



Northshore Middle School 2025 – 2026 School Year

Home of the Titans

12101 NE 160th St.

Bothell, WA 98011

<http://www.nsd.org/northshore>

Additional Staff Directory Information is available at: <http://www.nsd.org/northshore>

Main Office: 425-408-6700

Attendance: 425-408-6710

Principal: Kristi Saitz

425-408-6705

Assistant Principal: Tina Neil

425-408-6725

Counselors:

Kristie Olsen (A - G)

425-408-6720

Kendra Lowe (H - O)

425-408-6721

Chase Stevens (P - Z)

425-408-6736

Librarian: Heidi Bush

425-408-6711

Library Secretary: Milena Aleksandrova

425-408-6711

Nurse: Madison Lindahl

425-408-6706

Family Liaison: Jazmin Loreto

425-408-6748

Office Manager: Leah Gilbert

425-408-6701

Office/ASB Secretary: Monica Josephson

425-408-6703

Registrar: Rebecca Mullinnix

425-408-6718

Attendance Secretary: Leann Bachmeier

425-408-6728



L.E.A.D

Lead Positively.

Engage Fully.

Accept Readily.

Decide Responsibly.

★ **Lead Positively:**

Empower others to do their best, set an example, speak up against hate, and be an upstander.

★ **Engage Fully:**

Do your best, pay attention, work hard, work with others.

★ **Accept Readily:**

Create an inclusive environment for all genders, cultures, races, and abilities; be kind; reach out.

★ **Decide Responsibly:**

Follow directions, make safe choices, and report unsafe behaviors.

Attendance

Attendance Policy:

Regular and consistent attendance is an important factor in student academic success. Research has shown there is a strong correlation between student achievement and good attendance. The state requires that schools report unexcused absences and follow a series of proactive measures with families to improve attendance. Please visit the district website truancy page for additional information: [Truancy](#)

Late Arrivals/Absences/Early Dismissal:

Please use **one** of the following methods to report attendance related information to Northshore:

- Send in a signed note, including the student's name, date, and time
- Leave a message on our attendance line (checked throughout the day): 425-408-6710
- Report an absence or early dismissal online at <https://tinyurl.com/nmsattendance>

Students:

Every time students arrive late or leave early, they must come into the **attendance office** to sign in and out.

Early Dismissal:

Early dismissal can be prearranged. If it is prearranged, we can have your student ready when you arrive. If it is not prearranged, we will need time to call down your student. Parents/guardians must come in and sign out their student to be released for early dismissal.

Late Arrival:

If you arrange for late arrival by any of the above methods, you will not need to walk your student into school. If your student arrives more than 15 minutes late for a given period, it may be recorded as an absence.

Repeated late arrivals without parent excuse or late arrivals between classes will result in enacting the [truancy process](#).

In the case of a late arrival/absence, you will be given 48 hours to notify us before we record the late arrival/absence as unexcused and follow the appropriate steps in our district guidelines.

Absence Policy:

Work missed for excused and unexcused absences is expected to be completed. If a student is on vacation, the work should be completed upon their return. If a student is ill, they may have reasonable additional time to complete the work.

- Each teacher posts information & assignments on Schoology that show what was missed and what needs to be done. Use Schoology as your teacher has instructed.
- Communicate with teachers via email with questions.
- It is the student's responsibility to follow up with the teacher.
- For pre-arranged absences of 5 or more days, parents should complete a Pre-arranged Absence Form found in the Attendance Office or online [NEW Pre- Arranged Form](#) . The parent will need to complete this form and return to nmsattendance@nsd.org or lbachmeier@nsd.org for review. If a student is absent 7 or more days the counselor will reach out to the parent to schedule a meeting to discuss expectations. Next the attendance secretary will send the form to the principal for review and signature. We will forward the signed form to the staff and parent. Lastly if the student is out of the country we will notify the IT department so they can have access to their account while absent.
- If students will be absent for 20 or more consecutive days, **they will be unenrolled** and can re-enroll upon return to school.

