



# Student Handbook 2022-2023

## Washington Middle School

2101 S. Jackson Street  
Seattle, WA 98144  
206-252-2600

Acting Principal: John W. Williams

Assistant Principals: Adrian Manriquez & Jenn Hesse

House Administrator : Amy Acquino



This Handbook Belongs To: \_\_\_\_\_

1<sup>st</sup> Period Teacher: \_\_\_\_\_ Grade: \_\_\_\_\_

*Please note the student-handbook is subject to change based on need. Rev. 8/29*

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## Seattle Public Schools' Vision

Every Seattle Public Schools' student receives a high-quality, world-class education and graduates prepared for college, career, and community.

## Communication

### Important Phone Numbers

Washington Middle School Main Office: (206) 252-2600

SPS Transportation Line: (206) 256-0900

SPS Safety and Security Office: (206) 252-0707

SPS School Messenger: Families will receive reminders, notices, and any emergency messages via telephone. It is most important to keep your general and emergency phone numbers up to date. Please contact the school immediately if your number changes.

Talking Points: Download on your cell phones to receive important text messages and updates.

The Source: A powerful and secure online environment that gives parents/guardians access to student progress, attendance, discipline, test score reports, school resources, homework and school information. Parents/guardians are encouraged to provide an email address to gain access to The Source.

You will receive an email with your login and user ID and your password. Once you receive your password, you may change it when you log in.

Families and students are also encouraged to check the school's website and social media regularly for other important news and information.

## School Year Dates 2022-23

September 7 First Day of School

October 14 State In-Service Day (No School)

November 11 Veterans Day (No School)

November 24 – 25 Thanksgiving (No School)

December 16 1-hour Early Dismissal

December 19 – January 2 Winter Break (No School)

January 16 Martin Luther King Jr. Day (No School)

February 2 Day Between Semesters (No School)

February 20 – 24 Mid-Winter Break including Presidents Day (No School)

April 10 – 14 Spring break (No School)

May 29 Memorial Day (No School)

June 19 Juneteenth (No School)

June 26 1-Hour Early Dismissal for the Last Day of School

## Start and End Times

- Monday, Tuesday, Thursday, Friday: 8:55 a.m. - 3:45 p.m.
- Early Release Wednesday: 8:55 a.m. - 2:30 p.m.

### School Hours for Students Mon, Tues, Thurs, and Fri

8:20 AM	Student arrival and breakfast begins
8:45 AM	Students are dismissed from the cafeteria
8:55 AM	Tardy bell rings, instruction begins*
3:45 PM	Dismissal, instruction ends

### School Hours for Students on Wednesday

8:20 AM	Student arrival and breakfast begins
8:45 AM	Students are dismissed from the cafeteria
8:55 AM	Tardy bell rings, instruction begins*
2:30 PM	Dismissal, instruction ends

\*Please note that no phone calls will be put through to teachers during instructional time.

## Office and Staff Hours

8:20 a.m. - 4:15 p.m. School Office Hours

8:35 a.m. - 4:05 p.m. Certified Personnel (including teachers) School Hours

## Release of Students During the School Day

When a student needs to leave school early for an appointment, they need a written request from parent/guardian. That parent/guardian must be an authorized contact in the district student information system. Written requests must be turned in to the Main Office before school begins. The request includes the student's name, reason for early dismissal, date and time of dismissal from school, and parent or guardian signature and phone number.

In the event of an unscheduled parent request for an Early Dismissal, the listed parent/guardian must come to the Main Office and provide their ID to sign the student out of school. No request to allow a child to wait outside to be picked up will be granted. In no case is a student to leave the school grounds during school hours without the permission from a school administrator.

[SPS Removal/Release of Students Policy 3124](#)

## Bus Information

The Seattle Public Schools' Transportation Department assigns students to school buses and approves who may receive ORCA bus cards for public transportation. Questions related to transportation should be referred to the SPS Transportation Department at 206.252.0900. In the event a bus is late by 30 minutes or more in bringing your child to school or does not pick your child up on time, SPS Transportation will send out a School Messenger. In the event that your child does not arrive home at the expected time and you are unable to reach SPS Transportation, call the SPS Safety and Security office at 206-252-0707. If a student loses their ORCA card, there is a fee to replace it. If the ORCA card is damaged or lost, please see the Attendance Office. Safety on district and Metro buses is everyone's responsibility. District bus privileges may be suspended or terminated for unsafe behavior. Unsafe behavior on a Metro bus is investigated by Metro Transit and SPD.

