in the accountability and support plan, they may choose the alternative of missing up to 30% of the remaining school activity or athletic competition.
- If the student chooses not to attend ATOD or complete another form of education to inform students of the dangers associated with alcohol, cannabis, or illicit drug use, they may miss 100% of their season.
- The consequences will be provided in written form for signature by student, guardian and designated administrator.
- Decisions regarding suspension from competition/events should be commensurate with the nature of the extra-curricular activity, the student's offense, and their own conduct, and/or other relevant factors.



- For participants found in violation of *controlled substance or legend drug use a third time*, a maximum action of permanent removal from all District athletic and/or activity programming. Decisions regarding permanent removal from programs should be commensurate with the nature of the extra-curricular activity, the student's offense, honesty, and his/her own conduct, and/or other relevant factors.
- **Required Corrective Action for athletes found in violation of *controlled substance, alcohol, cannabis, or tobacco use a third time*: permanent removal from all WIAA sanctioned competitions. (WIAA Rule 18.26.2)**

#### i) Appeals of a Corrective Action

A student may appeal the imposition of corrective action that includes suspension of playing time or suspension from an activity.

Consequences administered by the administration outside the scope of additional consequences by activities and athletics must appeal through the standard R&R process.

1. **The appeal process is outlined in the [R&R](#) with the difference being the second level of the appeal process below. The appeal begins with the building principal.**
  - a. The participant and/or parent/guardian may request an informal conference with the Principal.
  - b. The Principal will schedule an informal conference, the purpose of which is to listen to the reason and rationale for the appeal.
2. If the school decision was made by the Principal, was upheld by the Principal, or the participant is not satisfied with the decision at the informal conference, the participant may file an appeal with the District Director of Athletics and Activities.
  - a. The participant and/or parent/guardian must request an appeal conference with the District Director of Athletics and Activities in writing.
  - b. The participant and/or parent/guardian must include the corrective action that is the basis of the appeal in their written request.
  - c. The District Director of Athletics and Activities will schedule an appeal conference, the purpose of which is to listen to the reason and rationale for the appeal.
  - d. The District Director of Athletics and Activities will provide the participant and parent/guardian a written record of their decision related to the appeal. The written record will include at minimum the following information:
    - the behavior that led to the corrective action,
    - the corrective action,
    - the reason(s) and rationale for the appeal,
    - and the District Director of Athletics and Activities' decision.
3. If the participant is not satisfied with the decision made by the District Director of Athletics and Activities at the second level of appeal, the participant may file a final appeal with the Superintendent or Designee and is entitled to due process rights outlined in [WAC 392-400-240](#) (Discipline – Grievance procedure).

NOTE: If the appeal relates to a second (or higher) violation of controlled substance use and the participant competes in a sport sanctioned by the Washington Interscholastic Activities Association (WIAA), and the participant wishes to gain eligibility for competition, then the participant must file a second appeal directly to the Executive Director of the WIAA.

NOTE: A student does not retain the ability to participate in any capacity in the program/activity while awaiting an appeal of a corrective action.

**While waiting for an appeal hearing, the corrective action in question remains in place.**

#### j) WIAA Eligibility

Providing false information in an attempt to gain eligibility is a WIAA violation and will result in a 1 (one) calendar year suspension from all athletics ([WIAA Rule 28.4.01](#)).

- k) Hazing:** *Hazing is any intentional, knowing, or reckless act when: (1) the act was committed in connection with an initiation into, an affiliation with, or a maintenance of membership in any organization that is affiliated with the school and (2) the act involves a substantial risk of potential physical injury, mental harm, or personal degradation.*

Hazing will not be tolerated in any form and is never to be part of our program. Acts of hazing can escalate to the point that the students participating are at risk. It is also quite possible that many acts of hazing will result in legal action being taken against the coach, advisor, student group leader, administration, or the school district.

Any student who participates willingly in a hazing ritual is subject to disciplinary action, including suspension from school or the team, or both and possible legal action depending on the severity of the incident.

Any student athlete or activity participant who observes and does not attempt to stop or report such a violation can also be subject to disciplinary action by NSD. Repeated acts of hazing can result in further school action and permanent suspension from athletics and or activities.

**Questions for team leaders:**

1. Have all the participants, their parents and the coach been notified prior to the event? - *Often, hazing is a surprise.*
2. Would you be comfortable telling your coach, parents, and school administration about the plans prior to the event? *If you are not willing to share, you are treading into dangerous territory.*
3. Does the entirety of the team or group participate equally, or are new members singled out? *If new members are singled out for demeaning treatment, they are being hazed.*
4. Do juniors and seniors do anything that is unpleasant, or weird to freshmen or sophomores? *If the answer is yes, the new members of the team are being hazed.*
5. Are any group members violating the law or breaking school district policy? *If the answer is yes, STOP the activity and report it.*

**Examples of hazing (this is NOT an all inclusive list):**

- Assigning pranks such as stealing, painting, breaking the law, or harassment of other groups.
- Modifying one's appearance with unusual haircuts, shaving, unusual clothing, tattoos, or skin markings.
- Forcing public acts of general humiliation.
- Smearing unusual or disgusting substances on the skin.
- Consumption or the threat of consumption of undesirable foods and/or liquids.
- Apparel that is embarrassing, lewd, or interferes with the educational atmosphere.
- Playing games where the loser must perform embarrassing acts.
- Agreeing to do demeaning tasks for others (servitude).
- Spanking, swatting, or hitting with great force.
- Throwing in the shower, dowsing, powdering, or dumping in the toilet or urinal.
- Requiring acceptance of verbal abuse and/or name-calling.
- Sitting or standing in uncomfortable positions.
- Pushing, shoving, or tackling team members under orders from others.
- Any tests of emotional stability.
- Disruption of sleep.
- Spreading rumors.
- Any process that unnecessarily produces mental anguish.

**Northshore  
School District**

**IMPORTANT  
PARENT AND/OR GUARDIAN SIGNATURE SHEET**

**Please sign and return this form to your child's school by October 18, 2024.**

By signing and returning this page, you acknowledge that you have received and read the 2024-25 *Rights & Responsibilities Handbook Concerning Student Conduct*. This booklet contains information regarding:

- Student Attendance (page #7)
- Harassment, Intimidation, and Bullying (page #7-8)
- School Dress Code (page #9)
- Bus Rules (page #10)
- Delivery Services (page #10)
- Responsible Use of Technology (page #10-12)
- Procedures for Contesting Discipline (page #28-32)
- Due Process for Students with a 504 Plan or IEP (page #37)
- Considerations for Discipline and Student Support (page #37-38)
- Discipline Action Levels & Code of Conduct (page #39-50)

This form will be kept at your child's school.

The undersigned parent or guardian acknowledges receipt of all items listed above.

\_\_\_\_\_  
Parent or Guardian's Signature

\_\_\_\_\_  
Date

**To enable us to properly record that you have returned this sheet, please carefully complete the information below.**

\_\_\_\_\_  
Student's Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Student Grade Level

