



# Skyview Middle School

*Safe Wings, Bold Flights: Eagles RISE to New Heights*

**2024-2025**

***Home of the Eagles***

21404 35<sup>th</sup> Ave SE

Bothell, WA 98021

[skyview.nsd.org](http://skyview.nsd.org)

These Rights and Responsibilities belong to:

Name: \_\_\_\_\_

Welcome to Skyview Middle School! In the following pages, you will find information that will answer some questions you may have. For more information on district policies, please refer to the Northshore School District Student Rights and Responsibilities Handbook (<https://www1.nsd.org/resources/reference/rights-responsibilities>).

## **Important School Phone Numbers and Emails (425 area code for all #s)**

Main School Office	408-6800	
Report Absences - 24 hr. Line	408-6810	<a href="mailto:smsattendance@nsd.org">smsattendance@nsd.org</a>
Attendance Office	408-6819	<a href="mailto:vmadsen@nsd.org">vmadsen@nsd.org</a>
ASB and Athletics	408-6803	<a href="mailto:jarcher@nsd.org">jarcher@nsd.org</a>
School Registrar	408-6818	<a href="mailto:kgonzalez@nsd.org">kgonzalez@nsd.org</a>
Health Room	408-6806	<a href="mailto:klee@nsd.org">klee@nsd.org</a>
Kitchen	408-6808	<a href="mailto:kitchensms@nsd.org">kitchensms@nsd.org</a>
Transportation	408-7900	<a href="mailto:transportation@nsd.org">transportation@nsd.org</a>
Principal Sharyn Mehner	408-6800	<a href="mailto:smehner@nsd.org">smehner@nsd.org</a>
Asst. Principal Nico Bonder	408-6800	<a href="mailto:nbonder@nsd.org">nbonder@nsd.org</a>
Asst. Principal Kayla Andrews	408-6800	<a href="mailto:kandrews3@nsd.org">kandrews3@nsd.org</a>
Dean of Students Navarre Kerr	408-6824	<a href="mailto:nkerr@nsd.org">nkerr@nsd.org</a>
Counselor Gini Scott (A-D)	408-6889	<a href="mailto:gscott2@nsd.org">gscott2@nsd.org</a>
Counselor Di-Linh Hoang (E-Kh)	408-6850	<a href="mailto:djoang@nsd.org">djoang@nsd.org</a>
Counselor Jenny Booth (Ki-Raj)	408-6821	<a href="mailto:jbooth2@nsd.org">jbooth2@nsd.org</a>
Counselor Kevin Tjoelker (Rak-Z)	408-6879	<a href="mailto:ktjoelker@nsd.org">ktjoelker@nsd.org</a>

## Hours of Operation

Skyview MS's cafeteria opens at 7:30 AM for breakfast. The academic buildings (where your lockers are) open at 7:45 AM and are locked at 3 PM. Our main office is open from 7:30 AM - 3:35 PM. Unless there is an organized event.

## Regular Bell Schedule

Skyview Middle School

*"Home of the Eagles"*

Non-Block (Monday, Tuesday)		
Period	Time	
1	8:00	8:55
2	9:00	9:50
Advisory	9:55	10:20
1st Lunch	10:25	10:55
3	11:00	11:50
4	11:55	12:45
3	10:25	11:15
2nd Lunch	11:20	11:50
4	11:55	12:45
3	10:25	11:15
4	11:20	12:10
3rd Lunch	12:15	12:45
5	12:50	1:40
6	1:45	2:35

Early Release (Wednesday)		
Period	Time	
1	8:00	8:45
2	8:50	9:30
3	9:35	10:15
1st Lunch	10:20	10:50
4	10:55	11:35
5	11:40	12:20
4	10:20	11:00
2nd Lunch	11:05	11:35
5	11:40	12:20
4	10:20	11:00
5	11:05	11:45
3rd Lunch	11:50	12:20
6	12:25	1:05

Block Schedule (Thursday, Friday)		
Period	Time	
1 or 4	8:00	9:45
Advisory	9:50	10:20
1st Lunch	10:25	10:55
2 or 5	11:00	12:45
2 or 5	10:25	11:15
2nd Lunch	11:20	11:50
2 or 5	11:55	12:45
2 or 5	10:25	12:10
3rd Lunch	12:15	12:45
Nutrition Break	12:45	12:55
3 or 6	12:55	2:35