## Temporary Bus Assignments

If a student needs to temporarily ride a yellow school bus, they must bring a note from their parent/guardian, to the Attendance Office before lunch. The note must include the student's full name, bus number, the specific street stop, the date, and a parent/guardian signature, plus their printed full name and a parent phone number. All green bus permission cards are picked up in the Attendance Office at the end of the day.

## Bicycles and other wheeled transportation

Students who ride bicycles to school should wear helmets and lock them in the racks provided. Skateboards and scooters used for transportation to or from school must be walked on school grounds and placed in students' lockers during the school day. Students may face disciplinary action for the use of when on school grounds. The school assumes no responsibility for wheeled transportation or their use.

## Car Riders

Car riders may not be dropped off before 8:20 am and must be picked up no later than 4:00 p.m. Students must be dropped off and picked up in the school's parking lot to prevent delays and safety issues during bus drop-off and pick-up. Any changes in student transportation for dismissal must be called into the office by 3:00 pm. Requests made after this time may not be able to be accommodated.

## Illness or Injury at School

SPS contracts with Kaiser Permanente, an external provider, for health services. The Washington Middle School Wellness Center provides primary health care, including immunizations, sport physicals, mental health care and health education for students at Washington Middle School. Services are free and available to all WMS students registered with the Wellness Center and according to state laws. All students are encouraged to register as our services are supplemental to any health care students already receive. Registration forms are available at the Wellness Center and by calling the Wellness Center for mailed or e-mailed forms. The Wellness Center number for questions, forms or appointments is 206.326.3037.

Additionally, a full-time school district nurse is available for all students. Students who are not feeling well should notify their classroom teacher who will assist them in accessing the Nurse's Office. Students are not to phone home without permission from the Washington Middle School nurse or administrator. If a student witnesses another student not feeling well, hurt, or involved in an accident, they should report it to the nearest adult as soon as possible. If a student has specific medical issues or concerns, their parent/guardian is urged to contact the nurse at (206) 252-2607.

If the nurse determines a student needs to go home due to illness or injury, they will contact the student's parent/guardian to arrange for their pick up and notify the Attendance Office. To ensure student safety, students are not to call/text home for a pick up without nurse approval. If we cannot reach a parent or guardian, the person listed as the emergency contact will be called. If there is a life-threatening emergency, we will call 911 and transport your student to the hospital. A staff member will accompany the student with the ambulance and wait at the hospital until a parent/guardian arrives. Parents will be contacted immediately. Please remember to keep all telephone numbers current in case of an emergency.

## Medication

If your student needs to take medication at school, they must have a completed Authorization for Medication to be taken at School Form and bring in the medication in its original container. The Medication Authorization Form can be accessed on the Health Services Forms page in multiple languages:

<https://www.seattleschools.org/departments/health-services/forms/>

All medication sent with a student must be stored with the nurse and taken under their supervision if they are to be taken during the school day.

No medication will be given at school without written permission from a licensed medical provider and the parent or guardian. Prescription medications must be in the original container with the current label containing the child's name, the doctor's name, and instructions for giving the medicine. Non-prescription medicine must be in the original package with the manufacturer's label. All medication must be brought to school by a parent or guardian. Students are not allowed to carry medication on them during the school day unless approved by a licensed medical provider and it is for a chronic disease or medical condition that requires emergency administration of the medication. If your child needs to carry this type of emergency medication on them during the school day, please fill out the appropriate form found in your opening day packet or contact the school's nurse at (206) 252-2607. No medications will be sent home with students. If for some reason you need to have your child's medication brought home, a parent/guardian must pick it up.

## Student Attendance Policy and Procedure

Regular and punctual school attendance is vital to every student's school success. Students with good attendance perform better in school than those students who are frequently late and/or absent. The mandatory attendance law of the State of Washington (RCW 28A.27.010) states that the legal responsibility for the mandatory attendance of children is placed upon parent(s)/guardian(s). A truant day is when a student is absent without a valid excuse from classes for more than half of a school day. The school district may file a truancy petition with the Superior Court if the child has seven truant days in a calendar month, or fifteen truant days in a school year. Students who are consistently late to school are also in danger of failing courses.

