



Student and Family Handbook

Washington Middle School

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

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Please note the student-handbook is subject to change based on need. Rev. 9/18/26

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Washington Middle School Mission and Instructional Vision

WMS Mission

Our mission is to provide a safe and welcoming environment where all students take ownership of their learning through collaboration, critical thinking, and problem solving. We will foster a community that celebrates growth and practices perseverance.

WMS Instructional Vision

At our school, every classroom is a safe, welcoming, and inclusive learning community where every student is known, valued, and challenged to become an **independent, expert learner**. Students take ownership of their learning by setting meaningful goals, using effective strategies and resources, reflecting on their progress, and applying their learning in authentic ways. Through collaboration, critical thinking, and problem solving, they persevere through challenges, embrace productive struggle, and recognize mistakes as opportunities for growth.

Teachers intentionally design engaging, rigorous, and inclusive learning experiences that develop student agency and independence. They build strong relationships, establish high expectations with appropriate support, and create multiple pathways for students to access, engage with, and demonstrate learning. Teachers facilitate inquiry, encourage meaningful discourse, provide timely feedback, and empower students to make informed decisions about their learning.

Learning is active, purposeful, and student-centered. Students ask questions, solve authentic problems, communicate their thinking, collaborate with peers, and use feedback to improve. They monitor their progress, reflect on their growth, and transfer their learning to new situations. Classrooms are filled with meaningful conversations, visible thinking, and evidence of student ownership. Success is measured not only by academic achievement but also by the development of **independent, purposeful, reflective, resourceful, strategic, and resilient learners** who are prepared to contribute to their communities and thrive in an ever-changing world.

Communication

Important Phone Numbers

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

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

SPS Transportation Line: (206) 256-0900

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

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

Talking Points: Download to your cell phones to receive important text messages and updates from the school and teachers.

The Source: A powerful and secure online environment that gives parents/guardians access to student progress such as attendance and grades. The Source uses the email provided by parents. Please contact the school immediately if your email changes.

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.

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

8:35 AM	Student arrival and breakfast begins
8:50 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

8:35 AM	Student arrival and breakfast begins
8:50 AM	Students are dismissed from the cafeteria
8:55 AM	Tardy bell rings, instruction begins*
2:30 PM	Dismissal, instruction ends

Arrival and Departure

Students can arrive at school as early as 8:35 am. Once students are on campus, they may not leave campus without prior written permission from a parent

Pick Up / Drop Off Directions

School Street

20th Place S, in front of Washington Middle School's Flagpole, is a designated "[School Street](#)" and is open to *only* school buses, district transportation, deliveries, and people walking and biking. This street is closed to families dropping off or picking up their students. We're partnering with the City to make the signage permanent and widen the sidewalk so it's more comfortable for walking, biking, and school bus loading.

["School Street" Info.](#)

Staff Parking Lot

The staff parking lot will be closed to families. This is common at many schools across the district and a change we decided to make to support our students. Information on supported pick-up and drop-off locations is shared below.

Pick-Up / Drop-Off

In partnership with the City of Seattle, there are two school load and unload areas. We encourage families to do this quickly during arrival and dismissal.

School Load on S Jackson St – 30 minutes between 8 AM – 5 PM

School Load on 20th Pl S – just south of S Lane St – 15 minutes between 8 AM – 10 AM and 3 PM – 5 PM

To assist with safety and congestion, students are encouraged to:

Ride the school bus if they're eligible. Email transdept@seattleschools.org to request service for students who live outside of a 2-mile radius.

Ride the Metro bus (free for all youth under 19). The 4, 8, 14, and 48 all stop within a block of our school.

Walk or bike – **did you know over ½ of our students walk or bike to school at least one day a week? We're proud to have so many students arriving by walking, biking, and busing** and we're working with the [district](#) and the [City](#) to support more students to get to school without driving.

We understand sometimes families need to drive! If you need to drive, please pick-up or drop-off your scholar in the surrounding community and walk in.

We encourage families to practice their arrival/departure procedure with their student prior to the first day of school for a smooth transition.

School departure and arrival takes a village to ensure students are getting to where they need to be in a timely and safe manner.