Counseling Department

Kristie Olsen - (A - G) kolsen1@nsd.org 425-408-6720

Kendra Lowe - (H - O) klowe@nsd.org 425-408-6721

Chase Stevens - (P - Z) cstevens@nsd.org 425-408-6736

When to Contact a Counselor:

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

How to Contact a Counselor:

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

Grade Reports:

Students and parents can monitor academic progress and daily assignments through [Schoology](#) and grade updates through ParentVue/StudentVue. Semester final grades and midterm progress reports are issued twice a year. Report cards for each term are uploaded to ParentVue, where parents can review and download if needed. Final grades earned at the end of each semester will be posted to the official student academic history. Parents who need a copy of the report card mailed to them can submit a request to the registrar at [this report card link](#), which can be found on our main school webpage. **Please submit a request for assistance with ParentVue to the registrar at our [ParentVue link](#), or email our registrar at rmullinnix@nsd.org.** Students can contact their counselors if they need assistance with StudentVue.

Schedule Changes:

All core classes are year-long classes and include English, Math, Social Studies, and Science. **No scheduling changes are made for requests for different periods or different teachers.** Year-long electives are music classes that include all bands, choirs, and orchestra. Once a student is placed in any year-long class(es), a schedule will only be changed if a student is placed at the incorrect academic level.

Health Room

Our Registered Nurse, Madison Lindahl, serves Northshore Middle School. 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, therefore we require that you or an emergency contact will pick up your sick child within the hour that you are called. **For your child'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 when it is an emergency.

Please keep the nurse informed of any health concerns or changes in your child's health, including new or resolved medical or mental health diagnoses, 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 healthcare provider.
- **If your child has been told to quarantine by a healthcare provider.**

**In times of pandemic disease response, please review current recommendations with your local Dept. of Health.*

Accidents

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 your child, we will use our best judgment on whether to keep your 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: What this means is that if your child gets hurt during school or a school activity, you as the parent or guardian, are financially responsible for any medical bills. 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.

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 and 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.

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. 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.

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.

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)

Student Activities and Athletics

Associated Student Body (ASB)

ASB members are elected each year. (6th grade officers are elected in the beginning of the school year and this election period will be announced.) ASB supports a variety of school-related activities including sports, school dances, music, drama, yearbook, and other school clubs. The majority of funding for ASB comes from the sale of ASB cards. Students who wish to participate in after-school activities such as student council, sports, or clubs must have purchased an ASB card.

Athletics

Northshore Middle School offers a full complement of athletic teams and competes against other middle schools in the School District. Athletics, including schedules and offered sports by season, will be announced at the start of the school year.

Team eligibility requirements include:

1. Purchasing ASB card (contact the main office or your child's school counselor for participation fee scholarship info)
2. Current physical card on file (good for two years from the exam date and must be current through the entire sports season)
3. Depending on severity and/or frequency, behavior infractions could impact eligibility and playing time. [See Rights and Responsibilities Athletic Conduct](#).
4. Completed athletic paperwork through Final Forms: <https://northshore-wa.finalforms.com>.

5. Passing grades in five out of six classes- Students who are on probation will be able to practice, but not compete.
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. The class schedule guidelines referenced above shall be the requirement for all full-time students at that school. If a student is taking fewer classes than the school provides, they must be passing all of their classes.
6. Paid participation fee* (see NSD website under athletics for current participation fee info)
7. On game day you must have attended two of three academic periods for a block day or four of six academic periods for a six period day.
8. There will be no activity buses to provide transportation from after-school practices
9. Please pick up your student **at the designated end of practice time or make arrangements to have your student picked up if you will be late.**
10. Athletes who are issued equipment and a uniform are responsible for any damage, loss, or theft of those items and will be expected to cover the replacement cost.

Campus Rules and Expectations

Adjacent School Property

Properties within "sight" from Northshore Middle School are considered adjacent school properties and school/district rules apply: i.e., King County field, the pipeline, and 160th Street.