### [SPS Attendance Procedure 3121SP](#)

### [SPS Attendance Policy 3121](#)

#### Exempt Absences:

Washington state statute (RCW 28A.300.046.) allows for excused absences in the following cases:

1. Illness, health condition or medical appointment (including, but not limited to, medical, counseling, dental, optometry, pregnancy, mental health (HB 1834) and in-patient or out-patient treatment for chemical dependency or mental health) for the student or person for whom the student is legally responsible;
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 jury service;
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 or foster care/dependency status;
8. Absences related to deployment activities of a parent or legal guardian who is an active duty member consistent with RCW 28A.705.010;
9. Absences due to suspensions, expulsions or emergency expulsions imposed pursuant 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. Absences due to student safety concerns, including absences related to threats, assaults, or bullying;
11. Absences due to a student's migrant status
12. A reason of faith or conscience, or for an organized activity conducted under the auspices of a religious denomination, church, or religious organization, for up to two days per school year; and
13. 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. A school principal or designee has the authority to determine if an absence meets the above criteria for an excused absence. Districts may define additional categories or criteria for excused absences.

### Civic Engagement:

Participation in one civic engagement each semester when the student submits a completed civic engagement activity absence form signed by a parent/guardian describing the nature of the civic engagement activity two days before the planned absence. [Civic Engagement Activity Excused Absence Form](#)

Seattle Public Schools also believes students have an important voice in their education and in our community. Participation in civic engagement provides students a valuable opportunity to learn firsthand the important role each of us can have in our communities and in our democracy. Civic engagement activities can include, but are not limited to, legislative visits, campaigning, peaceful protests, awareness walks, or advocacy efforts. Other than those activities required by Seattle Public Schools course curriculum, civic engagement activities are optional. As such, civic engagement activities are not supervised by District staff.

### Unexcused Absences:

Any absences for reasons other than those above are unexcused. This includes absence or tardiness that is a result of student or parent behavior, including: over sleeping, missing a bus, parent transportation or traffic problems, student needed for babysitting, or student job requirements. While we recognize that these reasons may have parent/guardian approval, they are not recognized as valid excuses by the State of Washington's Compulsory School Attendance Law. Family trips, vacations, and extended absences are considered unexcused and should not be scheduled for school days. The student is responsible for all missed work.

We do understand that there are occasions when a student must miss school for unavoidable reasons. When your child must miss school for any reason, we ask that you call the school's Attendance Line at 206-252-2604 by 10 a.m. EACH DAY that your child is not in school. Do not assume that we will know where your child is. Also, send a note the following day, stating the reason for the absence. Please include in the note:

- Student's full name
- The reason for absence
- Date(s) of absence
- Parent/guardian signature

All communication about absences are logged and filed in the main office. Your calls and notes help us keep accurate records and will protect you in case of disputes about your child's attendance record. If your student is absent for three or more days due to illness, injury, or repeat medical condition, please bring a written excuse from a physician.

### Excused Tardies to School

All students are expected to arrive each day on time. Students must arrive early enough to be in their classrooms by 8:55 a.m. when the tardy bell rings and instruction begins. If your student is tardy or very close to being tardy for any reason (i.e. 8:53), they must enter through the main entrance door and report to the main office immediately in order to receive a Tardy Pass to class. Tardies to class and to school will be monitored closely by the school's administration and student supports team (counselors, case managers, etc).

Tardiness caused by illness, injury or death of a family member is considered excused if a note signed by a parent/guardian explaining one of those reasons is turned into the attendance office. Late SPS yellow bus arrival is also an excused absence. Students who arrive late by bus will receive a Late Bus pass excusing their tardiness upon entering the building that is good for 10 minutes, so students have time to quickly get breakfast in the cafeteria, use the restroom, and go to their locker before reporting to class.

### Unexcused Tardies to School

If the tardy is not for an excused reason, then it is an unexcused tardy. Parent/Legal Guardians of students who consistently arrive late to school will receive a phone call, asking what support they need to get their student to school on time and reminding them of the policy. A support plan may be developed to support the student and their family in getting to school and/or class on time.

### Unexcused Tardies to Class

Students are expected to attend all classes on time which is defined as being in the classroom—on the other side of the door—when the bell stops ringing. Frequent tardies to class will result in formal, negative consequences, including but not limited to loss of privileges, parent conferencing and detention.

### Skipping Class

If a student is absent from class without a pass or permission but known to be on campus, the absence will be considered a “skip”. Skipping class will result in formal, negative consequences, including but not limited to loss of privileges (including the ability to move freely, without supervision between classes), parent conferencing and detention.

### Attendance of Suspended Students and Students Recommended for Expulsion

When students are suspended from school they are expected to complete all assignments missed in accordance with district policy, administrative guidelines and/or school rules. Suspended students are not allowed on school property before, during or after school hours during the duration of the suspension. Students have a right to obtain and complete all missed work during the period of their suspension by the school’s given deadline.

