Brier Terrace Middle School Student/Family Handbook
2026-2027

"HOME OF THE BULLDOGS"

22200 Brier Road
Brier, WA 98036
(425) 431-7834

Our Mission at Brier Terrace Middle School is to create a positive learning environment which enhances and nurtures the social, emotional, physical, and intellectual growth of young adolescents.

We call the following the Brier Terrace CBAs. They were created and defined by students, staff, and community):

- ***We*** (students, parents, teachers, staff) associate with one another and share common values about the education of children. At the root, members of the school community assume responsibility for and work to support one another. ***Community*** implicitly recognizes the social and emotional attachments that community members may have to a school.

- ***Belonging*** is the conviction that education works when every student can show up as their true selves, feel a sense of place and purpose, and have every opportunity for success. (Everyone feels valued, appreciated, and respected for who they are). ***WE celebrate and appreciate each others' identities.***

- ***Accomplishment*** means that through work and perseverance we attain our goals, whether academic, social, emotional, or physical. Examples include academic excellence, improvement in our learning, time management, work completion, social interactions, coping skills, physical fitness, artwork, hands-on activities/building objects, musical skills, and etc...

BTMS Regular Bell Schedule

Advisory	8:05-8:35	30 minutes
Period 1	8:40-9:30	50 minutes
Period 2	9:35-10:25	50 minutes
Period 3	10:30-11:20	50 minutes
1st Lunch 11:20-11:50	4th Period 11:55-12:45	50 minutes
4th Period 11:25-12:15	2nd Lunch 12:15-12:45	50 minutes
Period 5	12:50-1:40	50 minutes
Period 6	1:45-2:35	50 minutes

BTMS

Friday Only

Regular Bell Schedule

Period 0 7:20 – 8:00

Period 1 8:10 – 8:55 w/announcements

Period 2 9:00 – 9:40

Period 3 9:45 – 10:25

Period 4 10:30 –11:55

1st Lunch 10:25 – 10:55 Period 4 - 10:55 –11:55

2nd Lunch 10:55 – 11:25 Period 4- 10:30 – 10:55/11:30 –11:55

3rd Lunch 11:25 – 11:55 Period 4- 10:30 – 11:25

Period 5 12:00 – 12:40

Period 6 12:45 – 1:25

BTMS

Friday Extended Advisory

Bell Schedule

Period 0 7:30 – 8:00

Period 1 8:10 – 8:40

Period 2 8:45 – 9:15

Extended Advisory 9:20 –10:10

Period 3 10:15 – 10:45

Period 4 10:50 –12:15

11:15-12:15 1st Lunch 10:45 – 11:15

10:45-11:15 and 11:45-12:15 2nd Lunch 11:15 – 11:45

10:45-11:45 3rd Lunch 11:45 – 12:15

Period 5 12:20 – 12:50

Period 6 12:55 – 1:25

BTMS

Afternoon Assembly Schedule

Period 0 7:25 – 8:00

Period 1 8:10 – 8:40

Period 2 8:45 – 9:15

Period 3 9:20 – 9:50

Period 4 9:55 – 10:25

Period 5 10:30 – 11:55 with Announcements

1st Lunch 10:25 – 10:55

2nd Lunch 10:55 – 11:25

3rd Lunch 11:25 – 11:55

Period 6 12:00 – 12:30

Assembly 12:35 – 1:25

Please wait for dismissal by intercom.

IMPORTANT NUMBERS:

MAIN OFFICE/PRINCIPAL: 425-431-4100
Need help contacting staff, paying fees/fines, general questions regarding anything related to the school? For any and all questions, call the Main Office.

ASB & ACTIVITIES OFFICE/ASSISTANT PRINCIPAL: Attendance Secretary 425-431-4102
The Associated Student Body is a non-profit organization for the support of school district extracurricular activities. All students who participate in ASB-sponsored activities are required to purchase an ASB card for $15. Activities fees, ASB cards, yearbooks, sports participation fees, dance tickets, and BTMS gear may be purchased at the ASB Office located in the Agora. **No refunds will be given on any items purchased through ASB**.

COUNSELING OFFICE: 425-431-7835
Academic and social/emotional services are provided through our school counseling center. School counselors are advocates for students as well as a liaison and resource for faculty and families. Parents are invited to call or email their student's counselor to discuss concerns and/or to request a conference. **It is imperative that you provide the school with a phone number where you can be reached at any time.** Students should request a pass from their teacher in order to leave class for an appointment with their counselor. Students and families can also request school counseling services via email.

ATTENDANCE OFFICE: 425-431-4102
Please contact attendance to report a student absence. Many teachers will be using the Canvas online system which will detail class assignments and homework. If a student has an excused absence they should check their calendar to stay up-to-date with assigned work.
Students are expected to communicate with their teachers if they need information or materials beyond the calendar.
If you need assistance accessing Canvas, please call counseling at 425-431-7835.

ATTENDANCE POLICY

EDMONDS SCHOOL DISTRICT ATTENDANCE POLICY
8125 and 8125 R1

PHILOSOPHY
It is the policy of the Edmonds School District that on-time daily attendance is essential to the academic achievement of each and every student. Students with poor attendance miss critical instruction in key concepts, quickly fall behind in school and are less likely to achieve academic success. Accordingly, school attendance is mandatory, and unexcused absences and truancy are prohibited within the Edmonds School District.

Attendance policies apply to all students enrolled in the Edmonds School District, including district-sponsored preschool programs through high school. Students with poor attendance in kindergarten and first grade are much less likely to meet critical math and reading benchmarks by the third grade. Third-grade benchmarks are closely linked with future academic success and high school graduation rates.

To combat unexcused absences and truancy, all Edmonds Schools are committed to strengthening family engagement to support all aspects of their child's life, including the reduction of truancy.

Edmonds School District believes that school-based interventions allow schools to tailor interventions to specific student needs, and build capacity for families to become directly involved in their child's school life. Centrally-based interventions act as an important supplement to school-based interventions when all school-based efforts to meet a student's needs have been exhausted. Generally, judicial action will be the final intervention utilized.

DEFINITIONS

Absence
Any time a student is not physically present in assigned class or at school, they are marked absent.

Excused Absence
The following are valid excuses for an absence:

1. Illness, health condition, medical appointment; (including but not limited to, medical, mental health, counseling, dental, optometry, pregnancy and inpatient or outpatient treatment for chemical dependency or mental health) for the student or person for whom the student is legally responsible for;
2. Family emergency, including, but not limited to, a death or illness in the family;
3. Religious or cultural purpose, including observance of a religious or cultural holiday or participation in religious or cultural instruction;
4. Court, judicial proceeding, court-ordered activity, or serving on a jury;
5. Post-secondary, technical school or apprenticeship program visitation, or scholarship interview;
6. State-recognized search and rescue activities consistent with RCW 28A.225.055;
7. Absence directly related to the student's homeless status or foster care/dependency status;
8. Absence related to deployment activities of a parent or legal guardian who is an active duty member consistent with RCW 28A.705.010;
9. Absence due to suspensions, expulsions or emergency expulsions imposed to chapter 392-400 WAC if the student is not receiving educational services and is not enrolled in qualifying "course of study" activities as defined in WAC 392-121-107;
10. Absence due to student safety concerns, including absences related to threats, assaults, or bullying
11. Absence due to a student's migrant status;
12. An approved activity that is consistent with district policy and is mutually agreed upon by the principal or designee and a parent, guardian, or emancipated youth.

Excessive Excused Absences

Excessive absences are defined as ten days of excused absences. Absences exceeding ten days may lead to a conference with the school where it will be determined if absences will no longer be excused without a note from a physician. After ten days of excused absences the school may request a doctor's note stating a medical diagnosis and the impact the medical condition has on the student's ability to attend school.

Extended Illness or Health Condition
Students with chronic health conditions must provide medical documentation with a medical diagnosis and the impact the illness has on the student's ability to attend school. If the student or the family does not provide medical documentation then the absences may be coded as unexcused until the appropriate documentation is provided. Once the documentation has been provided a school team will determine if the student qualifies for modifications to their education.

Unexcused Absences
Any absence from a school for the majority of hours or periods in an average school day is unexcused unless it meets one of the criteria for an excused absence and is not excused within two business days. (Please refer back to **Excused Absence**.)

Truancy
Truancy is defined as a student who is subject to compulsory school attendance and who is absent without valid cause from such attendance for a school day or portion thereof.