Affection (PDA)

Students are not allowed to show public displays of affection (kissing, excessive hugging, fondling, etc.). The Rights and Responsibilities action levels will be followed and parents will be notified.

Assembly Behavior

Students are required to sit in assigned sections and practice courteous attention to all speakers and performers. Student behavior will reflect positively on the image of Northshore Middle School. Whistling, booing, stomping, and/or yelling are not acceptable forms of behavior in assemblies. Students who have demonstrated a pattern of poor behavior at assemblies may not be allowed to attend future assemblies.

Bicycles and Skateboards

Park and lock your bike in the racks provided. The school is not responsible for stolen bikes, accessories and/or damage to bikes. Bicycles must be walked once on school property. Remember to think safety and wear an approved bike helmet. Bringing your bicycle to school is a privilege, and repeated violations may result in consequences and/or loss of riding privileges to school. The bicycle policy also includes e-bikes and the battery pack that is included with the e-bike. *Washington State law prohibits children under the age of 16 from using an e-bike with a top speed of over 20mph ([RCW 46.04.169.](#)) ([RCW 46.61.710.](#)) ([RCW 46.20.500.](#))* District Policy prohibits skateboard use on school property. *Skateboards as transportation are approved by administration upon student request. If they are approved, they must be stored in our office and are not permitted to be used on campus.* Due to liability concerns and damage that can occur to the school, skateboards are not allowed to be ridden on school property at any time. If students have a skateboard in their possession without having turned it in at the office and/or are riding one at school, consequences will be given.

Buses and Bus Passes

Students are to obey all transportation rules. All school rules apply to the bus as well as the bus stop. Failure to observe rules can result in an assigned seat, loss of riding privileges, and/or consequences at school. Transportation home shall be on the student's assigned bus. See the Rights and Responsibilities Handbook for specific information about conduct and disciplinary consequences.

Students who want to ride a different bus or get off at a different stop must bring a note written by their parent/guardian and obtain a bus pass from the main office. Bring the note to the main office before school or during lunch. *Phone calls will not be accepted for bus passes. Space is limited, and passes are approved on a first-come first-serve basis.*

Campus Boundaries

When students arrive and/or leave school, whether via vehicle drop-off/pick-up, bus drop-off/pick-up, or walking, they are not to leave the campus (after arrival) or be in the areas surrounding the building such as the field, woods or behind any buildings (anytime during the school day). During lunch, students are to remain in the lunchroom, courtyard, or the field only when supervised by a staff member. All other areas are off-limits, including the second floor, stairs and landings, hallways, and lockers. An exception is the library and classrooms by prior arrangements with the teacher and going to the field with staff supervision. If students stay on campus after the school day ends, they must be under the direct supervision of a teacher or coach. Due to safety concerns, students are not to go beyond supervised areas. Students should not arrange to meet students from other schools on our campus. Northshore Middle School is a closed campus to students from other schools.

Students cannot use delivery services such as UberEats, Doordash, GrubHub, etc. to order food or anything else to the school during the school day. Any purchases will be disposed of in the office.

Cell Phones/Electronic Devices*

Starting this year, NSD students in grades PreK-8 are encouraged to leave personal devices at home. This complies with a board policy (3245P), [technology link](#).

Personal mobile devices include, but are not limited to: mobile cellular phones, smartwatches, wireless headphones, smart glasses or goggles, laptops or tablets, portable gaming devices, digital cameras, music players, and GPS trackers with communication capabilities. **This means that all personal devices must be put away in lockers and not visible or audible between the start of the school day and the end of the school day. The devices must be placed in the student's locker and may not be in their possession during the school day. Students may bring their corded headphones to use with their Chromebooks and use them with teacher permission.**

- **Note: All use of health-monitoring technologies should be approved through a student's IEP or 504 plan. Please work with your student's case manager to ensure that the approved use of a personal device to monitor health conditions (blood glucose, heart rate, etc.) is documented and shared with your student's teachers.**

Use of cell phones during the day *without staff permission* will result in consequences, which can include bringing the device to the office for the remainder of the school day. Students who need to contact their parents have access to a phone in the main office. Parents can contact the main office if they need to communicate with their students during the day.