## After-School Sports & Intramurals

### Season 1: Sept. 5 - October 28, 2024

- 7/8 Girls Volleyball
- 7/8 Girls Soccer
- 6 Girls Soccer (no cut)
- 6-8 Co-Ed Cross Country (no cut)

### Season 2: November 6 - January 9, 2025

- 7/8 Boys Basketball
- 6 Boys Basketball (start November 13)

### Season 3: January 16 - March 22, 2025

- 7/8 Girls Basketball
- 6 Girls Basketball (start January 30) (no cut)
- 6-8 Co-Ed Wrestling (no cut)

### Season 4: March 28 - May 23, 2025

- 6 Girls Volleyball (no cut)
- 7/8 Boys Soccer
- 6 Boys Soccer (no cut)
- 6-8 Co-Ed Track (no cut)

## **Skyview Policies**

### 1. Skyview Expectations & Policies, [English](#) & [Spanish](#) (Summary)

- a. [SMS Personal Technology Policy](#)
- b. [SMS Hall Pass Policy](#)
- c. [SMS Dress Code Support, Vape Information Guide, and Current Slang](#)
- d. [Backpack Policy](#)
- e. [Student ID Expectations](#)

## **Sports**

Students participating in after-school sports must purchase an ASB sticker (\$30) and pay a district participation fee (\$200). Sign up for sports online at [northshore-wa.finalforms.com](http://northshore-wa.finalforms.com) All athletes **must** have a current sports physical before participating. Please complete your registration prior to the next season! Some of our 7<sup>th</sup> and 8<sup>th</sup> grade sports are “cut” sports. Tryouts are typically during the first week of practice. For those who qualify, financial assistance is available for both ASB cards and participation fees. Please visit our office for more information.

## **Intramurals**

Intramurals are offered the week between each sports season and for two weeks after 4<sup>th</sup> season. There is no charge for intramural sports but all students must have a paid ASB card (\$30) and permission slip on file. Financial assistance is available for ASB card fees. Please visit our office for more information.

## **ASB Clubs & Activities**

There are a number of clubs and activities to join and/or create at Skyview! Start and end dates will be in our announcements, newsletters, and website throughout the year. Activities could include the following: Drama Club, GSA, Honor Society, Jazz Band, Math Club, Newspaper Club, and Science Club. Before/after-school clubs require the purchase of an ASB card (\$30) and may require additional club fees. Clubs and activities offered during Movement and Connection clubs/activities do not require an ASB card. Regardless of the meeting time, students must sign in and follow the expectations of each activity. Financial assistance is available for the ASB fee. Please visit our office for more information.

## **Attendance**

The Attendance Office is where you go if you arrive at school late or need to leave the campus for an early dismissal.

## **Late Arrival**

If you are late to school by **less than 15 minutes, go straight to your class**. If you are 15+ minutes late, bring your **student ID photo card** to scan on the Tardy iPad to sign in. You will receive a printed hall pass to hand to your teacher. All late arrivals must be excused by parents/guardians\* with a parent signed note, an email to the attendance office, or being accompanied by a parent to the Attendance Office to excuse your absence.

(3 or more unexcused tardies will result in discipline \*see policy for tardiness).

### **Early Dismissal**

If you are leaving school early, ask your parent/guardian to **plan ahead** by sending either an email or a parent signed note to turn in to the Attendance office in the morning on the same day. You will receive a hall pass to show your teacher in the class period you are leaving early. Then, at the prearranged time, meet the person authorized to pick you up in the Attendance Office to sign out and be prepared to show a valid photo ID.

### **Excusing Absences/Tardies**

All absences and late arrivals from school **must be excused by parent/guardian** preferably on the same school day by 2:30 pm or within 48 hours (*Washington State Law RCW 28A225*), including student's name, student ID#, date(s) and a valid reason for the absence through one of the following methods:

**ParentVue** - login in to excuse full day absences online and include reason in notes

**Attendance Office Email** - [smsattendance@ns.org](mailto:smsattendance@ns.org)

**Call Attendance Office** (24 hour line) **425-408-6810** to leave a voicemail message

**Send a note** -signed by parent/guardian or medical office to excuse an absence or tardy

### **Parent Square Notifications**

Your parent/guardian will receive a phone text message and/or an e-mail notification for unexcused class period(s) or all day absences. Your parents/guardians may also view attendance records on **ParentVue** and notify teachers of any errors if within 3-school days to be corrected by the teacher or the attendance office.