Early Release
Students are expected to remain in class until the end of the class/day. An early release is an excused absence from school if the family member sends a written statement or makes phone contact, requesting an early dismissal including the date of the dismissal, a valid reason (please refer back to **Excused Absence**), and a phone number where the parent can be reached.

Family Vacations/Travel
Families should not schedule vacations while school is still in session. If a family vacation more than 4 school days must occur while school is in session, it must be prearranged and approved. The pre-arranged absence form must be completed and turned in five school days prior to the absence. School staff shall review the request to determine whether the absence will adversely affect learning. It is the school building administrator's discretion whether to excuse the absence or not.

There is no expectation that teachers will provide homework when students miss school for family vacations.

Students who miss 20 consecutive days of school without administrator approval will be withdrawn per WAC 392-121- 108.

Attendance Procedures/Expectations

Approval of Absences
School district policy allows for notification of absence/tardy within two days of the student returning to school. This can be done by phone call, note, email, or in person in the office. If the office does not receive notification within the two-day window, the absence will be considered an unexcused absence.

An attendance phone line and email address are available for you to reach the school.

Attendance line: 425-431-4102. Attendance Email Address:
demarayk646@edmonds.wednet.edu (Ms. Kingdon)
When notifying the school to excuse an absence, please include your child's name, grade, and the reason for the absence. If notification is not received, family members will receive an automated phone call notifying of the absence.

Note: A large number of excused absences due to illness may require a doctor's note. Please consider scheduling medical, dental or other appointments before or after school.

As explained above in **Excessive Absences**, schools may contact families to schedule an attendance conference.

Interventions for Truancy/Unexcused Absences
Interventions may include:

- Lunch Detention
- Loss of credit on missed assignments or assessments
- Parent Conference
- Administrator Conference
- Community/School Service
- Community Support Hearing
- Saturday School (when provided by the school)
- Referral to Truancy Court

Students shall not be suspended out of school for truancy/unexcused absences.

Tardies
A "tardy" at the secondary level will be defined as arriving up to 5 minutes late to class. Tardies may be excused or unexcused according to school rules/policies and district definitions. Unexcused tardies may always result in a lunch detention. Students may lose hall pass privileges if other interventions do not result in regular on time attendance.

Interventions for Excessive Tardies
Interventions may include:

- Lunch Detention
- After School Detention
- Loss of hall pass privilege
- In School Suspension
- Parent Conference
- Administrator Conference
- Community/School Service

PRE-ARRANGED ABSENCES
Absences should be pre-arranged by written request when families have advance knowledge of impending absences.

Procedures for requesting homework
When absent due to illness, our main concern is that our students regain their health. Students are encouraged to check Canvas, and/or email individual teachers directly for homework assignments.

Students have the right to make up work due to an excused absence. Students have as many days as they missed to make up work if the absence is excused. Teachers are not required to give the opportunity to make-up work if the absence has not been excused.
* Please refer to vacation/travel section for makeup work guidelines specific to vacations and travel.

WHAT FAMILIES CAN DO TO HELP WITH GOOD ATTENDANCE

- Talk to your student about the importance of attendance
- Communicate with the school's admin team and counselor for support
- Stay on top of academic progress
- Check your student's attendance often
- Ask for help from the school if you're having trouble getting your student to school

WHAT DOES WASHINGTON STATE LAW SAY ABOUT ATTENDING SCHOOL?
Washington state compulsory law (RCW 28A.225), states that all children under the age of seventeen (17) are required to attend school. The law does not require 6 and 7-year-old children to be enrolled in school, but, if they are enrolled, the child's parent must ensure that the child attends the school, and that child has a duty to attend the school for the full-time school is in session. The "Becca Bill" is actually a state law intended to support schools and families. It states that schools and families should work together as a team to ensure school attendance and student safety.

If a student has unexcused absences, the law requires that schools and school districts take the following action:

1. Inform parents of state and district attendance policy.
2. Notify parents of unexcused and excused absences.
3. After three (3) unexcused absences, the school can schedule a conference to meet with the parent/guardian and student.
4. After five (5) unexcused absences, parents will be notified about the need to have a phone call or an "in person" meeting to problem solve. Interventions will be discussed and implemented. An attendance contract & agreement will be signed.
5. After seven (7) unexcused absences in a month or ten (10) unexcused absences in a year the district can file a petition with the courts.

The school office, assisted by the district if necessary, will investigate chronic absences or tardiness. Please work in partnership with the school by calling 425-431-4102 immediately when your child will be absent or tardy.

BRIER TERRACE MIDDLE SCHOOL COMMITS TO:

- Monitoring daily attendance data for all absences
- Contact families and verify current contact information
- Provide notification of absences to parents within 24 hours
- Use our family connection services to provide outreach to determine student needs
- Provide supports that address the barriers to attendance and participation that includes universal supports for all students and tiered interventions for students at-risk of and experiencing chronic absence

If absences become chronic, Brier Terrace Middle School staff may:

- Hold parent conferences
- Administer an assessment to identify barriers to attendance
- Provide best practice interventions
- Refer the student to a community truancy board
- File a truancy petition
- Convene the IEP or 504 team if a student has an IEP or 504 Plan

See compulsory attendance laws (Chapter 28A.225 RCW)

Counseling Office

SCHEDULE CHANGES

All students are enrolled in six classes including a Math, English, Social Studies, Science, PE and an elective. Every effort will be made to ensure an individual student is scheduled into their preferred elective. Schedule change requests will be considered through the fifth day of the semester. After the fifth day of the semester, all schedule change requests must be approved by an administrator. We do our best to accommodate schedule change requests, but we are not able to make schedule changes in the following situations: if the preferred class is already at student capacity, a different teacher is preferred, preference for a different lunch, or wanting to have class with friends.

Schedule change requests should be made prior to the start of an upcoming semester, but will not be considered after the fifth day of the semester. Students who wish to discuss a schedule change must contact the Counseling Office to schedule a meeting with their counselor. Students **must** remain in their original class until they receive notice that the schedule change has been approved.

2025- 2026 GRADING PERIODS

End of 1st Quarter - 11/6/26
End of 2nd Quarter/1st Semester - 1/22/27
End of 3rd Quarter - 3/29/27
End of 4th Quarter/2nd Semester - 6/22/27

SKYWARD / Qmlativ FAMILY ACCESS:
Skyward Family Access is an online tool for students and their families to keep track of progress in school. **However - the most up-to-date grades are found on Canvas**. Students receive a login and password that is unique to them and is good throughout their time in the Edmonds School District. Parents are encouraged to keep track of their student's progress using Skyward Family Access. Parents will find a link to this information on the Edmonds School District website at www.edmonds.wednet.edu Click on "Families" and then "Skyward Family Access". All

parents/guardians will be given a login and password for this service. Parent interest and inquiries are encouraged and welcomed by the counseling staff at any time. 425.431-4197.

PROGRESS REPORTS: The Progress Report date is the 45 day point of each semester; it is also called the quarter grade. The final report card grades are issued at the end of the first and second semesters are the only grades that appear on a student's transcript. Notification of the Progress Report is announced to parents via email and phone call. The actual grade can be found on Skyward. Progress Report card dates appear on the district calendar and can be found previously in this handbook.

SCHOOL INFORMATION

ACCESSIBILITY: Learn more about students' use of Chromebooks and Google Apps for Education below, and at https://sites.google.com/edmonds.wednet.edu/esdresources.

ASSEMBLIES: All students are expected to attend and display appropriate behavior and good citizenship during all school assemblies that occur during the school day.

BUSES: Students are expected to comply with the rules and regulations pertaining to school district transportation. Failure to comply may result in disciplinary action, which may include revocation of the privilege of riding the bus. The Edmonds School District Transportation Department monitors and takes appropriate action related to behavior on buses. At appropriate times the building will also take action for behavior on the bus in order to ensure student safety.

CLOSED CAMPUS: Brier Terrace Middle School is a closed campus. Once students arrive on campus, they are to remain on campus for the remainder of the school day. "On campus" means being **inside** the building. **Unauthorized areas include: the parking lot, athletic fields** (except when being used for instruction by a teacher) **and the rest of the outside campus. Students are not allowed in unauthorized areas during the school day.** Students who need to leave campus during the school day must have permission to do so from a parent and must check out through the Attendance Office. **Being in an unauthorized area without written permission from the Attendance Office may result in disciplinary action in compliance with school and district policies.**

DELIVERIES FOR STUDENTS:
Due to the disruption to the educational process that student deliveries cause, we discourage deliveries of nonessential items to students. If we receive items for students, we will keep them in the main office and have students pick them up after school is out. We do not take responsibility for any nonessential items delivered to school.