Transportation

Yellow Bus

Washington Middle School students are assigned a yellow-bus route based on their home address. Buses are not available for students who live within a 2-mile radius of the school. Students must take the bus they are assigned. Bus assignments are sent via letter to student's home address and available for view on The Source.

WMS is not responsible for transportation. For any concerns regarding bus transportation please reach out at transdept@seattleschools.org or via the phone at 206.252.2900. If 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 needs to ride a different bus for a special circumstance, then they must get parent permission via note and obtain a yellow bus pass from the main office. It is preferred to do this at lunch or in the morning as after-school our office is extremely busy.

Please note when a student is late to first period via yellow bus, they are to sign in at the main office and will receive a pink pass to go to class. Then, their attendance is changed from absent to late bus (LB) in our coding system. For any questions or concerns around the late bus coding, please email nihall@seattleschools.org.

Ride Share

Students who receive transportation via Hop Skip are responsible to exit the building in a timely manner and locate their Hop Skip in the staff parking lot. If they are unable to locate their ride, then they may ask a staff member.

Guardians are responsible for checking the ride share app and communicating with Hop Skip regarding any changes or issues.

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.

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 into 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 permission from a school administrator.

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

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 given to main office for safe storage. Students may face disciplinary action for the use of when on school grounds. The school assumes no responsibility for wheeled transportation or their use.

Please talk to your scholar about lime scooters. We have had several students injured while riding them on their own time, off campus. We encourage them to use the sidewalks, but ultimately we need families to discuss lime scooter safety.

Lime scooters are NOT permitted on school grounds. Students must ride them off campus.

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. 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.](#)

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 Policies and Procedures

Regular and punctual attendance is important to every student's learning, sense of belonging, and academic success. Seattle Public Schools works in partnership with students and families to identify and address barriers that may affect regular attendance.

Washington's compulsory attendance law, Chapter 28A.225 RCW, generally requires students between the ages of eight and eighteen to attend school unless an exception applies.

Attendance concerns will be addressed through communication, support, and intervention. SPS attendance practices are not intended to be punitive. Suspensions and expulsions may not be used as consequences for nonattendance or truancy.

[SPS Attendance Procedure 3121SP](#)

[SPS Attendance Policy 3121](#)

Reporting an Absence

When your student will be absent, please contact the school's Attendance Line at **206-252-2604** by 10:00 a.m. each day your student is absent.

Please provide:

- The student's full name
- The date or dates of the absence

- The reason for the absence
- The name of the parent or guardian reporting the absence

Families may report an absence in writing, verbally, or electronically. For an unplanned absence, verification must be received no later than two school days after the student returns for the absence to be considered excused.

For a planned absence, notice must be provided at least two school days in advance. The principal or designee will determine whether the planned absence meets the requirements for an excused absence.

Excused Absences

An absence may be excused for the following reasons:

1. Physical or mental health symptoms, illness, a health condition, or a medical appointment for the student or a person for whom the student is legally responsible
2. A family emergency, including a death or illness in the family
3. A religious or cultural purpose, holiday, or activity
4. A court appearance, judicial proceeding, court-ordered activity, or jury service
5. A postsecondary school, technical school, or apprenticeship visit or scholarship interview
6. State-recognized search and rescue activities
7. Circumstances related to housing instability, McKinney-Vento eligibility, foster care, or dependency status
8. Deployment activities involving a parent or guardian who is an active-duty military member
9. A suspension, emergency expulsion, or other disciplinary or corrective action
10. Student safety concerns, including threats, assaults, or bullying
11. The student's migrant status
12. A reason of faith or conscience or an activity organized by a religious organization, for up to two school days per year
13. The student's lack of necessary instructional tools, including internet access or connectivity when required for instruction
14. A district- or school-approved activity or instructional program
15. Unsafe school-route weather conditions
16. A delay or failure involving district-provided transportation
17. An approved activity that expands learning, develops skills, builds community awareness, or prepares the student for college, career, and life
18. Another activity consistent with district policy and mutually agreed upon by the principal or designee and the student's parent or guardian

The principal or designee makes the final determination when there is a disagreement about whether an absence is excused or unexcused.