### **Unexcused Absences (Truancy)**

Unauthorized absences from class periods is considered truancy and will result in disciplinary action. Skyview Middle School is a closed campus. Students may not leave without advance permission from authorized staff.

### **Absences Due to Suspensions (Short or Long Term)**

Every student has the responsibility to contact their teachers to get class assignments and stay caught up on their schoolwork. Contact teachers through Schoology or contact your school counselor for guidance.

### **Tardies**

If students are late to a class based on teacher expectations of being "on time," teachers will mark as an **unexcused tardy** in Synergy. Students who accumulate 3 tardies at any point during the month across all classes will receive an **after-school detention**. During this detention, they will write a letter of reflection. This letter will also include a SMART goal related to tardiness. Afterward, if time remains, students will work on something academic (studying, completing assignments, reading, etc.). *\*\*\*Continued tardiness (either month over month or 3+ tardies in a month) may result in additional disciplinary action.*

## **Counseling**

The Counseling Office is where you go for academic, social, and emotional support. Our counselors like to know our students! Please see your counselor if:

- *you are new to Skyview*
- *you are feeling down, stressed, and/or anxious*
- *you have problems with friends or are worried about a friendship*
- *it is hard to complete your homework*
- *you are unsure of a decision you need to make*
- *you have good news to share*
- *you are interested in one of the counselor's support groups*
- *there is a problem with your schedule*
- *you are being harassed or bullied*
- *if you know someone is harming or talking about harming themselves*

Remember, your counselor can help you solve problems. Stop by the counseling office before or after school or during lunch to make an appointment. Your counselor will send a hall pass for you to report to the counseling office. Parents may contact a counselor by phone or email:

Ms. Scott/Ms. Walker	A-D	425-408-6889	gscott2/cwalker@nsd.org
Ms. Hoang	E-Kh	425-408-6850	dhoang@nsd.org
Ms. Booth	Ki-Raj	425-408-6821	jbooth2@nsd.org
Mr. Tjoelker	Rak-Z	425-408-6879	ktjoelker@nsd.org

## **Health Room**

Our Registered Nurses serve Skyview Middle School full time. 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 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 parents/guardians 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, they need to be isolated from other children for 24 hours. If your child vomits or has diarrhea in the night, keep them 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 them 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.*

### **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 from school attendance. 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.

### **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.

### **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.
- The student must have written permission to self-medicate signed by the 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 425-408-6806.

### **Accidents**

If a child is injured at school, they will be given emergency first-aid treatment by the nurse, principal, school secretary, 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>

### **Bus/Transportation**

- See our district transportation website at [nsd.org](https://www1.nsd.org) for your regular bus stop location, pick up, and drop off times. Click open E-Link.
- You can **ride a bus with a friend** if there is room and you bring a note from a parent. Bring your note to the Main Office for a bus pass before school or at lunch. Bus passes will be issued to friends no earlier than October 1<sup>st</sup>.
- Students are not allowed to leave campus and return for transportation services.

- The following rules shall apply to all students who ride any Northshore School District school bus. Such 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 year.
  - Cooperate and follow all directions from the driver when boarding, riding, or leaving the bus.
  - Unsafe and/or unkind behavior, including inappropriate language in any form, is prohibited.
  - Observe the same rules of conduct on the bus as in the classroom.
  - Drivers may assign seats.
  - Unless issued a bus pass by a school administrator, students shall only ride their assigned bus and disembark the bus at their assigned bus stop.
  - Arrive at the bus stop 5 minutes prior to the scheduled bus arrival time and safely stand in a line away from the roadway while waiting for the bus.
  - Cross the roadway in front of the bus and after the driver signals that it is clear to do so.
  - Enter and exit the bus in an orderly manner, one seat at a time.
  - Stay in your seat facing forward at all times.
  - All belongings, including instruments, must be carried on the bus with ease and secured on the students lap. Driver pre-approval is required before larger items are allowed on the bus.
  - Certain items must remain in backpacks, such as sports equipment, toys, and cell phones.
  - Any item that may cause injury to another person is not allowed on the bus.
  - Other items not allowed on the bus are balloons, skateboards, rollerblades, glass, and animals which also include insects and fish. (Exception: Service animals must meet district requirements).
  - Eating and drinking are not permitted (to help avoid choking and allergic reactions).
  - Restitution to NSD may be required for any damage on the bus or district property.