FOOD DELIVERY POLICY: Families may deliver food to students via the Main Office only. **In order to ensure a safe and orderly environment, students are not permitted to order from restaurant or food delivery services during the school day**.

FEES & FINES: Students may be assessed fees or fines in various classrooms and situations according to Board Policy and Procedure. Unpaid fees and fines will be referred to district business services for collection. Students may be excluded from certain activities due to unpaid fines and fees. Limited financial aid for school-related costs is available to any student who qualifies. Contact Counselors for details on financial aid.

FOOD SERVICE*:* Breakfast is served in the cafeteria each day from 7:45 a.m. to 8:05 a. m. If students miss breakfast due to arriving late to school, they can come to the Attendance Office for a bagged breakfast. We have 2 lunches that are based on 4th period classes. Each lunch is 30 minutes long. Students may not save places in lines for lunch. Students must input their student number when purchasing or acquiring their lunch from our food services. **All students are asked to behave respectfully and appropriately toward each other and adults in the cafeteria and clean up after themselves in the cafeteria and appropriate areas outside. Food and beverages are discouraged in any carpeted area and are not to be brought into classrooms without teacher permission.**

INTERNET USE: The Edmonds School District believes that internet usage is key to modern basic education. If a parent has concerns about their child's internet use at school, they should discuss the matter with a counselor and/or school administrator.

SECURITY CAMERAS: The purpose of the cameras is to increase the safety and security of our building. These cameras are not intended to invade anyone's privacy, but will be able to record the movement of people in and out of our hallways and corridors. Any attempt to disable or destroy the cameras will be considered an act of property vandalism and will be subject to both criminal charges and school discipline.

SPECIAL EDUCATION SERVICES:
Special Education services are provided to all qualified students ages birth to 21. To inquire about services for students currently enrolled in the district, contact the school psychologist at your local school. For students not currently enrolled, please call the Psychology and Counseling Services Office at 425-431-7047. District policies, procedures, and any required reports relating to special education are available to the public, upon request, through the District's special education office.

STUDENT SUPPORT ADVOCATE (425.431.4182): All families go through periods of difficulty or crisis at some point. To help meet the needs of students and their families, Brier Terrace Middle School has a Family Resource Advocate who is available to help resolve any issues that may be affecting student success in school such as assisting families with medical insurance applications or community resources. Family Resource Advocates can be connected through a referral from the student's counselor.

BTMS Discipline Guide

At its heart, Brier Terrace Middle School is a community of learners. Students, teachers and administration come together each day for one purpose – learning. In order to give all students the best chance for success, there are some basic ideas about values and behavior that guide daily life at BTMS. They include:

- Every individual at BTMS deserves the respect of everyone else in the building
- We value the diversity of our school in terms of race, religion, cultural background and sexual orientation
- BTMS is a safe and secure environment for all
- Each class period deserves to be a productive time for all, in which the teacher provides high quality instruction and students ready to learn on time, and are prepared and committed to work from bell to bell
- Each person at BTMS is responsible for their own personal behavior
- When a student acts in a way contrary to our values stated above, there will be fair and predictable disciplinary consequences

**When administering discipline, BTMS staff and administration will use the leveled progressive response plan below. Our school will focus on Restorative Practice and Restorative Justice as our first attempt to change behavior, provided students are willing to engage in the process. We strive to make a Restorative Plan that will include a plan to repair damaged or broken relationships. The intent of the chart below is to provide the administrator with a "menu of options" providing consequences that are consistent, immediate, appropriate, and applicable to life situations. Disciplinary action at BTMS is designed to promote responsible behavior in all students and to provide a safe and respectful learning environment. Disciplinary consequences can be progressive, meaning that repeated offenses within the same level can result in more severe consequences. We*

Discipline Levels	**Behaviors**	**Possible Actions***
Level One	● Disrupting the learning environment ● Profanity ● Non-compliance (passive)	● Restorative Plan ● Admin/Dean conference ● Consequence such as detention ● Call to parents ● Re-entry conference and plan
Level Two	● Disrespect towards others ● Failure to identify self ● Profanity towards others ● Plagiarism ● Non-compliance (defiance) ● Cumulative level 1 infractions* ● Gang Activity	● Restorative Plan ● Admin conference ● Consequence such as detention ● Natural consequences i.e. loss of credit for plagiarized assignment ● Parent conference with re-entry plan
Level Three	● Verbal Assault ● Harassment/Intimidation ● Lewd Conduct ● Cumulative level two infractions	● Restorative Plan ● Detentions ● Possible suspension ● Long-term suspension (over 10 days) ● Re-entry conference and plan

Level Four	● Drug/Alcohol use, possession, distribution, or sale ● Harassment/Intimidation ● Weapon possession (knife, gun or an illegal item as defined by state law) ● Cumulative level three infractions	● Short or Long-term-suspension or expulsion

***BTMS staff and administration view suspension as a last resort when all other options have been exhausted or are deemed inappropriate. When appropriate, and with the agreement of involved parties, a restorative plan can be established in place of consequences listed above. Parents and guardians will be informed in evel Two and above of school discipline and level One when possible, as well as being invited into the process and being informed of rights of grievance.*

Student Rights and Responsibilities

BACKPACKS/LOCKERS: Only students who are playing a sport or have medical concerns are assigned a hall locker. Lockers are to be accessed only before or after school and NOT DURING SCHOOL HOURS. Do not share your combination with anyone or change lockers. Decorations on the inside of the door should be able to be removed easily. If you have a locker problem, see the Attendance Secretary in the Main Office. It is not acceptable to place an additional lock on your locker.

CLOTHING POLICY OF THE EDMONDS SCHOOL DISTRICT:

Basic Principle

The Board of Directors and administration of the Edmonds School District recognize that each student's choice of dress and appearance is an expression of personal style and individual preference. Therefore, a student's decision regarding their appearance will not be interfered with, unless the choice impedes the learning environment or school safety.

Our values are:

- All students should be able to dress comfortably for school and engage in the educational environment without fear of or actual unnecessary discipline or body shaming.
- All students and staff should understand that they are responsible for managing their own personal "distractions" without regulating individual students' clothing/self-expression.

- Student dress code enforcement should not result in unnecessary barriers to school attendance.

- School staff should be trained and able to use student/body-positive language to explain the code and to address code violations.

- Teachers should focus on teaching without the additional and often uncomfortable burden of dress code enforcement.

- Reasons for conflict and inconsistent and/or inequitable discipline should be minimized whenever possible.

Goals of the Edmonds School District Dress Code

- Maintain a safe learning environment in classes where protective or supportive clothing is needed, such as chemistry/biology (eye or body protection), dance (bare feet, tights/leotards), or PE (athletic attire/shoes).

- Allow students to wear clothing of their choice that is comfortable.

- Allow students to wear clothing that expresses their self-identified gender.

- Allow students to wear religious attire without fear of discipline or discrimination.

- Prevent students from wearing clothing with offensive images or language, including profanity, hate speech, and pornography.

- Prevent students from wearing clothing with images or language depicting or advocating violence or the use of alcohol or drugs.

- Ensure that all students are treated equitably regardless of gender/gender identification, sexual orientation, race, ethnicity, body type/size, religion, and personal style.

Legal References:

RCW 28A.320.140 Schools with Special standards Dress codes

WAC 392-400-215 Student Rights

WAC 392-400-225 School district rules defining misconduct Distribution of Rules

Dress Code Enforcement

Schools expect that all students will dress in a way that is appropriate for the school day or for any school sponsored event. Student dress choices should respect the district s intent to support a community that is inclusive of a diverse range of identities. The primary responsibility for a student s attire resides with the student and their parent(s) or guardian(s). The school district is responsible for seeing that student attire does not interfere with the health or safety of any student, that student attire does not contribute to a hostile or intimidating atmosphere for any student, and that dress code enforcement does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income, or body type/size. Any restrictions to the way a student dresses must be necessary to support the overall educational goals of the school and must be explained within this dress code.