Similarly, students recommended for expulsion may not be on school grounds before, during or after school hours until the completion of the district’s administrative hearing. All communication related to and scheduling of expulsion hearings is coordinated by the Office of Student Services, which may be reached by calling the SPS Service Center at (206) 252-0010.

### Make-Up Work

In all absences, whether excused or unexcused, students will be held responsible for getting their make-up work from their teachers and are expected to complete these assignments by the given deadline.

## Dress Code and Guidelines

Choice of attire and grooming is a form of self-expression. Students at WMS are asked to explore that self-expression while adhering to the guidelines of respectful, safe clothing and general hygiene. As a rule, students who are not sure if an item is appropriate are encouraged to ask an administrator before wearing the item/clothing to school.

Administrators will have the final say on whether clothing is appropriate for school. Students will be given the opportunity to correct their inappropriate clothing, or their parents/guardian will be notified and arrangements made for appropriate clothing. Continued breach of dress code guidelines results in disciplinary action.

Students must wear:

- Top (shirt, blouse, sweater, sweatshirt, tank, etc.);
- Bottom (pants, shorts, skirt, dress, etc.); and
- Footwear

Students may not wear attire that intentionally shows private parts, presents a health or safety hazard, displays drug or alcohol use, inappropriate language and imagery, and/or would contribute to a hostile or intimidating school environment.

### Themed Dress Days

**College-Bound Thursday:** To promote the school’s college-going culture, students are encouraged to wear college attire.

**Purple & Gold Friday:** Students are encouraged to wear purple and gold clothing with or without a Husky or WMS emblem or logo.

**School Spirit Weeks:** During Spirit Week(s), show school pride by wearing the theme for the day. Dress code still applies on Spirit Weeks.



## Visitors

All visitors are required to sign-in at the main office.

It is the policy of the Seattle School Board to encourage visitation by parents/guardians, family members, and adult members of the community to observe the educational program, provided that only minimal disruption of the program occurs. Such visitation shall occur in conformance with specific District and administrative procedures and is considered authorized.

Unauthorized persons on district property are considered trespassers. District property includes, but is not limited to, district buildings, school buildings, school grounds, school sports facilities, school buses, and other premises being used for a school-sponsored event.

Any visitor who poses a threat to student and staff safety may be asked to leave immediately by the staff member in charge. If the person refuses, the staff member shall call for the assistance of law enforcement.

For more specific information visit:

[School Board Policy 4200 School Visitations and Maintaining Safe and Orderly Environments](#)

[School Board Policy 4200SP.A](#)

## Volunteering

Washington Middle School welcomes volunteers! SPS policy dictates that any adult working with students, during school time or after school, must complete the online Volunteer Application, which can be found on the [SPS volunteer website](#). All volunteer applicants will be required to submit to an online national criminal history check and complete any additional district-mandated requirements before volunteering. These policies are in place to guarantee the safety of our children.

## Lost and Found

Lost items are placed in a bin in the cafeteria. Students may check daily for lost items. Unclaimed items are donated to charity at winter break, spring break, and summer break. Families may want to consider clearly labeling the inside of coats, lunch boxes, and book bags for a speedy return to the owner.

## Withdrawal of Students

If your family moves out of the SPS district or decides to withdraw from Washington Middle School, please stop by the school office as there is a withdrawal form that needs to be completed and signed. Also, let the office know the intended withdrawal date and the name of the new school your child will be attending so that the proper records may be forwarded (including current grades). Address changes must be made at the district enrollment office located at the John Stanford Center for Educational Excellence (2445 3rd Ave. S; Seattle, WA 98134). Address changes cannot be made at WMS per district procedure.

## Basic Rules of Seattle Public Schools 2021-22

To ensure the best teaching and learning environments possible, we must make sure that all Seattle Public Schools students and employees conduct themselves in the best possible manner. SPS will not accept or condone inappropriate or unsafe behavior. We care too much about the education of our students to allow them to compromise their futures through bad behavior and disrespectful practices.

Washington Middle School will fully implement the [SPS Student Rights and Responsibilities Handbook](#). Families are encouraged to review the rights and responsibilities handbook for district expectations and related consequences.

## A Welcoming, Safe, Nurturing, and Supportive Environment

Students are expected to follow the SPS Student Rights and Responsibilities as well as all district, school, and classroom expectations and policies for learning and behavior. Washington Middle School follows all district policies including the Student Rights and Responsibilities, bullying, absences, tardiness, truancy, dress code, and Title IX.