### **Campus and Classroom Expectations**

The following is a condensed list of expectations that apply to students attending Skyview Middle School. In addition to the expectations listed below, teachers may have individual classroom rules. Detailed guidelines around students rights and responsibilities can be found in the Northshore School District *Student Rights and Responsibility* handbook and website: (<https://www1.nsd.org/resources/reference/rights-responsibilities>)

1. Students will be respectful to self, peers, volunteers, and staff by complying with Skyview Middle School guidelines and expectations. This includes, but is not limited to, following the guidelines listed below and those outlined in the *Northshore School District Rights and Responsibilities* handbook

2. All students will come prepared, on time, and ready to learn
3. Skyview is a closed campus. Students are to remain within the boundaries of Skyview Middle School
4. Students arriving late or leaving early from school must have parent/guardian permission and report directly to the attendance office
5. Personal technology devices (cell phones, headphones, game devices, etc.) are not permitted to be used on campus from when you arrive until you leave the building at the end of the school day. Ideally, they should not be brought to school at all. If they are brought, they need to remain locked in your locker and cannot be kept on your person
6. Students out of class must have a pass
7. Students are expected to avoid inappropriate physical contact, foul language, and dangerous behavior. This includes, but is not limited to, running, pushing, horseplay, and play fighting. Any form of verbal or physical harassment, hate speech, bullying, or violence will not be tolerated. Students will notify a staff member if they witness any unsafe or disrespectful behavior. Students will not encourage or promote harassment, fighting, or unsafe activities
8. No food or drink is allowed in the academic hallways, library, gym, outside during recess, activity time, or classroom except by teacher permission. Water bottles are the only exception
9. No gum chewing at any time due to hygiene and the damage gum creates
10. Backpacks are not allowed in classrooms, cafeteria, or gym unless authorized by a teacher or containing an approved tag from a counselor
11. Lockers are assigned to individual students and are not to be shared or changed. Lockers must be fully locked and not “rigged” to open without a combination. Items should not be taped, glued or attached to the inside or outside of lockers
12. Skyview is not responsible for lost or stolen items.
13. Students may not use bicycles, skateboards, roller blades, scooters, hoverboards, etc. on campus. If this is your transportation to school, it must be walked/carried once you arrive on campus
14. Bicycles ridden to school must be locked in the bike rack. Students must wear a bike helmet and sign a Bike Safety Agreement. Please see our office for more information
15. Students must be off campus immediately after school unless supervised by a coach or staff member
16. All campus standards and expectations also apply before and after school, on the bus, at the bus stop, and at school events
17. The SMS Academic Buildings open at 7:45 A.M.
18. The 10 minute rule: Students are not permitted to leave class the first 10 minutes and last 10 minutes unless there is an emergency

### **Cafeteria**

Enjoy breakfast at a low price before school and lunch at an assigned time. To purchase

food, bring a check (payable to NSD with student name/ID on check), or cash, and give it to a cashier, or [pay online](#) with credit/debit card. You may apply for free or reduced meal price by picking up a form in the Main Office or online at [www.nsd.org](http://www.nsd.org).

### **Cafeteria Expectations**

- Proceed through the serving area in an orderly manner. No pushing, shoving, running, or cutting inline.
- All items must be paid for before being opened or eaten and before leaving the cashier/kitchen area of the cafeteria.
- Food and drink must be consumed while seated in the lunchroom. No food or drink is allowed outside during lunches.
- During lunchtime, students must remain within the three designated student areas. They are allowed in the basketball covered area, the breezeway, and the front main courtyard. All other areas will be courted off and without supervision. Students may not enter any of the academic buildings, gym, fields, or ramp to the upper gym while they are at lunch.
- Leave a clean space. Pick up your litter, trays, etc.