These dress code guidelines shall apply to regular school days and summer school days, as well as any school-related events and activities, such as graduation ceremonies, dances, and prom.

1. **Basic Principle**: Certain body parts must be covered for all students at all times. Clothes must be worn in a way such that midriff, genitals, buttocks, breasts, and nipples are fully covered with opaque fabric. However, cleavage should not have coverage requirements. All items listed in the must wear and may wear categories below must meet this basic principle.

2. **Students Must Wear** (while following the basic principle of section 1 above):
    - A shirt (with fabric in the front, back, and on the sides under the arms), and
    - Pants/jeans or the equivalent (for example, a skirt, sweatpants, leggings, a dress or shorts)
    - Students will be asked to put on their own alternative clothing, if already available at school, to be dressed more to code for the remainder of the day.
    - Students will be provided with temporary school clothing to be dressed more to code for the remainder of the day.
    - If necessary, students' parents may be called during the school day to bring alternative clothing for the student to wear for the remainder of the day.

3. No student should be affected by dress code enforcement because of racial identity, sex assigned at birth, gender identity or expression, sexual orientation, ethnicity, cultural or religious identity, household income, body size/type, or body maturity.

4. School staff shall not enforce the school's dress code more strictly against transgender and gender nonconforming students than other students.

5. Students should not be shamed or required to display their body in front of others (students, parents, or staff) in school. "Shaming" includes, but is not limited to:
    - kneeling or bending over to check attire fit;
    - measuring straps or skirt length;
    - asking students to account for their attire in the classroom or in hallways in front of others;
    - calling out students in spaces, in hallways, or in classrooms about perceived dress code violations in front of others; in particular, directing students to correct sagged pants that do not expose the entire undergarment, or confronting students about visible bra straps; and,
    - accusing students of "distracting" other students with their clothing

ENERGY DRINKS: Energy Drinks are not allowed at school. Open beverage containers of any kind other than water are not allowed outside of the cafeteria/lunch area.

GUM: in order to help keep our campus clean, BTMS does not allow gum at school.

GANG ACTIVITY: Brier Terrace has a strict policy against gang involvement and gang activity. Clothing that advertises or indicates affiliation or gang involvement and "flashing gang signs" are prohibited. Immediate referral to administration will occur. Whether clothing or gestures are deemed gang related or affiliated is at the discretion of administration. We comply with the State of Washington WACs related to gang activity in schools.

ALCOHOL, DRUGS, ILLEGAL SUBSTANCES

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

seek assistance rests with the student and his/her parent(s)/guardian(s), school staff shall work with the home and community to develop and implement a comprehensive prevention and intervention program. Part of the responsibility of the school and school District is to inform students and parents each year of the District's policy on drugs/alcohol. This policy is as follows:

- It is unlawful for a student to sell, possess, use, or show evidence of being under the influence of alcohol or other illegal drugs while on school district property or at any school-sponsored event.

- For a first offense of Possession, Use, or Paraphernalia, a school team (comprised of at least the student support advocate and building administrator) will determine the response (see discipline guide), support and actions needed to effectively support the student and family need.

- Students who sell, buy, or transfer drugs or alcohol at school, on school busses, using district-provided technology, or at school-related activities could face immediate long-term suspension of up to 30 days with no abeyance option and could also face criminal charges. All vehicles parked on school property are expected to be drug/alcohol free.

Note: For students involved in extracurricular activities: Students will not be permitted to possess, traffic in, and/or use non-prescribed or illegal drugs, alcohol, or any form of tobacco, and may not be in the presence of, or remain in the vicinity of, the use of such substances prohibited by criminal law, or engage in behavior that enables others to illegally use such substances. The penalty for a violation shall be immediate ineligibility for extracurricular competition or performance for forty-five (45) calendar days (see athletic handbook for details).

HARASSMENT, FIGHTING, BULLYING, THREATS: School MUST be a safe place for learning for everyone. Any act of violence or threat of an act of violence is unacceptable for the BTMS school environment. This includes roughhousing, play fighting, pushing, hitting, slapping, spitting, or any other unwanted touch or act of aggression. **A student involved in such action is subject to school discipline and may be suspended or expelled from school and criminal charges may be filed.** Any student promoting a fight or encouraging others to fight is subject to discipline. Harassment, intimidation, and bullying may take many forms, including, but not limited to, slurs, rumors, jokes, innuendoes, demeaning comments, drawings, cartoons, pranks, ostracism, physical attacks or threats, gestures, or acts relating to an individual or group whether electronic, written, oral, or physically transmitted messages or images. Any harassment reported to any adult at BTMS will be investigated and appropriate disciplinary action will be taken. Reporting forms can be found in the office or on the district website.

Harassment, Intimidation and Bullying
Edmonds School District Notice to Parents and Students

It is the intent of the students and staff in the Edmonds School District to create an environment for learning and work that promotes and values respect, diversity and trust. Individuals have the

right to be treated with respect and dignity, and have the responsibility to treat others the same way.

Definition

Harassment, intimidation, or bullying (HIB) is an intentional written, verbal, or physical act which:

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

Recognizing Harassment

The following behaviors are among those commonly identified as forms of HIB:

Written or Verbal Could Include:

- Remarks and/or suggestions that are unwanted/unwelcome
- Comments about body
- Teasing, joking or making dehumanizing, derogatory, lewd remarks
- Ethnic/political/racial/religious/sexual slurs
- Hazing (initiation activities)
- Unwanted / unwelcome written, verbal or electronic messages
- Sexting (i.e. electronic transmission containing inappropriate sexual content)
- Exploiting a physical / mental disability
- Pressure for sexual activity
- Threats / acts of aggression
- Suggested favors to obtain preferential treatment
- Extortion
- Demanding compliance accompanied by implied / overt threats
- Making demeaning comments in front of others
- Spreading rumors
- Unwanted questions or comments of a highly personal nature

Physical Could Include:

- Unwanted / unwelcome touching / grabbing
- Impeding / blocking the free movement of another
- Staring / leering in a way that makes a person uncomfortable
- Displaying offensive graphics / drawings / graffiti / cartoons
- Intentional brushing against body
- Obscene/Threatening gestures
- Pranks
- Lewd conduct

Reporting Incidents of Harassment, Intimidation, Bullying

Students, parents and volunteers are encouraged to report incidents of harassment, intimidation or bullying to the appropriate school official. To report an incident, students, parents, and volunteers can report directly to school staff or they may use the **Harassment, Intimidation and Bullying Reporting Form** located here. Disciplinary action will be taken to address the behavior or the perpetrator. No school district employee, student, or volunteer may engage in reprisal, retaliation, or false accusation against a victim, witness, or one with reliable information about an act of harassment, intimidation, or bullying. False reports or retaliation will receive consequences.

Students who engage in harassment as defined above will be subject to school discipline including and up to suspension or expulsion from school.

Equal Educational Opportunity and Sexual Harassment

The Edmonds School District will maintain a learning and work environment that is free from sexual harassment. Sexual harassment is a form of discrimination which is prohibited under Title IX of the Civil Rights Act. Sexual harassment substantially compromises the attainment of educational excellence, and the District will not tolerate such behavior by staff or by students, or by parents, volunteers or contractors while on school district grounds or participating in school-sponsored events.

All such complaints will be promptly investigated and, where appropriate, immediate corrective action will be taken. To the highest degree possible, allowing for a fair investigation, all such complaints will be treated in a confidential manner.
The District prohibits retaliation against any employee, volunteer, parent, or student because he or she has made a report of alleged sexual harassment, or against any employee, volunteer, parent, or student, who has testified, assisted or participated in the investigation of a report. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or adverse pressure. Retaliation is itself a violation of law and will lead to disciplinary action against the offender.

Persons who knowingly report false allegations of sexual harassment or corroborate false allegations of sexual harassment will be subject to appropriate discipline or other sanctions.