## Bus Guidelines

Students are expected to follow the Basic Rules of Seattle Public Schools as well as all district, school, bus, and classroom expectations for learning and behavior. The opportunity to ride the bus is a privilege extended to our students. Riding the bus is not a right. The privilege of riding the bus may be temporarily denied or suspended when and if a student's conduct on the bus potentially affects the safety of the driver, attendants, students or individuals outside the bus. The ride to and from school is considered an extension of the school; consequently, the school's rules for students' behavior and the school's discipline procedure—including appropriate supports for students with disabilities—apply to students' behavior at the bus stop and on the bus.

### Before the Bus Arrives:

1. Be careful if walking to a bus stop.
2. Be ready to board the bus at least 10 minutes before the bus arrives.
3. Stay out of the street while waiting to board the school bus.
4. Conduct yourself in a safe and orderly manner.
5. Do not approach the bus until it comes to a complete stop.
6. Carefully enter the bus and move quickly to your seat.
7. Be prepared to stay at the bus pick-up at least 10 minutes after the scheduled bus pick-up for the stop.

### Boarding the Bus:

1. Wait for the bus to come to a complete stop.
2. Be respectful and take your turn getting on the bus. Do not push or pull at others boarding the bus.
3. Use the handrail to safely board the bus.
4. All students should be in appropriate school uniform in order to board the school bus. No student should be transported to school out of uniform.

### While on the Bus:

Student behavior is very important for safe bus transportation. It is essential that student conduct themselves in the proper and safe manner on IPS school buses.

- Bus drivers and monitors will report improper or unsafe behavior to parents, teachers, and/or school administrators.
- Transportation privileges can be revoked for improper or unsafe behavior.

### In general, Washington Middle School bus riders are expected to:

- Remain seated.
- Follow driver and monitor directions.
- Keep hands and feet out of the aisle.
- Keep hands and other limbs to self. No touching.
- Use your conversation voice. Use respectful language. Do not use profanity.
- No food or drink on the bus. Keep it in your bag.

### In Case of any Bus Emergency:

- Remain seated and listen for directions.
- Do not touch emergency equipment.
- Depend on the driver or attendant to direct you through all emergency situations. If the driver and/or attendant are unable to give directions, follow emergency procedures as practiced.

### Unloading and Leaving the Bus:

- Students should remain seated until the bus comes to a complete stop.
- Take your turn; don't crowd in front of others.
- When unloading, always move a safe distance away from the bus. Never go under the bus for an object.
- Students who must cross the street in front of the bus due to the location of their respective residences must move at least 12 feet in front of the bus before attempting to cross the street. Before crossing, looking in both directions to be sure no traffic is approaching. If you are using a controlled intersection and not crossing in front of the bus, move at least 12 feet away from the bus, and wait for the bus to depart before proceeding to the nearest controlled intersection.

### Rules of Conduct on the Bus:

1. Follow the directions of the bus driver and bus attendant. Failure to comply or follow direction will result in a referral.
2. Immediately sit in the assigned seat and remain seated at all times. While the bus is in motion, students are to sit facing forward. Do not talk to the driver unless it's an emergency. Talk quietly to other so the driver can hear traffic sounds. Do not distract the driver or attendants.
3. The No's on the bus:
  - No name calling or "horseplay" on the bus.
  - No yelling or singing on the bus. Keep talk to a low or moderate level.
  - No weapons of any kind are allowed on the bus.
  - No drugs, tobacco and/or alcohol are allowed on the bus.
  - No standing or jumping over seats is allowed on the bus.
  - No head, arm or any body part is allowed out of the window of the bus.
  - No smoking, eating or drinking beverages in the bus.
  - No radios, iPods, CD players, or other music players on the bus.
  - No tampering with any safety device or any other equipment.
  - No littering or vandalism of the bus.
  - Any violation of the rules will result in a referral.
4. Books, coats, school equipment and band instruments may be transported on the bus provided they can be secured in the seat and not in the bus aisle. For other objects, the driver may request written approval from the principal.
5. Students are expected to keep the bus clean and not to damage it. Any malicious or willful damage to a school bus will result in immediate withdrawal of transportation services for the student(s) involved.
6. Absolute silence is necessary when approaching a railroad crossing.

### Breakfast and Lunch

We encourage students to eat free breakfast and lunch. Breakfast service begins at 8:20 am in the cafeteria. Students must finish eating breakfast by 8:45 am and be on time to their first class. At lunch students are dismissed by sections after meeting the basic expectations:

- Discard, recycle, or compost all items from your table.
- Wipe down the table with the wet cloth provided.