Inappropriate use of cell phones/personal electronic devices will be subject to disciplinary action.

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 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. Devices will be placed in a locked drawer in the office in order to prevent the loss, damage, or theft of any electronic device as a result of being confiscated.

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

Investigations Involving Non-District Tech and/or Social Media

Student social media activity is the responsibility of the parent/guardians. The school may provide *reasonable* support in matters regarding identifiable social media communication between students occurring outside of school *only* if this communication *significantly* disrupts/interferes with the educational process. The role of the school administrator is to provide consequences related to these incidents. The role of the school counselor is to provide support and coaching related to these incidents. **Given the district's limited time and resources, parents are encouraged to work with local law enforcement if they feel it is warranted.**

Dances/Socials

- Students must attend two of three classes on a block day or four of six classes on a six-period day on the day of a dance to attend.
- Dancing must be appropriate and safe.
- District dress code rules apply.
- Violators will be asked to leave the dance and may be subject to discipline.
- Northshore Middle School dances are only for the benefit of current Northshore Middle School students.

Dress Code

Out of respect for the diverse Northshore Middle School community, we strive to foster an environment that is safe, healthy, and conducive to teaching and learning. Student dress should be compatible with this educational setting, rather than an off-campus social setting. Northshore Middle School follows the Northshore School District dress code as included in the NSD Student Rights and Responsibilities Handbook. *See below for full details of the district dress code.*

The following is taken directly from the NSD Student Rights and Responsibilities Handbook:

Students May Wear:

- Religious headwear
 - Other headwear* must allow the face to be fully visible to school staff
- Fitted** pants, including leggings, yoga pants and “skinny jeans.”
- Pajamas
- Ripped or distressed jeans/shorts that do not expose underwear
- Tank tops, halter tops, one shouldered shirts, 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.

*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.

**The term “fitted” can best be described as form fitting garments that contour the body while providing coverage at the same time.

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, such as images or language that are reasonably expected to intimidate others on the basis of protected categories including, but not limited to age, sex, marital status, sexual orientation including gender expression or identity, race, creed, religion, color, national origin, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability (e.g. swastikas, the Confederate flag).
- Hate speech, gang/hate group affiliation, profanity, or pornography
- Bathing suit tops, tube tops, no straps, 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, or when directed by state, county, or district officials)
- Dangerous or sharp objects that could be used as a weapon, spikes, etc.

NMS Science Lab “Safety-First” Dress Code

- Parent Signed Science Safety Contract
- Long pants or sweats must be worn.
- Close-toed shoes must be worn.
- Hair longer than the jaw-line and/or hangs over eyes must be put in a ponytail. If hair is too short for a ponytail, students must supply and wear a hair band or hair net/beanie.
- When goggles and aprons are to be worn, they must not be removed until directed by their teacher.
- Students must be dressed properly to participate in the lab.

Emergency Drill Behavior

Drills are designed to prepare all students and staff for a real emergency. For evacuations, students are to report as instructed on the field. Students are expected to follow directions in an orderly and expedient fashion. **Students should remain quiet and listen for instructions.** Students misbehaving or leaving their line without permission are subject to progressive discipline during drills.

Fines and Fees

Fines are assessed to students for negligence that results in damaged school equipment, sports uniforms that are either damaged or not returned, damaged or unreturned textbooks, damaged or unreturned computers, or other school property. Fees are charged for sports participation, field trips, and other special events. Fees and fines will follow the student to the high school.

Food and Drink

Food and drink (soda, juices, flavored water, etc.) may be consumed in the cafeteria only, and not in the hallways. Students arriving to school late with food/drink should finish it before going to class or close it up and put it away. Food/drink in classrooms is by teacher discretion.

Gum

Due to the damage that gum creates, gum chewing is **not allowed** at Northshore Middle School. Students caught chewing gum will be asked to spit it out, and repeated issues or not following this request will result in consequences.