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

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

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

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

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

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

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

SEXUAL HARASSMENT OF STUDENTS PROHIBITED
EDMONDS SCHOOL DISTRICT PROCEDURES

This district is committed to a positive and productive education free from discrimination, including sexual harassment. This commitment extends to all students involved in academic, educational, extracurricular, athletic, and other programs or activities of the school, whether that program or activity is in a school facility, on school transportation or at a class or school training held elsewhere.
Definitions
For purposes of this policy, sexual harassment means unwelcome conduct or communication of a sexual nature. Sexual harassment can occur adult to student, student to student or can be carried out by a group of students or adults and will be investigated by the district even if the alleged harasser is not a part of the school staff or student body. The district prohibits sexual harassment of students by other students, employees or third parties involved in school district activities.
Under federal and state law, the term "sexual harassment" may include:

- acts of sexual violence;
- unwelcome sexual or gender-directed conduct or communication that interferes with an individual's educational performance or creates an intimidating, hostile, or offensive environment;
- unwelcome sexual advances;
- unwelcome requests for sexual favors;
- sexual demands when submission is a stated or implied condition of obtaining an educational benefit;
- sexual demands where submission or rejection is a factor in an academic, or other school-related decision affecting an individual.

A "hostile environment" has been created for a student when sexual harassment is sufficiently serious to interfere with or limit the student's ability to participate in or benefit from the

school's program. The more severe the conduct, the less need there is to demonstrate a repetitive series of incidents. In fact, a single or isolated incident of sexual harassment may create a hostile environment if the incident is sufficiently severe, violent, or egregious.

Investigation and Response

If the district knows, or reasonably should know, that sexual harassment has created a hostile environment, it will promptly investigate to determine what occurred and take appropriate steps to resolve the situation. If an investigation reveals that sexual harassment has created a hostile environment, the district will take prompt and effective steps reasonably calculated to end the sexual harassment, eliminate the hostile environment, prevent its recurrence and as appropriate, remedy its effects. The district will take prompt, equitable and remedial action within its authority on reports, complaints and grievances alleging sexual harassment that come to the attention of the district, either formally or informally. The district will take these steps every time a complaint, alleging sexual harassment comes to the attention of the district, either formally or informally.

Allegations of criminal misconduct will be reported to law enforcement and suspected child abuse will be reported to law enforcement or Child Protective Services. Regardless of whether the misconduct is reported to law enforcement, school staff will promptly investigate to determine what occurred and take appropriate steps to resolve the situation, to the extent that such investigation does not interfere with an ongoing criminal investigation. A criminal investigation does not relieve the district of its independent obligation to investigate and resolve sexual harassment.

Engaging in sexual harassment will result in appropriate discipline or other appropriate sanctions against offending students, staff or other third parties involved in school district activities. Anyone else who engages in sexual harassment on school property or at school activities will have their access to school property and activities restricted, as appropriate.

<u>Retaliation and False Allegations</u>

Retaliation against any person who makes or is a witness in a sexual harassment complaint is prohibited and will result in appropriate discipline. The district will take appropriate actions to protect involved persons from retaliation.

It is a violation of this policy to knowingly report false allegations of sexual harassment. Persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

<u>Staff Responsibilities</u>

The superintendent will develop and implement formal and informal procedures for receiving, investigating and resolving complaints or reports of sexual harassment. The procedures will include reasonable and prompt timelines and delineate staff responsibilities under this policy.

Any school employee who witnesses sexual harassment or receives a report, informal complaint, or written complaint about sexual harassment is responsible for informing the district Title IX or Civil Rights Compliance Officer. All staff are also responsible for directing complainants to the formal complaint process.

Reports of discrimination and discriminatory harassment will be referred to the district's Title IX/Civil Rights Compliance Officer. Reports of disability discrimination or harassment will be referred to the district's Section 504 Coordinator.

Notice and Training

The superintendent will develop procedures to provide age-appropriate information and education to district staff, students, parents and volunteers regarding this policy and the recognition and prevention of sexual harassment. At a minimum sexual harassment recognition and prevention and the elements of this policy will be included in staff, student and regular volunteer orientation. This policy and the procedure, which includes the complaint process, will be posted in each district building in a place available to staff, students, parents, volunteers and visitors. Information about the policy and procedure will be clearly stated and conspicuously posted throughout each school building, provided to each employee and reproduced in each student, staff, volunteer and parent handbook. Such notices will identify the District's Title IX Officer and provide contact information, including the Officer's email address.

Policy Review

The superintendent will make an annual report to the board reviewing the use and efficacy of this policy and related procedures. Recommendations for changes to this policy, if applicable, will be included in the report. The superintendent is encouraged to involve staff, students, volunteers and parents in the review process.

Cross References:
3207 - Prohibition of Harassment, Intimidation and Bullying
3210 - Nondiscrimination
3211 - Transgender Students
3240 - Student Conduct Expectations and Reasonable Sanctions
5010 - Nondiscrimination and Affirmative Action
5011 - Sexual Harassment of District Staff Prohibited

Legal References:
20 U.S.C. 1681-1688
WAC 392-190-058 Sexual harassment
RCW 28A.640.020 Regulations, guidelines to eliminate discrimination — Scope — Sexual harassment policies

Management Resources:
2015 - July Policy Alert
2014 - December Issue
2010 - October Issue

Adoption Date: 11.27.18
Edmonds School District
Classification: Essential
Revised Dates:

COMPLAINT OPTIONS: DISCRIMINATION AND SEXUAL HARASSMENT

If you believe that you or your child have experienced unlawful discrimination, discriminatory harassment, or sexual harassment at school, you have the right to file a complaint. Before filing a complaint, you can discuss your concerns with your child's principal or with the school district's Section 504 Coordinator, Title IX Officer, or Civil Rights Coordinator, who are listed above. This is often the fastest way to resolve your concerns.

Complaint to the School District

A complaint must be in writing and include: a description of the conduct or incident; an explanation as to why you believe discrimination, discriminatory harassment, or sexual harassment has taken place; and, a description of what actions you believe the district should take to resolve the problem. Send your written complaint—by mail, fax, email, or hand delivery—to the district superintendent or civil rights compliance coordinator. In most cases, complaints must be filed within one year from the date of the incident or conduct that is the subject of the complaint.

Once the district receives your written complaint, the coordinator will give you a copy of the complaint procedure and make sure a prompt and thorough investigation takes place. The superintendent or designee will respond to you in writing within 30 calendar days—unless you agree on a different time period. If your complaint involves exceptional circumstances that demand a lengthier investigation, the district will notify you in writing to explain why staff need a time extension and the new date for their written response.

In its written response, the district will include: a summary of the results of the investigation; a determination of whether or not the district failed to comply with civil rights law; notification of the appeal process; and, any measures necessary to bring the district into compliance with civil rights laws. Corrective measures will be put into effect within 30 calendar days after this written response—unless you agree to a different time period.

Appeal to the School District Board of Directors

If you disagree with the school district's decision, you may appeal to the school district's Board of Directors. You must file a notice of appeal in writing to the secretary of the school board within 10 calendar days after you received the school district's response to your complaint. The board will schedule a hearing within 20 calendar days after the appeal is received, unless you agree on a different timeline. A written decision will be provided within 30 calendar days after the district received your notice of appeal. The school board's decision will include information about how to file a complaint with the Office of Superintendent of Public Instruction (OSPI).

Complaint to OSPI

If you do not agree with the school district's appeal decision, you have the option to file a formal complaint with the Office of Superintendent of Public Instruction (OSPI). This is a separate complaint process that can take place if one of these two conditions has occurred: (1) you have completed the district's complaint and appeal process, or (2) the district has not followed the complaint and appeal process correctly. You have 20 calendar days to file a complaint to OSPI from the day you received the decision on your appeal. You can send your written complaint to the Equity and Civil Rights Office at OSPI:

Email: Equity@k12.wa.us | Fax: 360-664-2967
Mail or hand-deliver: PO Box 47200, 600 Washington St. S.E., Olympia, WA 98504-7200

Other Discrimination Complaint Options
Office for Civil Rights, U.S. Department of Education
206-607-1600 | TDD: 1-800-877-8339 | OCR.Seattle@ed.gov | OCR Website

Washington State Human Rights Commission
1-800-233-3247 | TTY: 1-800-300-7525 | Human Rights Commission Website

PARENT RIGHTS:

Parents (natural parents and legal guardians) have the right to inspect and review their child's Educational Record and may receive copies, upon request, at a charge not to exceed cost to the district for reproductions.

Educational Records are interpreted to mean any and all materials maintained by a school district directly related to a student regardless of where or how materials are filed. This includes reports gained with parent permission from non-district agencies and individuals.

Parents have the right to challenge record content on grounds that it is (a) inaccurate, (b) misleading, (c) in violation of the privacy of students, or (d) inappropriate. Grades granted for a class are not covered except if an error in recording of the grade is suspected. Parents may enter their own clarification of information into the record. An impartial hearing by district records officers will be held if concerns are not resolved by building staff and parents.