Civic Engagement

Students may receive an excused absence for one civic engagement activity each semester. A completed Civic Engagement Activity Excused Absence Form, signed by a parent or guardian, must be submitted at least two school days before the planned absence.

[Civic Engagement Activity Excused Absence Form](#)

Civic engagement may include legislative visits, campaigning, peaceful protests, awareness walks, or advocacy activities. Unless the activity is part of an SPS course or program, it is optional and is not supervised by district staff.

Unexcused Absences

An absence is unexcused when it does not meet the criteria for an excused absence or has not been verified within the required timeframe.

A student who misses all or most of the school day will be recorded as absent for the day. A middle school student who misses an individual class will be recorded as absent from that class.

When a student has unexcused absences, the school will communicate with the family and work to identify and address barriers affecting attendance.

Under state law and SPS procedure:

- After one unexcused absence in a month, the school must notify the parent or guardian.
- Between the second and seventh unexcused absence in a month, the school must take steps to reduce or eliminate the absences. At the middle-school level, this includes completing an assessment to better understand the reasons for the attendance concern.
- After three unexcused absences in a month, the school must schedule an attendance conference with the student and family.
- By the seventh unexcused absence in a month, the school must develop an Attendance Agreement with the student and/or parent or guardian.
- The district is required to file a truancy petition when a student reaches seven unexcused absences in one month or fifteen during the school year, but only after appropriate supports and interventions have been attempted and documented.

Court involvement is used only as a final intervention.

Tardies and Early Dismissals

Students are expected to arrive at school and each class on time. A tardy means arriving after school or class has started. Tardies may be excused or unexcused using the same criteria that apply to absences.

Students arriving after **8:55 a.m.** must enter through the main entrance and report to the main office before going to class.

A district-provided transportation delay is excused. Other tardies may be excused when they meet the district's criteria and are verified by a parent, guardian, appropriately aged student, or school official.

At the secondary level, missed instructional time may be recorded as:

- A tardy when the student arrives after class begins
- An early dismissal when the student leaves before class ends
- An absence when the student misses all or the majority of the class period

The school will monitor repeated tardies and early dismissals and work with the student and family to identify barriers and develop appropriate supports. Tardies and early dismissals do not count as absences for the purpose of filing a truancy petition.

Missing or Skipping a Class

A student who is on campus but does not attend an assigned class will be marked absent from that class. School staff will follow up with the student and family to understand what occurred and determine whether additional support or intervention is needed.

Attendance concerns will be addressed according to SPS attendance procedures and the Basic Rules of Seattle Public Schools.

Make-Up Work

Following an excused absence, students must be allowed to make up missed assignments under reasonable conditions and within a reasonable timeframe established by the teacher.

In a participation-based class, a student's grade may be affected when an activity cannot reasonably be recreated and no alternative assignment aligned with the same learning goals is available.

Following an unexcused absence, a student's grade may be affected when a graded activity or assignment occurred during the missed class. Expectations for obtaining and completing missed work should be clearly communicated.

Attendance Support

Families are encouraged to contact the school when health concerns, transportation, housing instability, family responsibilities, school safety, bullying, mental health needs, disability-related needs, or other circumstances are affecting attendance.

Available supports may include:

- An attendance conference or individualized Attendance Agreement
- Counseling or mental health support
- Review of an IEP, Section 504 Plan, behavior plan, transportation, daily schedule, or educational program
- Connection to school, district, or community resources
- Assistance from the school's attendance or student support team
- Family outreach or a home visit when appropriate

The goal is to understand the reasons for the absences and help the student return to consistent attendance.

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.

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).

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.

Basic Rules of Seattle Public Schools 2025-26

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.

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.

[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.

Breakfast and Lunch

We encourage students to eat free breakfast and lunch. Breakfast service begins at 8:35 am in the cafeteria. Students must finish eating breakfast by 8:50 am and be on time to their first class.

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.

No Food Delivery Service (Door Dash, UberEats, etc.)

It is school policy to **not allow** food delivery services to students.

It is a safety issue as students may allow unvetted drivers into the building and keep exterior doors open. We do not have the staffing to support delivering food items to students.

Food deliveries will be denied. WMS is not responsible for reimbursement of food orders.