Hall Passes and Bathroom Passes

Students must have a hall pass if they are out of class during the school day. They should get a pass and teacher permission before they leave the classroom. The office, nurse, or counselors may send passes for students with instructions for the student. Students who repeatedly violate this expectation may require a hall monitor while on a bathroom break or when leaving class during instructional time.

A gender inclusive restroom is available for students. There are also single-use restrooms available in the cafeteria. Please speak to the counselor, an administrator, or school nurse for more information.

Grade Scale

Northshore Middle School follows the Northshore School District guidelines for grading. For more information, please visit the district website.

Library

Students may check out up to 10 books at a time. All books are checked out for two weeks, and can be renewed for another two weeks as long as other students aren't waiting to read the book. Books that are overdue by 30 days move to 'lost' and students will be charged for the price of the book if they are not returned. All damaged books that are unusable (wet, chewed by pets, food damage) must be paid for as well. All fines can be paid in the main office. Unpaid library fines stay on the student's record until they are paid or the student graduates from NSD. Visit our library website for more information on library resources, including open times, books and research databases: <http://go.nsd.org/nmslibrary>

Lockers

Storing backpacks in lockers is a school requirement. Students may not carry backpacks with them to class. The addition of backpacks in classrooms and hallways poses a safety hazard. Additionally, carrying heavy backpacks can pose health risks for students. Students may carry their laptop case and a zipper pouch, belt pack, or cinch bag that fits **entirely into their desk**. No bags or pouches may be stored on the floor or hung over the chairs in classrooms. Students may not store their personal devices in any bag they bring to the classroom.

- **Note: Medical exemptions and accommodations are available for students who require backpacks for medical purposes. Please contact the main office if you wish to request a medical exemption.**

Students must not share their locker combinations or keep other students' belongings in their lockers. If this occurs, school administration may intervene. If students are issued lockers, they may personalize the inside of their lockers but they cannot attach permanent items or stickers to the inside or outside of the lockers. No student may use a locker as a depository for any contraband substance or object which is prohibited by law or by school/district rules which may pose a threat to the health, safety, or welfare of the occupants of the school building. See the [NSD Student Rights and Responsibilities Handbook](#) for further rules.

Locker Searches

School lockers are the property of the school. School officials may search a student's locker and seize any illegal materials. Such materials may be used as evidence against the student in disciplinary proceedings. If school authorities have a reasonable suspicion that the locker contains materials that pose a threat to the health, welfare, and safety of students in the school or the school environment, a student's locker may be searched without prior warning.

Lost and Found

Check the main office for small items or high-value items such as jewelry or electronics. Larger items will be kept in the lost and found near the gym for one week and then may be donated or discarded. If an item may have been lost in P.E. or the locker rooms, there are lost and found bins in each locker room as well.

Responsibility for Personal Property

Northshore 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, graphing calculators, clothing, etc.

Rights & Responsibilities

Northshore Middle School students are required to follow the [NSD Student Handbook for Rights and Responsibilities](#). A copy of this handbook is available in the office for review and online at the district website.

Safety

Providing a safe and healthy learning environment is essential for an enriching and successful educational program. The consequences for violating any of the below items can include disciplinary action:

- **Not following health and safety guidelines as instructed**, disruptive or dangerous behavior, burning and arson, play fighting or horseplay, throwing or shooting of any objects, snowball throwing, spitting, unauthorized use of machinery or equipment, running, etc.

Selling/Buying and Distributing Items

Students are prohibited from selling or distributing items at Northshore Middle School including, but not limited to, food, clothing, etc. Consequences may be assigned.

Student Signs

- All student and community flyers, posters, and signs must be approved by the main office prior to posting them and must be posted only where permitted by the administration.
- The number of posters for a given topic/event must not exceed 15.
- The approval from the main office will include a staff member's signature, posting date and date that the poster(s) must be removed.
- Students should not decorate the outside or inside of their locker with items that have adhesive on them. Balloons are not allowed at school or on buses.
- Unapproved signs posted on walls or doors will be removed.
 - *Inappropriate signs will be removed and consequences may be given to parties involved.*
- It is the responsibility of the student to remove the posters that they post by the agreed upon date.