Reporting Incidents of Sexual Harassment

If any student, parent or community member experiences or witnesses discrimination or sexual harassment, they are encouraged to report it immediately to any school administrator with whom they feel comfortable. **Reports of such incidents may also be reported to the district Equity Officer, Rob Baumgartner, 425 431-7012**

Students who engage in harassment as defined above will be subject to school discipline including and up to suspension or expulsion from school.

Legal References:
Washington State RCW 26.44.030, RCW9A.36.080 (3) and SHB 1444
Edmonds School District Policies #8200, 8205, 8206, 8207 and 8208
2/19/04

OFF-CAMPUS: Once students have arrived on campus, or adjacent campus areas, they may not leave until the end of the school day unless officially excused, in advance, by the attendance office. Going into the woods after arriving at school will result in an extended detention after school if available or removal from activities for a 1st offense.

PERSONAL PROPERTY AND DEVICES:

Personal Belongings - Students are encouraged to leave any and all items of sentimental and/or monetary value at home. These items might include but are not limited to jewelry, money, electronic devices, cameras and electronic games. School is not a place for toys, so please do not bring toys to school. BRIER TERRACE assumes no liability for damaged, lost or stolen items.

Cell Phones/Cameras/Personal Listening Devices /Video Games - Personal electronic devices are a disruption to the learning process and ARE NOT ALLOWED TO BE VISIBLE at school, including at lunch time. They may be confiscated and turned into the attendance secretary. Confiscated devices can be picked up after school after the first offense. After the second offense they will be returned to parents only. Cell phones should not be visible or audible at any time during the school day, including study

club and/or in school buildings at any school sponsored activities. This includes sending and receiving text messages. Those that are visible or audible may be confiscated and retained at the discretion of school administrators. In case of emergencies, parents are requested to contact the main office (425-431-7834) rather than the student or a classroom teacher.

Skateboards/Rollerblades/Scooters/Motorized Foot Scooters/Motorized Footboards - All of these items should be left at home since these activities are not allowed on district property.

Bicycles - Park and lock your bike in the racks provided by the main office doors.

Lasers - Objects that emit a laser light are not permitted at school. Students who bring/use these devices are subject to disciplinary action, including suspension from school. Students who violate this rule on the bus are also subject to a bus suspension. Consistent with a law passed in April 1999, laser lights pointed at a bus driver will result in a referral to the local police as well.

Toys, Cards, etc. - In order to keep our focus on learning, rather than playing, or keeping track of belongings, toys, cards, and other things of value (personal or monetary) should be left at home and should not be at school. If these things are being transported from home to an after school destination, please keep them completely out of sight at all times during school hours including 20 minutes before and after school unless used in a club.

STUDENT SEARCH: Administrators may make general searches of all student lockers, desks, or storage areas without prior notice given to students. Narcotic detection dogs may be used to search unattended areas. An individual student and his/her property may be searched by a school district employee if the search is reasonably related to the discovery of contraband or other evidence of a student's violation of the law or school rules.

WEAPONS/DANGEROUS OBJECTS:

The staff and student body will not tolerate the possession of any weapons or other dangerous objects on campus. Edmonds School District Board Policy #8220 (Section III, Exceptional Misconduct), RCW 9.41.250, RCW 9.41.280 prohibit the possession of weapons or other dangerous objects, including toy or facsimile weapons on school property.

"*Possession*" includes but it is not limited to having a weapon or dangerous object anywhere on school property **or** at any school sponsored event. The item could be located:

(a) in a space assigned to a student (such as a locker or desk);

(b) on the student's person or property (such as on the student's body, in his/her clothing, purse, backpack, gym bag or vehicle); or

(c) under the student's control or accessible or available (such as hidden by the student).

Students in possession of a weapon or dangerous object will be suspended or expelled. Students using an object in a threatening manner will be suspended or expelled. In these cases, a student also may be guilty of a gross misdemeanor.

Students who choose to remain in the area of illicit or criminal activities involving weapons may be charged with possession if they have had a reasonable opportunity to withdraw or report even if they are not participating.

Any student who is determined to have carried a firearm onto school property or to a school sponsored event shall be expelled for no less than a year in accordance with RCW 28A.600.420. Weapons and dangerous objects include, but are not limited to:

- Firearms
- Metal knuckles
- Air guns
- Weighted chains
- Firecrackers
- Baseball Bats
- Nun-chu-ka sticks
- Toy Weapons
- Knives
- Facsimile Weapons
- Water guns
- Tasers
- Box cutters
- Razors
- Lighters
- Paintball guns
- Clubs or pipes
- Stun Guns
- Sling Shots
- Sand Clubs

SAFE SCHOOLS TIP LINE: 425-431-7010 If you suspect or become aware of any student or adult in a school who is planning or acting in any unsafe way, please let us know. This includes, but not limited to, the use or possession of drugs, knives, guns, and/or threats to injure, bully, or assault another. If you are not comfortable talking directly with staff at the school level, use the SAFE SCHOOL TIPLINE. It is a fast, effective anonymous and safe way to let us know about the unsafe situation available 24 hours per day, 7 days per week.

Academics

ACADEMIC HONESTY/PLAGIARISM: The expectation is that all BTMS students will demonstrate integrity at all times. Using another's work and claiming it as your own, even with permission, is academically unethical and is treated as plagiarism. Plagiarism includes copying from texts, other students or commercial sources. Forgery is the imitation of a signature or handwriting and presenting the same as valid and correct. Any act of plagiarism will be subject to an academic penalty. Forgery will be subject to disciplinary consequences

HOMEWORK POLICY: Homework is an important extension of the learning that occurs during school each day. Documenting daily assignments in student calendars will help answer questions regarding homework assignments. Students are expected to keep their assignments current whether they are "hard copy" or "soft copy". Hard copies should be on file in their three-ring binder, and soft copies (electronic, such as Word, Google Slides, etc.) should be saved in their google accounts. Policies for accepting late work are determined by each teacher.

Parents may request homework assignments after the third day of an absence due to illness. Call the counseling office to make arrangements. Check with each teacher as soon as possible following an absence to make up any missed work.

NON-DISCRIMINATION: Edmonds School District does not discriminate in any program or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination:

- Title IX Coordinator: Rob Baumgartner, Assistant Superintendent of Human Resources, 20420 68th Avenue W., Lynnwood, WA 98036, 425-431-7350, baumgartnerr@edmonds.wednet.edu
- Section 504 Coordinator: Dana Geaslend, Executive Director of Student Services, 20420 68th Avenue W., Lynnwood, WA 98036, 425-431-7047, geaslend338@edmonds.wednet.edu
- Civil Rights Compliance and ADA Coordinator: Debby Carter, Executive Director of Human Resources, 20420 68th Avenue W., Lynnwood, WA 98036, 425-431-7020, carterd@edmonds.wednet.edu

STUDY SKILLS/NOTEBOOKS: The Brier Terrace staff is committed to helping students be successful in their academic endeavors. We place a strong emphasis on teaching study skills and need your assistance in this program. Teachers will ask students to document assignments in their planner (google account calendar), so this will be a place for you to check assignments that are due daily/weekly. Your support in regularly monitoring your student's calendar will help promote the completion of schoolwork.

STUDY CLUB: The staff at Brier Terrace provides an opportunity for students to stay after school in order to complete assignments and/or get extra help. From 2:35 – 3:30p.m. on Mondays, Tuesdays, and Thursdays students may stay for study club unless otherwise noted. Students may not be on campus unless participating in a supervised activity.

Teachers may require students to stay after school if they do not complete assignments in class

on any given day. If a teacher makes such a request, we appreciate parent support in having students stay. Students must phone for permission to stay prior to 2:00 from the classroom. Parents may also initiate a request for their student to stay for Study Club (Contact the teacher or school counselor to arrange this).

CHROMEBOOK LOAN PROCEDURES & SCHOOL USE

The Edmonds School District will be issuing a computer to every 7-12th grade student in our district this year. This 1:1 model will allow our teaching staff to use technology and online resources in powerful new ways within classroom instruction and will further support collaboration between students.

It is expected that students will bring their district Chromebooks to school **every day fully charged**. The Chromebook is a learning tool that is as important as a textbook, calculator, or any other resource given to you.