Lunchroom clean-up duty will be assigned to students who fail to follow the above rules.

For the safety of all students and staff, students are not permitted to use a food ordering service such as Door Dash, UberEats, or PostMates to have food delivered to school.

If a parent or guardian delivers food to the school, then they are to drop it off in the main office and the student will be called down to the office to collect prior to their lunch time. Please note that there is no food or drink (other than water) during instructional time.

## Cafeteria Expectations

- Students should enter the cafeteria calmly and line-up to receive their meal. If a student brought a lunch, they can have a seat at any open spot.
- Students should be inclusive and ask others to join them.
- Students should communicate calmly with their body and voice.
- Students should remain seated and walk calmly as needed.
- Ask an adult to leave the cafeteria to go to the restroom. This is a safety issue to make sure staff know where students are in the event of an emergency.
- Students should clean-up their area and discard, recycle, and compost waste.

After 10 minutes, a staff member will invite students to line-up to go outside or visit the library (or remain in the cafeteria). Students must have followed lunchroom expectations and raise their hand to be dismissed from their table. Only students who have cleaned up their area will be permitted to line-up.

Students should calmly walk with their group to go outside or to the library. Students may not move back and forth between locations. Once a location is chosen, they are expected to stay there.

Students are assigned lunches based on their 3rd period teacher. Please make sure you attend your assigned session.

## Hall Passes

To build and maintain a strong climate focused on academics, we are emphasizing being to class on time, using the restroom as much as possible during breakfast, lunch, and passing periods, and having a pass or escort when outside of the classroom during scheduled class time.

Students will not be given non-emergency hall passes to leave from class during the first or last 10 minutes of any class or during other students' lunchtime.

Teachers may issue hall passes for:

- The restroom
- A call to report to the main office
- To go to the nurse, counselor, or other support staff.

Students may receive a pre-made pass for:

- Documented medical reasons to go to the nurse or restroom as needed or during specific, designated times
- Reasons specified in an IEP or 504
- Recurring, scheduled meeting times with counselors, mental health workers, special educators, or other service providers
- On special occasions that are pre-planned by the school including field trips, testing, performances, or other reasons deemed necessary by school administration

## Hallway Expectations

- Show respect for myself, my school, my peers, and adults.
- Walk calmly on the right side of the hallway.
- Maintain social distancing.
- Be on time to class and use my passing time appropriately.
- Keep hands and other limbs to self.
- Watch where I'm going with my eyes up.
- Use my conversation voice and respectful language.
- Carry a pass if in the hall during class time and return in a timely manner.

## Harassment, Intimidation, and/or Bullying

Harassment, Intimidation, and/or Bullying (HIB) can happen between a student and student or a student and adult.

Please report bullying, harassment or intimidation incidents to an administrator, counselor, or parent/guardian when:

- It continues after the victim tells the offender to stop
- Someone is or could be physically or emotionally hurt
- Someone does not feel safe telling the bully to stop

When a student reports a bullying incident to an adult, the student will be asked:

- What happened?
- When did it happen?
- Where did it happen?
- Who was involved?
- Who else saw it?

Students should report HIB incidents as soon as possible. If it is after school hours, students may call the school and leave a message for their counselor or administrator. If the bullying continues, make another report to an adult.

## Birthdays, Holidays, Celebrations, Deliveries

Birthdays and celebrations are a special time, but due to the number of students who have various food allergies and the overall wellness of students, **no birthday or holiday treats of any kind will be allowed at school.** In general, Washington Middle School will not accept food, flowers, balloons, or gift deliveries of any kind for students, including from parents, guardians, or other family members.

Learning is too important; therefore, instructional time cannot be used for birthday parties or celebrations, other than those sponsored by the school centered around learning. If you would like, you may donate a book, board game, or PE equipment to the school in honor of your student.

## Cell Phones & Electronics

Students bring devices to school at their own risk. **Washington Middle School is not responsible for lost or stolen devices, including cell phones, and will not dedicate school resources to investigating their recovery.**

Unless used explicitly for instructional purposes in a classroom, cellphones should be silent, away, and unseen during all instructional times.

Cellphones are NOT permitted to be used in restrooms at any time.

All use of electronic devices will be subject to federal, state, local, and SPS harassment, bullying, legal, and disciplinary policies.

Acceptable use of electronics during non-instructional time (i.e., hallways, cafeteria, before or after school) includes texting and other internet use but DOES NOT include taking pictures or recording of themselves or others.

Headphones may NOT be used during instructional time unless permitted by a teacher; students may listen to music at lunch with headphones only, but music should not be played during class or in hallways.