### **IMPORTANT:**

Please **DO NOT** arrange for your student to meet you in the car rider line during the instructional day to retrieve forgotten items. You must drop items off in the main office and we will send a pass to your student to get them what they need. We also have a **NO FOOD DELIVERY** policy for students. If a delivery arrives on campus from a delivery driver (ie. seamless, uber eats, grubhub, etc.) it will be refused and NSD or Skyview Middle School does not assume responsibility for any lost funds incurred as a result of violating this policy. If your student forgot to bring lunch, we are happy to provide them with a meal from our kitchen at the expense of the school administration account.

### **What are the rules on energy drinks?**

At Skyview, we want students healthy and able to focus. We do not sell highly caffeinated drinks or "energy drinks" and **we do not allow students to bring them to school. Students who are seen drinking caffeinated energy drinks will be asked to dispose of them.**

### **Movies/Socials**

When Skyview MS has an ASB sponsored after school event, the following rules apply:

- Students may not leave the event until it is over, unless a parent checks them out with an administrator
- Behavior must be appropriate and safe
- School rules apply (including dress code)

- Violators will be asked to leave the event and may be subject to discipline
- Students who have developed a pattern of behavior problems may not be allowed to attend ASB events
- Only current Skyview students may attend Skyview Middle School ASB events

### **Lost and Found**

You may find lost items in the following places. You are responsible for your property.

- **Main Office-** Glasses, jewelry, keys, pencil pouches, Cell phone, money, backpack
- **Cafeteria-** Clothes, water bottles, lunch box etc.

Clothing items found at Skyview will be held in the cafeteria until the end of each month. Students are encouraged to check in this location as soon as possible if they have lost a clothing item. At the end of each month clothing items left in the lost and found will be donated to Thread & Treads.

Food storage containers, water bottles, and other food containers will be held weekly. It is a health and safety hazard to allow soiled containers to sit stationary. We can not have soiled containers in spaces where students are eating.

### **Discipline**

All Skyview students should make a point of knowing the rules and following them. The lowest level of discipline is an infraction, which can result in an administrative conference, restitution, restorative justice, a letter of apology, or detention.. A teacher or staff member may issue an infraction to a student who does not follow classroom or campus rules.

Infraction violation examples include, but are not limited to: gum chewing, tardiness, technology misuse, classroom/campus disruption, disrespect to peers, horseplay, inappropriate language, public display of affection, fines/fees, and failure to follow classroom rules etc.

More serious issues may be immediately handled by the administrators and involve higher level detentions including Saturday School, suspension, expulsion, and/or referral to law enforcement.

### **Weapons Policy**

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 policy (RCW 9.41.250; RCW 9.41.280 and RCW 28A.600.420) See our District's Rights and Responsibilities Handbook for more information. (<https://www1.nsd.org/resources/reference/rights-responsibilities>)

### **Dress Code**

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 express individuality in their dress and grooming as long as their appearance does not cause or have the potential to cause a disruption to the educational process for themselves, other students, or staff.

The Skyview administration and staff appreciate the cooperation of students and parents/guardians 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, the administration may require the student to change their dress. Please see the following page for a detailed explanation of dress code expectations.

### **Students Must Wear:**

- Top: shirt/blouse/sweater/sweatshirt/dress/etc.
- Bottom: pants/sweatpants/shorts/skirt/dress/leggings/etc.
- Shoes: activity-specific shoe requirements are permitted (for example for sports).
- Certain body parts must be covered for *all* students.
  - Clothes must be worn in a way such that the chest, genitals, and buttocks are covered with opaque (non-see-through) material.
  - Tops must have opaque fabric in the front and on the sides (under the arms).
- Courses that include attire as part of the curriculum (for example, professionalism, public speaking, and job readiness) may include assignment-specific dress, but should not focus on covering individuals' bodies or promoting culturally-specific attire.

### **Students May Wear:**

- Face masks (medical)
- Hats, including religious headwear.
- Hoodie sweatshirts (over the head is allowed).
  - Hats and other headwear must allow the face to be visible to staff, and not interfere with the line of sight of any student or staff. Hoodies must allow the face and ears to be visible to school staff.
- Fitted pants, including leggings, jeggings, yoga pants, and "skinny jeans."
- Midriff-baring shirts (minimal skin, with no part under the breast showing).
- Pajamas.
- Ripped jeans, as long as underwear is not exposed.
- Tank tops, including spaghetti straps and halter tops.
- Sunglasses (can be worn only outside - except for verified medical reasons).