To support your scholar, we are a 100% free lunch school, so in the event of a forgotten lunch students can get food from the cafeteria with no charge.

Cafeteria Expectations

- Students should enter the cafeteria calmly and line-up to receive their meal. If a student brings a lunch, they can have a seat at any open spot. There are three sections of tables – Section W, M, and S. If a student wants to play outside, they should sit in Section W and wait to be dismissed.
- 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.
- Students should clean-up their area and discard, recycle, and compost waste.
- 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.

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.

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.

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.

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.

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:

- Be careful if walking to a bus stop.

- Be ready to board the bus at least 10 minutes before the bus arrives.
- Stay out of the street while waiting to board the school bus.
- Conduct yourself in a safe and orderly manner.
- Do not approach the bus until it comes to a complete stop.
- Carefully enter the bus and move quickly to your seat.
- 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:

- Wait for the bus to come to a complete stop.
- Be respectful and take your turn getting on the bus. Do not push or pull at others boarding the bus.
- Use the handrail to safely board the bus.
- 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 SPS 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.
- Absolute silence is necessary when approaching a railroad crossing.

Restroom Expectations

Per Seattle Public Schools Policy 3211, schools must allow students to use the restroom that aligns with the gender identity they consistently assert at school. At WMS, we have two boy's restrooms, two girl's restrooms, and one all-gender multiple stall restroom.

It is our expectation that **all students** treat **all students** with respect and dignity in the restrooms, regardless of gender identity.

Restroom Expectations:

Expectations	Actions
Hardworking	Clean Up After Yourself – Flush the toilet, wash your hands, wipe the sink if you splash water, and throw away your paper towels.
On-Time and On-Task	Keep visits brief – Use the restroom for intended purpose and return to class promptly.
Watching Words and Actions	Respect Privacy – Give everyone their personal space and do not look under or over stall doors. Use of cell phones is strictly prohibited. Breaking a student's right to privacy may result in disciplinary action and can be considered sexual harassment/assault based on privacy violations.

Leadership	Leadership – Take Pride in your Space. Report any vandalism, malfunctioning equipment, vaping, or other unsafe behavior to an adult.
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As a reminder, students should treat others with respect:

- Lesbian, Gay, Bisexual and Transgender (LGBT) people are at much greater risk of being bullied/harassed than their non-LGBT counterparts. Transgender people have a greater than 40% risk of attempted suicide.
- Many of our youth don't identify as just female or just male. They reject these binary definitions of gender and feel more comfortable being able to use an all-gender restroom that allows them to remain true to themselves and not be placed in a rigid box.
- Transgender students are fearful of being called out for their gender identities and want to simply have a safe space to use the bathroom at school. These young people frequently report "holding it" all day long and are at greater risk of bladder infections.

Hall Passes

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

If a student needs to leave a class, they will use Smart Pass to create a digital pass to go to the restroom, water, or counselor. All teachers have a kiosk allowing students to sign out. They will also take a blue pass with them to the restroom/water fountain or a small blue pass if leaving a support staff member.

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.

If a student is going to the nurse they will need to get a white nurse pass from their teacher to see the nurse. Nurse Nash is unavailable from 1:00 – 1:30; For emergencies, students will remain in the main office until a nurse is available.

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

Hardworking	On Time and On Task	Watching Words and Actions	Leadership
We walk to our destination.	We get to class on time.	We use quiet voices.	We hold the doors open for others.
We keep our hands and feet to ourselves.	We keep moving.	We are respectful of others.	We help others when needed.
We walk on the RIGHT hand side of the hall.	During Class? Have a Pass.	We make positive choices.	We take pride in our school.

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.

Cell Phones & Electronics

In alignment with the Seattle Public Schools (SPS) District-Wide Policy for middle schools, cell phones must be "off and away for the Day." Phones are not to be accessible during school hours. Additionally, WMS has extended this policy to personal devices such as air buds, air pods, personal laptops, and gaming systems.

The district and Washington Middle School believes:

When cellphones are not accessible during instruction, **student focus improves and classroom disruptions decrease**

Simple, districtwide rules are **easier to implement and more consistently enforced**

Clear procedures reduce conflict and ongoing negotiation around phone use in classrooms.