Chromebook Distribution To Students—Any student enrolled at the start of the school year who has not kept their chromebook for the summer will be able to pick up their Chromebook on or after our school's designated deployment date(s). Any transfer/new student will be able to pick up their Chromebook from the Library as part of the registration process. Responsibility for the Chromebook begins at the time the student receives the device. ***Both the parent and the student must complete and sign the Chromebook Loan Agreement and Chromebook Damage/Loss Application forms prior to receiving the device.***

1) ***Returning Your Chromebook***

At the end of the school year, students can turn in their Chromebooks or keep them for the summer. If a student transfers out of or withdraws from LHS, he/she must turn in their Chromebook in good working condition to the Library on their last day of attendance.

Failure to turn in your assigned Chromebook in good working condition may result in the student being charged the full $305.00 replacement cost. The District may also file a report of stolen property with the local law enforcement agency. If it is not possible to pay this fine, school board administrative procedure 8440 R1 - Procedures for Student Fees, Fines and Charges will be followed.

2) ***Taking Care of Your Chromebook***

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

Repair
Chromebooks that are broken or fail to work properly must be taken to the ***Tech Support Area in the Library*** so that they can be taken care of properly. District-owned Chromebooks should never be taken to an outside computer service for any type of repairs or maintenance.

Chromebooks being repaired

- Loaner Chromebooks may be issued to students when they leave their school-issued Chromebook for repair in the Tech Support Area.
- A student borrowing a Chromebook must sign a loaner agreement and will be responsible for any damage to or loss of the loaned device.
- A member of the Tech Support Area will contact a student when his/her device is repaired and available to be picked up. The loaner should be turned back in at that time.

General Precautions

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

Carrying Chromebooks

- Never lift Chromebooks by the screen
- Never carry Chromebooks with the screen open

Screen Care

The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. The screen is particularly sensitive to damage from excessive pressure.

- Do not put pressure on the top of a Chromebook when it is closed.
- Do not store a Chromebook with the screen open.
- Make sure there is nothing on the keyboard before closing the lid (e.g. papers, pens, pencils)
- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth (like for a cell phone).

Tag/Label

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

3) Using Your Chromebook At School

Students are expected to bring a fully charged Chromebook to school every day and bring their Chromebook to all classes unless specifically advised not to do so by their teacher.

If a student does not bring his/her Chromebook to school, a loaner will not be issued and the student might not be able to complete their classroom assignments. Not charging the battery or forgetting your Chromebook is not an excuse not to learn, and teachers will direct students to work and learn in other tasks during class time.

Backgrounds and Themes

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

Logging into a Chromebook

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

Managing and Saving Your Digital Work With a Chromebook

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

4) Using Your Chromebook Outside of School

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

5) Operating System and Security

Students may not use or install any operating system on their Chromebook other than the current version of Chrome OS that is supported and managed by the school district.

Updates

- The Chromebook operating system, Chrome OS, updates itself automatically. Students do not need to manually update their Chromebooks.

Virus Protection

- There is no need for additional virus protection, as this is built into Chrome OS.

6) Content Filter

The school district utilizes an Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). All Chromebooks, regardless

of physical location (in or out of school) will have all Internet activity protected and monitored by the school district. If a website is blocked in school, then it will be blocked out of school. If an educationally valuable site is blocked, the student needs to contact their teachers to request the site be unblocked. From time to time there may be errors in the filtering system where appropriate sites get blocked or inappropriate sites don't.

- Students may not use any method to bypass the filtering system.
  - Parental supervision is strongly recommended
  - If an inappropriate site is encountered, it should be reported to the District.
- When a student logs into any computer and web browser using their Edmonds School District issued Google Account, their Internet activity can be monitored by the district.

7) Software

Google Apps for Education

- Chromebooks integrate with the Google Apps for Education suite of productivity and collaboration tools. This suite includes Google Docs (word processing), Spreadsheets, Presentations, Drawings, Forms and Email.
- All work is stored in the cloud.
- This is a different version of Google Apps than what is available to the general public.There are no advertisements. Google does not scan the contents for marketing purposes. Students have 30 GB of file storage.
- Students will be able to send and receive email messages from anyone. Teachers will have access to read all email messages that students send and receive.

If parents want to monitor the contents of their students' email and files, they should ask their student to share with them their username and password.

Chrome Web Apps and Extensions

- Students are allowed to install Chrome web apps from the Chrome Web Store.
- Some web apps will be available to use when the Chromebook is not connected to the Internet. (e.g. graphing calculator)

8) Chromebook Identification

Records: The school district will maintain an inventory of all Chromebooks that includes the serial number, asset label ID, student name, and student ID number for each device
Users: Each student will be assigned the same Chromebook for the duration of his/her time at Lynnwood High School.

9) Costs of Repairing / Replacing Your Chromebook

The following are estimated costs of the Chromebook parts and replacement (estimated costs, subject to change):

- Total replacement of Chromebook--$ 305.00
- Replacing Screen--$ 70.00
- Replacing Keyboard/touchpad--$125.00

- Replacing Power cord--$ 25.00
- Replacing Hinges -- $45.00
- Replacing ESD District logo sleeve -- $25.00

10) No Expectation of Privacy

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

Monitoring Software

Teachers, school administrators, and the technology department staff will use monitoring software that allows them to view the screens and activity on student-issued Chromebooks.

11) Appropriate Uses and Digital Citizenship

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

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

and media and refrain from distributing these in a manner that violates their licenses.

Email and Login/Passwords: Students will each have an email address that is their primary login and username for their district Chromebook. Students can change their password, but they cannot change their username. The district cannot recover passwords and students should remember them to ensure successful logins. If a student forgets their login they can ask their teacher or the school's Para Tech to reset their password. Please review the No Expectation Privacy section regarding the use of Chromebooks and other digital tools provided by the Edmonds School District.

Our Schools Protect Students from Harassment, Intimidation, and Bullying (HIB)

Schools are meant to be safe and inclusive environments where all students are protected from Harassment, Intimidation, and Bullying (HIB), including in the classroom, on the school bus, in school sports, and during other school activities. This section defines HIB, explains what to do when you see or experience it, and our school's process for responding to it.

What is HIB?

HIB is any intentional electronic, written, verbal, or physical act of a student that:

- Physically harms another student or damages their property;
- Has the effect of greatly interfering with another student's education; or,
- Is so severe, persistent, or significant that it creates an intimidating or threatening education environment for other students.

HIB generally involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated. HIB is not allowed, by law, in our schools.

How can I make a report or complaint about HIB?

Talk to any school staff member (consider starting with whoever you are most comfortable with!). You may use our district's reporting form to share concerns about HIB (link to form or link to online reporting site) but reports about HIB can be made in writing or verbally. Your report can be made anonymously if you are uncomfortable revealing your identity, or confidentially if you prefer it not be shared with other students involved with the report. No disciplinary action will be taken against another student based **solely** on an anonymous or confidential report.

If a staff member is notified of, observes, overhears, or otherwise witnesses HIB, they must take prompt and appropriate action to stop the HIB behavior and to prevent it from happening again. Our district also has a HIB Compliance Officer, Dr. Rob Baumgartner, Assistant Superintendent of Human Resources, baumgartnerr@edmonds.wednet.edu who supports prevention and response to HIB.

What happens after I make a report about HIB?

If you report HIB, school staff must attempt to resolve the concerns. If the concerns are resolved, then no further action may be necessary. However, if you feel that you or someone you know is the victim of unresolved, severe, or persistent HIB that requires further investigation and action, then you should request an official HIB investigation.

Also, the school must take action to ensure that those who report HIB don't experience retaliation.

What is the investigation process?

When you report a complaint, the HIB Compliance Officer or staff member leading the investigation must notify the families of the students involved with the complaint and must make sure a prompt and thorough investigation takes place. The investigation must be completed within 5 school days unless you agree on a different timeline. If your complaint involves circumstances that require a longer investigation, the district will notify you of the anticipated date for their response.

When the investigation is complete, the HIB Compliance Officer or the staff member leading the investigation must provide you with the outcomes of the investigation within 2 school days. This response should include:

- A summary of the results of the investigation
- A determination of whether the HIB is substantiated
- Any corrective measures or remedies needed

- Clear information about how you can appeal the decision

What are the next steps if I disagree with the outcome?