Technology Rules

- Use technology at school for educational purposes. Non-academic use of school technology will result in disciplinary action. Practice responsible digital citizenship.
- Do not attempt to gain unauthorized access to resources. (No hacking or bypassing filtering/VPN, or school management systems on school devices.)
- Treat district technology respectfully. Damaged technology can result in fines.
- Observe "Fair Use" and "Educational Use" copyright laws. (Credit sources, don't plagiarize)
- Students who fail to comply with the responsibilities outlined in the RUP may be subject to disciplinary action defined at the building-level as well as suffer a loss of technology-related privileges.
- District technology resources may be monitored (as per Children's Internet Protection Act).
- **There should be no expectation of privacy on district technology resources.**

When students are engaging in remote learning due to emergency circumstances or otherwise, all technology expectations and behavior expectations still apply. Any non-academic behavior in the virtual learning environment is subject to discipline.

Visitors

Visits to our campus, even prearranged, may be limited due to restrictions. When permitted, every visitor must check in at the main office and get a visitor's badge. It is district policy that former students and friends of students, etc. are not allowed to visit or attend classes or attend Titan Time or lunch during the school day.

Discipline Policy

Any student who willfully performs any act which interferes with or is detrimental to the orderly operation of a school, a school-sponsored activity, or any other aspect of the educational process of the school district shall be subject to discipline by authorized school district authorities. This section provides a framework for consequences. **Incidents are situational, and, depending on severity, the discipline may vary.** All disciplinary measures align with the [District's Rights and Responsibilities Handbook](#). Parent(s), guardians and/or outside agencies such as police will be contacted when appropriate.

At Northshore Middle School, discipline can range from restorative actions (conference or circle), Titan Time detention, lunch detention in the office, after-school detention, Saturday school, in/out of school suspension, and expulsion. Before administering a short-term or in-school suspension, the school will first attempt one or more other forms of discipline to support the student in meeting behavioral expectations. *In each form of consequence, our purpose is for the student to engage in meaningful reflection and/or restoration to ensure that they are better prepared for the learning environment.*

State law RCW 28A.600.020 gives schools the authority to ensure that the optimum learning atmosphere of the classroom is maintained. Furthermore, the law states that consideration is given to the qualified judgment of educators when deciding how to best maintain this environment.

All rules apply to all students:

- On school grounds during and immediately before or after school hours.
- On school grounds at any other time when the school is being used by a school group.
- Off school grounds at a school activity, function, or event.
- Off school grounds when using district-provided equipment.
- 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 them.)
- 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.)

Academic Dishonesty

Students caught cheating/plagiarizing will be required to redo that assignment or test, and may be subject to further consequences.

Cheating includes, but is not limited to:

- Copying from another student's homework or test
- Collusion: supporting the lack of honesty by another student, as in allowing one's work to be copied or submitted for assessment by another. Providing one's assignment to someone else. Turning in identical or highly similar passages of his or her own ideas and own expression of ideas, unless you are directed by the teacher to work with others as a part of the assignment are 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.
- Duplication of work: the presentation by two or more students of the same assignment, paper, project, or any other work for assessment.
- Possessing or using unauthorized material during a test
- Plagiarism: the representation of the ideas of work of another person (or AI generator) 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.
- Putting your name on the work that someone else (or a computer program such as Chat GPT) has produced and turning it in as your own
- Technology malpractice: any misuse or abuse of technology, including infractions of the school technology user agreement, language translation sites, cell phone messaging or picture transmission.
- Changing assigned grades
- Other examples of cheating might include, but are not limited to, the following:
 - Using cheat sheets, looking at someone's paper during an exam, possessing unauthorized materials, using Cliff/Sparknotes, or on-line sources (without permission of the teacher).
 - Giving out questions that are on a test to other students.
 - Giving answers to other students before/during/after a test or allowing them to copy your work.
 - Exchanging old tests, reports, notebooks, or assignments.
 - Using electronic devices that can record/transmit answers or pictures of tests and assignments to self or others.