Research supports what schools are experiencing daily. Studies show that cellphones, even when not actively used, can disrupt attention, lower academic performance, and significantly delay students' ability to refocus. Cellphone access during instruction also increases risks related to unauthorized recording, cyberbullying, and student mental health and wellbeing.

Students who require access to personal devices for medical needs or documented IEP or Section 504 accommodations must continue to be supported, as required.

Please see below for the Washington Middle School procedure for the electronic devices. I have also included information on the positive/proactive measures WMS has taken, our discipline system for phone use, and a

frequently asked questions section to provide families with support on how to contact their scholar. **We need your support to ensure our students understand the expectations around cellphone and other electronic device use.**

Washington Middle School Electronic Device Policy

At Washington Middle School, our primary focus is that students are in a positive and safe learning environment so that they may develop the skills needed to be college and career ready.

All students must have cell phones, air buds, air pods, headphones, personal laptops, gaming systems and tablets **powered off and out of sight** from the start of the school day until the end of the school day, **including** breakfast, lunch and passing periods. This means students may not plug any personal property into school electrical outlets at any time.

If a student's phone or other personal electronic device is seen or heard, then they will be confiscated by a staff member.

1st incident:

The phone or device will be confiscated by a staff member and delivered to the main office.

The staff member will contact the student's home via email, Talking Points, or phone call to inform of incident.

The staff member will document it in our school-wide cell phone tracker.

The student can pick up their phone from the main office after-school.

2nd incident:

The phone or device will be confiscated by a staff member and delivered to the main office.

The administrator will contact the student's home via email, Talking Points, or phone call to inform of incident.

The administrator will assign lunch detention.

The staff member will document it in our school-wide cell phone tracker.

The student can pick up their phone from the main office after-school.

3rd incident:

The phone or device will be confiscated by a staff member and delivered to the main office.

The administrator will contact the student's home via email, Talking Points, or phone call to inform of incident.

The administrator will assign lunch detention.

The administrator will assign a check-in/check-out plan for 2 weeks. The student will need to follow this plan for 2 weeks to be removed. Failure to turn in phone will result in further disciplinary action for rule breaking.

The staff member will document it in our school-wide cell phone tracker.

The student can pick up their phone from the main office after-school.

4 or more? This means there is a serious academic concern with phone use and will require a family meeting to come up with a plan to determine how to best support the student and discourage cell phone use.

Please note, there are risks with allowing your scholar to have a phone at school. Washington Middle School is **not responsible** for damaged, lost or stolen devices. Thus, the best way to keep technology safe is to keep it in their pocket, backpack, or at home. In addition, we are not staffed to conduct investigations into lost or missing devices.

Proactive Measures

Washington Middle School has informed students of the electronic device policy via:

- Strong Start Electronic Device Policy Lesson
- District communication to families
- WMS communication to families via smore
- School Wide Lessons about following the Husky Howl
- Dawg Dollars for good behavior, which may include not using phones
- Signage through out the school building

Frequently Asked Questions

What if my scholar needs to leave early for an appointment?

If your scholar is leaving early, **call the main office 206-252-2600** to receive the student. Texting or calling the student to leave without informing the main office is a safety concern as we must know who is leaving and entering our building.

What if I need to leave a message for my scholar?

If you need to get ahold of your student, **call the main office 206-252-2600** to deliver a message or request the office to call the student down to the main office to call you back. We urge you to be thoughtful about the messages your scholar needs in the moment and which ones can wait.

What if I can't get a hold of a staff member or the line is busy?

We are excited to have the team of Ms. Hall, Ms. Johnson, and Ms. Dolan managing our main office. If you are unable to get through, please try again. You can also text us using the Talking Points app, as this message service goes to all staff.

What if I have a family emergency?

We strongly suggest contacting the office first for emergencies. **Texting or calling your scholar with a sensitive message may cause a safety concern as it can leave a student dysregulated and/or without the support of an appropriate staff member.** We can have the student report to the office where they can be assisted and connected with their family.

Avoid text messaging your scholar for non-emergencies during school hours as it encourages cellphone use in the classroom. They will be able to contact you from their cell phone before or after school.

What if my scholar needs to speak with me?