Bluetooth speakers are not allowed on school grounds.

Students may not plug any personal property into school electrical outlets at ANY time.

Electronic devices used outside of these parameters will result in the following:

- Individual warning and reminder of expectation
- Teacher may ask student to place device in an envelope to prevent further distraction
- Teacher may issue a further consequence, including phone call home.

- Repeated, consistent violations may result in administrative action (detention, daily check-in of device at breakfast, parent conference, etc.)

## Emergency Procedures

School safety is the responsibility of all students, staff, and visitors to the building. Video surveillance is used on campus in select areas. Students should report all illegal or dangerous situations to the nearest staff member immediately. You may leave a message or email if you are unable to come in person or it is after hours. In short: If you see something, say something. Please make sure your contact information is kept accurate by contacting our school registrar at 252-2609.

The following four drills are practiced regularly:

### Earthquake

If an earthquake takes place or if the alarm sounds simulating an earthquake drill: drop, cover and hold. Remain in the drop, cover, and hold position until the teacher gives you permission to get up. When directed by a staff member, walk quickly and quietly out of the building. Remain calm, quiet, and under the direction of your assigned staff member.

### Fire

If you discover something burning, report it to the nearest adult. If the fire alarm sounds, follow all adult instructions, walk quickly and quietly out of the building, and line up quietly with your first period class at the emergency assembly point.

### Shelter in Place

If a Shelter in Place alarm sounds, your teacher will lock the door as an extra precaution, and students cannot be in the hallways. If you are out of your classroom during a shelter in place, immediately go back to your classroom unless told otherwise. Normal teaching occurs during a shelter in place.

### Lockdown

If a lockdown alarm sounds, stop talking, listen, and follow all directions of the teacher or staff member of the classroom you are in. During a lockdown, it is imperative that you are quiet. If you are in the halls go to the nearest classroom immediately and follow the directions of the WMS staff member. If you are in the restroom stay until the drill is over.

## District Policies

All district policies are important. They can be found on the [SPS website School Board Policies page](#).

Each student and family receive a brochure entitled [The Basic Rules of Seattle Public Schools](#) at the beginning of the school year.

Students and families are urged to review this information regarding student rights and responsibilities, specific school district rules, and exceptional misconduct definitions. All school and district rules apply in school, during after-school programs, and at all school-sponsored events and trips. Students have a right to feel safe going to and from school, so these behavioral expectations include direct transit to or from school and at home, or community incidents that impact the school culture.

## Public Displays of Affection

We seek to create an environment of inclusion for all students. Brief two-second side-hugs, handshakes, high-fives, and other limited-contact greetings are acceptable. Students may not sit on each other's laps. These expectations also apply to field trips, after-school activities or programs, and school transportation.

## Disciplinary Actions

At Washington Middle School, disciplinary actions are designed to change behavior, prepare students for a future of success and provide a safe environment for students and staff. Desired behaviors will be taught and reinforced. We use progressive discipline and logical consequences when assigning students consequences for violating the rules and

policies of the building or district. Consequences are assigned based on type, frequency and severity of the student's misconduct. Repeated or exceptional misconduct results in more severe and immediate disciplinary action. Efforts will be made to communicate with parents to help prevent further misconduct by students. Parental support for school assigned consequences is extremely important in the process of modifying student behavior. Classroom incidents are managed by the teacher and referred to the office if disruptive to student learning or unsafe.

Possible consequences for misbehavior include: verbal warning, student conference, parent conference, counselor referral, temporary class suspension, lunch clean-up, lunch detention, after school detention, In-School Suspension, suspension from a school activity, behavior contract, restitution, referral to a community agency, short term suspension (1-10 days), long term suspension (more than 10 days), and/or expulsion from the school or Seattle Schools.

## Free Zone

WMS is declared by the state as a free zone regarding the following behaviors:

- **Gangs:** This includes hand signs, verbally claiming membership, graffiti, wearing of colors, group intimidation or harassment and initiations.
- **Drugs, including Marijuana and Alcohol:** This includes possessing, distributing, selling, or using illegal drugs, alcohol and/or paraphernalia
- **Firearms, Dangerous Weapons and Fireworks:** This includes possession or use of knives, firearms, dangerous weapons, or fireworks will result in suspension or expulsion following school district guidelines. Pellet guns, BB guns, and other related items are considered weapons.

This means that if convicted, penalties and fines are greater than in non-zone areas.