For the student designated as the "targeted student" in a complaint: If you do not agree with the school district's decision, you may appeal the decision and include any additional information regarding the complaint to the superintendent, or the person assigned to lead the appeal, and then to the school board.

For the student designated as the "aggressor" in a complaint: A student found to be an "aggressor" in a HIB complaint may not appeal the decision of a HIB investigation. They can, however, appeal corrective actions that result from the findings of the HIB investigation.

For more information about the HIB complaint process, including important timelines, please see the district's HIB webpage or the district's *HIB Policy [3207] and Procedure [3207P]*.

Our School Stands Against Discrimination

Discrimination can happen when someone is treated differently or unfairly because they are part of a **protected class**, including their race, color, national origin, sex, gender identity, gender expression, sexual orientation, religion, creed, disability, use of a service animal, or veteran or military status.

What is discriminatory harassment?

Discriminatory harassment can include teasing and name-calling; graphic and written statements; or other conduct that may be physically threatening, harmful, or humiliating. Discriminatory harassment happens when the conduct is based on a student's protected class and is serious enough to create a hostile environment. A **hostile environment** is created when conduct is so severe, pervasive, or persistent that it limits a student's ability to participate in or benefit from, the school's services, activities, or opportunities.

To review the district's Nondiscrimination Policy 3210 and Procedure 3210P, visit https://go.boarddocs.com/wa/edmonds/Board.nsf/Public?open&id=policies

What is sexual harassment?

Sexual harassment is any unwelcome conduct or communication that is sexual in nature and substantially interferes with a student's educational performance or creates an intimidating or hostile environment. Sexual harassment can also occur when a student is led to believe they must submit to unwelcome sexual conduct or communication to gain something in return, such as a grade or a place on a sports team.

Examples of sexual harassment can include pressuring a person for sexual actions or favors; unwelcome touching of a sexual nature; graphic or written statements of a sexual nature; distributing sexually explicit texts, e-mails, or pictures; making sexual jokes, rumors, or suggestive remarks; and physical violence, including rape and sexual assault.

Our schools do not discriminate based on sex and prohibit sex discrimination in all of our education programs and employment, as required by Title IX and state law.

To review the district's Sexual Harassment Policy 3205 and Procedure 3205P, visit https://go.boarddocs.com/wa/edmonds/Board.nsf/Public?open&id=policies.

What should my school do about discriminatory and sexual harassment?

When a school becomes aware of possible discriminatory or sexual harassment, it must investigate and stop the harassment. The school must address any effects the harassment had on the student at school, including eliminating the hostile environment and making sure that the harassment does not happen again.

What can I do if I'm concerned about discrimination or harassment?

Talk to a Coordinator or submit a written complaint. You may contact the following school district staff members to report your concerns, ask questions, or learn more about how to resolve your concerns.

> Concerns about discrimination:
> Civil Rights Coordinator: Dr. Rob Baumgartner, Assistant Superintendent of Human Resources, Payroll, & Benefits, 20420 68th AVE W., Lynnwood, WA 98036, baumgartnerr@edmonds.wednet.edu, 425-431-7023
>
> Concerns about sex discrimination, including sexual harassment:
> Title IX Coordinator: Dr. Rob Baumgartner, Assistant Superintendent of Human Resources, Payroll, & Benefits, 20420 68th AVE W., Lynnwood, WA 98036, baumgartnerr@edmonds.wednet.edu, 425-431-7023
>
> Concerns about disability discrimination:
> Section 504 Coordinator: Mr. Jon Bell, Executive Director of Student Services, 20420 68th AVE W., Lynnwood, WA 98036, bellj802@edmonds.wednet.edu, 425-431-7000
>
> Concerns about discrimination based on gender identity:
> Gender-Inclusive Schools Coordinator: Dr. Rob Baumgartner, Assistant Superintendent of Human Resources, Payroll, & Benefits, 20420 68th AVE W., Lynnwood, WA 98036, baumgartnerr@edmonds.wednet.edu, 425-431-7023

To **submit a written complaint**, describe the conduct or incident that may be discriminatory and send it by mail, fax, email, or hand delivery to the school principal, district superintendent, or civil rights coordinator. Submit the complaint as soon as possible for a prompt investigation, and within one year of the conduct or incident.

What happens after I file a discrimination complaint?

The Civil Rights Coordinator will give you a copy of the school district's discrimination complaint procedure. The Civil Rights Coordinator must make sure a prompt and thorough investigation takes place. The investigation must be completed within 30 calendar days unless you agree to a different timeline. If your complaint involves exceptional circumstances that require a longer investigation, the Civil Rights Coordinator will notify you in writing with the anticipated date for their response.

When the investigation is complete, the school district superintendent or the staff member leading the investigation will send you a written response. This response will include:

- A summary of the results of the investigation
- A determination of whether the school district failed to comply with civil rights laws
- Any corrective measures or remedies needed
- Notice about how you can appeal the decision

What are the next steps if I disagree with the outcome?

If you do not agree with the outcome of your complaint, you may appeal the decision to the superintendent or their designee. and then to the Office of Superintendent of Public Instruction (OSPI). More information about this process, including important timelines, is included in the district's Nondiscrimination Procedure 3210P and Sexual Harassment Procedure 3205P.

I already submitted an HIB complaint – what will my school do?

Harassment, intimidation, or bullying (HIB) can also be discrimination if it's related to a protected class. If you give your school a written report of HIB that involves discrimination or sexual harassment, your school will notify the Civil Rights Coordinator. The school district will investigate the complaint using both the Nondiscrimination Procedure 3210P and the HIB Procedure 3207P to **fully resolve your complaint**.

Who else can help with HIB or Discrimination Concerns?

Office of Superintendent of Public Instruction (OSPI)

All reports must start locally at the school or district level. However, OSPI can assist students, families, communities, and school staff with questions about state law, the HIB complaint process, and the discrimination and sexual harassment complaint processes.

OSPI School Safety Center (For questions about harassment, intimidation, and bullying)

- Website: ospi.k12.wa.us/student-success/health-safety/school-safety-center
- Email: schoolsafety@k12.wa.us
- Phone: 360-725-6068

OSPI Equity and Civil Rights Office (For questions about discrimination and sexual harassment)

- Website: ospi.k12.wa.us/policy-funding/equity-and-civil-rights
- Email: equity@k12.wa.us
- Phone: 360-725-6162

Washington State Governor's Office of the Education Ombuds (OEO)

The Washington State Governor's Office of the Education Ombuds works with families, communities, and schools to address problems together so every student can fully participate and thrive in Washington's K-12 public schools. OEO provides informal conflict resolution tools, coaching, facilitation, and training about family, community engagement, and systems advocacy.

- Website: www.oeo.wa.gov
- Email: oeoinfo@gov.wa.gov
- Phone: 1-866-297-2597

U.S. Department of Education, Office for Civil Rights (OCR)

The U.S. Department of Education, Office for Civil Rights (OCR) enforces federal nondiscrimination laws in public schools, including those that prohibit discrimination based on sex, race, color, national origin, disability, and age. OCR also has a discrimination complaint process.

- Website: https://www2.ed.gov/about/offices/list/ocr/index.html
- Email: ocr@ed.gov
- Phone: 800-421-3481

Our School is Gender-Inclusive

In Washington, all students have the right to be treated consistent with their gender identity at school. Our school will:

- Address students by their requested name and pronouns, with or without a legal name change
- Change a student's gender designation and have their gender accurately reflected in school records
- Allow students to use restrooms and locker rooms that align with their gender identity
- Allow students to participate in sports, physical education courses, field trips, and overnight trips in accordance with their gender identity

- Keep health and education information confidential and private
- Allow students to wear clothing that reflects their gender identity and apply dress codes without regard to a student's gender or perceived gender
- Protect students from teasing, bullying, or harassment based on their gender or gender identity

To review the district's Gender-Inclusive Schools Policy 3211 and Procedure 3211P, visit *https://go.boarddocs.com/wa/edmonds/Board.nsf/Public?open&id=policies*. If you have questions or concerns, please contact the Gender-Inclusive Schools Coordinator: Dr. Rob Baumgartner, Assistant Superintendent of Human Resources, Payroll, & Benefits, 20420 68th AVE W., Lynnwood, WA 98036, baumgartnerr@edmonds.wednet.edu, 425-431-7023

For concerns about discrimination or discriminatory harassment based on gender identity or gender expression, please see the information above on page 26.