### **Students Cannot Wear:**

- Violent language or images.

- Images or language depicting tobacco, drugs, alcohol, vaping, or weapons (or any illegal item or activity) or the use of the same.
- Clothing that displays or promotes hate speech, gang or hate group association/affiliation, profanity, or pornography.
- Images or language that creates a hostile or intimidating environment.
- Visible underwear, lingerie, or corset (visible waistbands or straps on undergarments worn under other clothing are not a violation).
- Bathing suits, tube tops, or sports bras as the only top.
- Helmets, masks, or headgear that obscures the face (except as a religious observance).
- Accessories with sharp objects, spikes, etc.

### **Hallways**

- No congregating in doorways, in front of classroom doors, or stairways. Students can congregate in the library, cafeteria, and classrooms. Fewer people in the hallways make it easier to move through them
- No sitting on the floor in the hallway. This is for safety, as there is limited room
- No food or drinks. Those are only for inside the cafeteria. Water bottles are OK
- Be aware and respectful

### **Homework**

Contact a classmate, check with your teachers' web pages, or email your teachers directly and set up a plan to pick up your work. Give teachers up to 24 hours to prepare work. The library is a great quiet place for students to study together and utilize the computers to complete homework and academic projects.

### **Main Office**

The Main Office is a helpful place to get your questions answered, purchase ASB stickers, yearbooks, PE clothes, or to pay fines and fees. It is a resource for ASB activities and sports. The Main Office also issues bus passes.

All visitors must sign in at the main office or attendance office, and have a badge displayed on their clothing. This is a safety policy at every school in our district, and we want to keep our kids and staff safe. Anyone who is seen on campus not wearing a badge will be directed to return to the main office and sign in. Please sign in and get a badge if you are meeting up with a teacher, whether during school hours or before or after school. Our main office is open until 3:35 pm. If you are volunteering with an afterschool club or activity, please sign in and get the appropriate badge.

### **Items Dropped off for a Student**

In an effort to minimize classroom disruption, the school offices will hold on to these items until lunchtime, at which time your name will be called out at lunch to collect your items. Students may not order food or other items to be delivered to campus. Doing so will result

in disciplinary consequences.

### **Theft of Personal Property**

Parents/guardians and students assume the risk of damage, loss, or theft of any personal items brought to school. The school provides secure lockers in the academic building, F building, T building, and locker rooms. Students shall not share lockers with other students or their locker combination with other students. Students shall not “rig” their lockers for ease of access. If theft occurs from an unsecured locker, the school will not investigate.

### **Technology Use**

Personal technology devices (cell phones, headphones, game devices, etc.) are not permitted to be used on campus from when you arrive until you leave the building at the end of the school day. Ideally, they should not be brought to school at all. If they are brought, they need to remain locked in your locker and cannot be kept on your person. Students may go to the office to use the office phones for family communication. Parents should help their children adhere to this by calling the school if they need to reach their student. If they are staying after school for a supervised activity, they may use their personal technology at this time with the permission of the supervising staff.

#### **If students violate these expectations:**

- **1st offense:** phone is confiscated and taken to the main office, and students can pick it up at the end of the school-day. (device will be held in secured location behind a locked door)
- **2nd offense:** phone is confiscated and taken to the main office. Family must pick up the phone from the main office at the end of the school-day.
- **3rd offense:** phone is confiscated and taken to the main office. Family must pick up the phone from the main office at the end of the school-day. After-school detention assigned.
- **4th+ offense:** phone is confiscated and taken to the main office. Family must pick up the phone from the main office at the end of the school-day. Saturday School is assigned. Other disciplinary consequences may be assigned.

Any technology devices (personal or district issued) must not violate the Northshore School District Acceptable Use standards as outlined in the Rights and Responsibilities Handbook Concerning Student Conduct. In particular, there will be no harassing, abusive, or threatening activities (cyber bullying) when using any technology devices. Also, unless it is for a teacher directed classroom assignment, students will not take any recordings (audio, pictures, or video) of other students or teachers.