## Search and Seizure

Administrators will conduct a search of a student if they have reasonable suspicion to believe that the student has drugs, weapons, alcohol, or other materials in violation of school rules or state law. The search may include purses, wallets, backpacks, book bags and/or asking students to turn out their pockets. The search may also include an inspection of school property including student lockers, desks, and other areas in which items may be kept.

## Athletics and After School Activities

In alignment with our safety goals, students must be supervised at all times while present on campus. Athletic coaches and any afterschool activity sponsors or leaders are accountable for having their eyes on 100% of their students 100% of the time. This is to ensure all children are safe. Students may not remain afterschool without participating in a school-sponsored activity. Students who fail to act in accordance with this policy may have their afterschool program participation suspended or revoked permanently. Afterschool program supervision expectations are heightened afterschool as there are fewer school staff present to monitor hallways and ensure safety.

### Rules for the Middle School Athletic Program (As of 8.27.22; Updates will be communicated as needed)

#### 1. Eligibility

In keeping with the belief that participation in athletic activities is a privilege and not a right, certain standards of eligibility have been established. Standards on age, residence and season limitations promote the Districts goals of fairness and equality of opportunity for all participants.

- 1.1 Student must live within the Seattle Public Schools boundaries.
- 1.2 Student must be assigned to the school for which he/she is playing.
  - 1.2.1 A Private and/or home-schooled student may play for the neighborhood public school they would be assigned, if, the private school does not have a team that competes with other schools in the designated sport, except for Ultimate Frisbee.



- 1.2.1.1 Due to the high demand and partnership with Disc NW, only SPS students are allowed to participate in Ultimate Frisbee.
  - 1.2.1.2 It shall be the “receiving school’s” responsibility to ensure that all private and/or home-school student meets all eligibility requirements.
- 1.3 Students must complete the required forms needed for student participation.
- 1.4 Students must have a current physical examination prior to participating in any practice or game (valid for 24 months).
- 1.5 All student-athletes must be covered by the approved SPS Athletic Insurance Program or by a plan that is equivalent to or better than the approved plan.
  - 1.5.1 The equivalent insurance plan must provide benefits for loss due to a covered injury up to a minimum of \$25,000 for each injury including the following minimum provisions:
    - Surgery: 50% of usual & customary charges/\$12,000 max.
    - Physical Visits: \$40/day for first visit & \$25/day for following visits
    - Emergency Room: 60%
    - X-Rays: 60% or up to \$500
    - +MRI & CAT Scan: +80% or up to \$500
    - Dental: 100% of usual & customary charges/\$12,000 (all teeth)
- 1.6 Athletic programs are open to all 6th, 7th & 8th grade students.

## *2. Participation*

Athletic Coordinators must use the following guidelines to determine if student athletes can be added to the “Official Team Roster” for participation:

- 2.1 Player eligibility will be based on a 2.0 grade average for all classes with no more than one core subject (math, reading, writing, social studies, or science) having a sub-2.0 grade at any time. Progress reports either written or via PowerSchool must be reviewed and signed by a designated administrator, or the Athletic Coordinator prior to that week’s game.
  - 2.1.1 Students must complete a “Student Athlete Progress Report” by end of the school day Thursday for the Athletic Coordinator to be able to complete the “Team Game Roster” for Saturday’s game. In the event a teacher is absent, a student can submit a PowerSchool (real time) copy of their grades if signed and approved by the designated Administrator or the Athletic Coordinator to confirm athletic eligibility.
  - 2.1.3 For Special Education students only: the Principal or their designee will work with the student’s IEP team to determine eligibility standards. \*Weekly progress reports are still required.
- 2.2 Student must not be under any disciplinary action to participate on Saturday game day including expulsion or suspension.
- 2.3 Any player or coach displaying unsportsmanlike behavior, or any misconduct may be removed by an official, game site manager or school administrator, from the game and will not return during that game or the next game contest.
- 2.4 Student must meet Team Coach’s rules (example: practice requirements, study table, “Citizenship or Sportsmanship” rules that are established by the coach and approved by the Athletic Coordinator and/or Principal).
- 2.5 Student may only participate in one sport per season.



- 2.6 At the end of the regular season, there will be a one-day playoff to determine the champion for both the middle school and K-8 divisions.
- 2.6.1 To be eligible for playoff participation, a student must participate in at least 75% of regular season games.
- \*Exceptions to the 75% rule include competitions missed due to illness, injury, ineligibility, or school led function.
- 2.6.2 The top four teams in each division will compete in two games the Saturday following the regular season. Seed #1 will play Seed #4 and Seed #2 will play Seed #3. The winners of both games will play for the championship.