Remind your scholar that if they need to reach family during school hours, they may ask their classroom teacher or go to the office to use the school phone.

What if my scholar records a video or takes pictures during school hours?

There are students who do not want to be photographed or filmed. Please respect their wishes. **We do not encourage photos or videos during school hours, including outside play or lunch time.**

What about phones in the restrooms?

Cell Phones are NOT permitted in the restrooms at any time. Discuss with your student that phones being used to film or take pictures in bathroom is a privacy concern and can lead to serious consequences if they take an image of student using the facilities, including discipline for sexual harassment.

What about if my student uses a device for medical or academic reasons?

We recognize that some students may need certain devices due to a 504 or IEP accommodation. Staff will work with the student and family to ensure technology is used for appropriate purposes. Students also have district devices for academic supports.

Laptops

Laptops and Technology at Washington

All students will receive a laptop and charger. They are responsible for bringing their device to school every day, keeping it updated and in working condition, and reporting if it is broken, lost, or stolen.

Technology use in classrooms should:

- Be clearly **linked to curriculum, units, or projects** (e.g., research, reading practice, skill building, or content exploration)
- Support specific learning outcomes rather than serve as filler or entertainment
- Support SEL growth and lessons
- Be teacher-guided and monitored

Student Network Use Agreement

All students with individual network accounts will be required to accept the Seattle Public Schools' network use agreement electronically when they first log on to the district network and when there are changes to the agreement. [Read more about the Network Agreement and find forms.](#)

Broken Laptop or Charger

In-School Tech Office

WMS has technology support available in room 117 on Tuesdays and Thursdays, 9am-11am and 3pm-4pm.

Students are not charged fines for laptops and chargers that break accidentally or from normal wear-and-tear.

Contact Student TechLine

If you have questions about how to use District laptops, District digital tools, or need general tech support.

Office Hours: Monday-Friday, 7 a.m. to 4:30 p.m.

laptops@seattleschools.org

206-252-0100 (if the line is busy you can leave a voicemail) [Contact Student TechLine](#)

Lost Laptop or Charger

If a laptop or charger is lost, students should make every attempt to find it. If you are confident the laptop or charger is permanently lost, there will be a \$350 fine for a laptop or \$48 fine for a charger added to the student's account. This will need to be paid before the student receives a replacement.

Fines can be paid by check in person in the main office or with a credit/debit card using [SchoolPay](#).

Stolen Laptop or Charger

If a laptop or charger is stolen or taken by someone else and not returned, you should fill out a police report online. Report Laptop Stolen

Send a copy of the police report to the Laptops@seattleschools.org along with your student's name and student ID number. Once the Tech Office confirms the information, your student will receive a replacement.

For help, contact your student's grade level administrator

- 6th grade – Ms. Kapasi tekapasi@seattleschools.org
- 7th grade – Ms. Batiste dcbatiste@seattleschools.org
- 8th grade – Mr. Aguayo sjaguayo@seattleschools.org

(AI) Artificial Intelligence - The use of artificial intelligence (AI) tools at Washington is permitted only when explicitly authorized by your teacher for that purpose. When AI is utilized, students are required to follow teacher guidelines and appropriately cite their AI usage, understanding that the extent and manner of AI use is at the discretion of individual instructors.

Using AI Inappropriately can result in discipline as stated in the Basic Rules and Rights Handbook.

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.

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 and close the blinds 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. If a student needs to step out, they will need an escort. Dial "0" for a support staff member to assist.

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. There is NO movement in the building during a lockdown.

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 always supervised 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

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 on Final Forms.
- 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 Students will sign a code of conduct when starting a team. Code of conduct includes expectations around practice, attendance, tardies, and grade point average. Coaches will determine eligibility and communicate with families if their student is not eligible due to attendance, tardies, and grade point average.
- 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 may only participate in one sport per season.
- 2.5 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.
 - 2.5.1 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.
 - 2.5.2 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.

Fines

- Soccer:
 - Short- \$36
 - Shirt- \$42
- Basketball:
 - Short- \$52.50
 - Shirt- \$52.50
- Volleyball:
 - Short- \$32.50
 - Shirt- \$43.50
- Track:
 - Short- \$34.50
 - Shirt- \$34.50