Harassment, Intimidation, and Bullying (HIB)

Northshore Middle School is committed to a positive and productive education for all students, a working environment free from discrimination, including racial and sexual harassment, or violence in the form of bullying, hazing, and/or intimidation. Discrimination, harassment, intimidation or 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:

The following will not be tolerated:

- 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 (slurs based on race/sexual orientation/identity).
- Internet (technological) bullying, harassment, intimidation. **Please see below for information regarding social media:**

Student social media activity is the responsibility of the parent/guardians. The school may provide reasonable support in matters regarding identifiable social media communication between students occurring outside of school only if this communication significantly disrupts/interferes with the educational process.

Please see the Northshore School District Rights and Responsibilities handbook for specific information on bullying, harassment, intimidation and discrimination. [Bullying, harassment and intimidation](#) can warrant a suspension.

Lunch and Cafeteria Standards

Students who violate the following rules may be subject to consequences. Please note the following expectations:

- When entering the cafeteria, follow all instructions on where to be seated.
- Sit down while eating.
- Popping noises are prohibited.

- Every student is expected to clean up the cafeteria tables and may be asked to pick up litter left behind, even if it is not theirs.
- No begging or asking others for food. Please see lunch personnel, counselor, or administrator if you need support.
- Proceed through the serving area in an orderly manner, following all instructions from lunch staff.
- No cutting in line.
- Students must not leave the serving area without paying for their items- this is considered stealing.
- Food must be consumed in the cafeteria only.
- No students in hallways during lunch.
- Students will be required to remain seated for a period of time and then will be dismissed by lunch supervisors when their table has been cleared and cleaned.

Lunch Detention

Students who are assigned lunch detention who do not have their lunch, will go directly to the lunch line to receive their lunch and report directly to the office after. Failure to report on time may result in extra days being assigned. Refusal to complete lunch detention may result in other types of detentions being given.

Possession of Stolen Property

Possession of stolen property, belonging to the school or to any individual at the school, will result in discipline.

Prohibited Items

If brought to school, the following items will be confiscated, the parent will be informed, and the student will receive discipline according to NSD's Rights and Responsibilities handbook: drugs and drug paraphernalia; alcohol; tobacco and tobacco-related products; vapes and vapor devices, laser light pens; weapons of any sort including, but not limited to, guns (including look alike guns), knives (including look alike knives), matches, lighters, firecrackers, and other incendiary devices.

Pets and other nuisance items are not allowed at Northshore Middle School.

We strongly discourage students from bringing expensive personal items or unnecessary amounts of cash to school. The re-sale of any items, such as candy, gum, clothing, shoes, etc., is not allowed.

Vapes/Substance Delivering Devices

Vape and substance-delivering devices are not allowed at Northshore Schools. It is illegal for anyone under the age of 21 to purchase, attempt to purchase, possess, obtain, or distribute vapor products. As such, please refer to the Rights and Responsibilities Handbook for disciplinary action and procedures on vaping devices.

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](#)

Need additional support?

*Call Teen Link: 206-461-4922, 6:00-10:00 pm nightly, staffed by teens

*Text Teen Link: 866-833-6546, 6pm-9:30pm

*Care Solace (Mental Health Services Coordination for K-12 Students)

<https://caresolace.com/site/nsd>

*24-hour Crisis Line: 1-866-427-4747 and 206.461.3222

*Suicide and Crisis Lifeline - 988

The 24-Hour Crisis Line provides immediate help. They can help you determine if you or your loved one needs professional consultation or emergency services.

*Dial 911 if you have an emergency and need help

*Worried about someone on social media? [Support on Social Media - Lifeline](https://suicidepreventionlifeline.org/help)
(<https://suicidepreventionlifeline.org/help>)

*Drug/Alcohol

Alcohol & Drug Helpline (24 hrs)

206-722.3700

Center for Human Services (9-5, M -F)

206-362-7282

*Safe Place

1-800-422-8336