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

Important Phone Numbers
Washington Middle School Main Office: (206) 252-2600
SPS Transportation Line: (206) 256-0900
SPS District Information Line: (206) 252-0010
SPS Safety and Security Office: (206) 252-0707

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

The Source is 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 Hours for Students Mon, Tues, Thurs, and Fri
8:20 AM   Student arrival begins
8:25 AM   Breakfast service begins
8:40 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 begins
8:25 AM   Breakfast service begins
8:40 AM   Students are dismissed from the cafeteria
8:55 AM   Tardy bell rings, instruction begins*
2:30 PM   Dismissal, instruction ends

Office and Staff Hours
8:20 AM-4:15PM   School Office Hours
8:35 AM -4:05 PM   Certified Personnel (including teachers) School Hours

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

Related SPS Procedure:

Permission to Leave School
Students are not allowed to leave school during the school day without a written note from a parent or guardian.

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. 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 PM. 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 an external provider for health services. Kaiser may provide Primary and Mental Health Care, as well as health education. In order to receive health services, each student’s parent/legal guardian must complete the Kaiser Permanente School-based Health Center Registration form in order for a student to be able to use their services. These forms were handed out in the back-to-school parent packet and can be obtained from the school’s Wellness Office. If a student becomes ill or injured at school and they have a completed form on file by their parent/legal guardian, the student may receive care from Kaiser. The Kaiser WMS health clinic can be reached directly at (206) 568-3327.
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. 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 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 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 that those students who are frequently late and/or absent. The mandatory attendance law of the State of Washington (RCW 28.A.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 ten truant days per year. Consistent absence from or lateness to school may involve reports to Child Protective Services for Educational Neglect if neglect is suspected. Students who are consistently late to school are also in danger of failing courses.

Related SPS Procedure:

**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, 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; and
(12) An approved activity that is consistent with district policy and is mutually agreed upon by the principal or designee and a parent, guardian, or emancipated youth. 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.

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 10:00 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:
1. Student’s full name
2. The reason for absence
3. Date(s) of absence
4. 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.

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).

**Excused Tardies to School:** 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 aforementioned, 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 general 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.

Guidelines:
- 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, 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
Family members are important members of our school community! In order to keep a record of your visit and for the safety of all our students, you must enter through the Main Entrance Door and check in at the main office immediately upon entering the school and you will be required to sign in and complete our background
check process. A Visitor Pass will be issued and worn during the entire school visit so long as the background check clears. Visitors, including, parents/guardians, must be escorted at all times students are present. If you need to speak with a teacher regarding your student’s progress, homework, behavior, etc., please call or email to make an appointment. The teacher will not be able to hold conversations/conferences during instructional time.

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 website (https://www.seattleschools.org/families_communities/volunteer). 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.

School Lockers and Storage
All students are assigned to an individual locker with its own unique combination lock already installed. Students are responsible for all materials stored in their lockers and for the general condition of their lockers. Fines for broken or damaged lockers or locks will be issued by the custodial staff. Entering a locker that is not your own can result in serious discipline consequences. WMS is not responsible for lost or stolen belongings. Most problems occur from giving combinations to friends. Lockers are a privilege that can be lost if students:

- Tamper with or open a locker/lock that is not issued to them.
- Give anyone their locker combination.
- Store/place items in their locker that do not belong to them.
- Write on, attach stickers or tape to their locker, or otherwise decorate their locker in such a way that permanent damage does occur.
- Place removable decorations outside of the locker, as they are only allowed inside the locker.
- Put private locks on your locker.

During lunch, student lockers located in prohibited off-limits areas will only be available during passing periods. Students are not required to use school lockers for storage of backpacks. If backpacks are brought to class, they must be hung on the chair and out of the way.

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.

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.

2019-2020 Basic Rules of Seattle Public Schools
In order 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 Basic Rules of Seattle Public Schools and Student Rights and Responsibilities 2019-2020 documents. Families are encouraged to review these documents online for district expectations and related consequences. The documents can be found on the SPS Discipline website, and found here: https://www.seattleschools.org/UserFiles/Servers/Server_543/File/Basic%20Rules%20final%20version%202019-2020.pdf
Additional information regarding SPS Discipline policies and procedures may be found here: https://www.seattleschools.org/cms/one.aspx?pagId=18282

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 10 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.

**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’s, 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.

**CAFETERIA EXPECTATIONS**

• Be responsible to discard, recycle, and compost my waste.
• Be inclusive and ask others to join me.
• Communicate calmly with my body and voice.
• Clean up my area so others do not have to.
• Walk calmly.

After a set time, generally 10 minutes in the cafeteria, students may be permitted to go to the gym, outdoor blacktop or library only when escorted to these locations by school staff at designated times. Students will be told when they may line up in order to go to these locations. They are to clean up their area and throw away all of their food-related items in the appropriate bin before reporting to the appropriate line. When the supervisor of that line is ready to lead them to the appropriate destination, they will leave from the cafeteria together. Leaving the cafeteria during lunch is a privilege. Students who are loud or disruptive in hallways, or who leave the supervised line at any time will be asked to return to the cafeteria and may not be permitted to leave the
lunch room during their lunch permanently or for a specified time period. A student may not leave the cafeteria at any time other than to use the restroom or when supervised by an adult. Students who go to the library or gym during lunch must abide by the rules in those spaces, which includes leaving immediately at the bell and cleaning up after oneself (including putting away any balls or other gym equipment). Failure to meet these expectations may result in a permanent or temporary suspension from leaving the lunch room. All students are expected to be to their next class on time.

**HALL PASSES**

In order 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 from the main office to report to the main office
- To go to the nurse or an administrator's office
- For make-up testing only during times communicated to teachers by school administration
- If the student is escalated, to a counselor

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

Students may not receive a pass to leave the classroom to go to:
- The Athletic Coordinator or Athletic Coach
- A locker (students are responsible for bringing all needed materials into class on time, or for bringing the material to the teacher later during an appropriate time i.e. passing period, before or after school)
- An adult to receive their “tracking sheet” if they have forgotten to obtain it before school as required
- An adult to get their “tracking sheet” signed if they have forgotten to get it signed during the appropriate class

**HALLWAY EXPECTATIONS**

- Help others by standing up for and encouraging them.
- Show respect for myself, my school, my peers, and adults.
- Walk calmly on the right side of the hallway.
- 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.
**Harassment, Intimidation, and/or Bullying**

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

**Breakfast and Lunch**

We encourage students to eat breakfast and lunch. Free and reduced meal applications are mailed home during the summer by Nutrition Services or available from the cafeteria manager. For the first two weeks of school, students may receive meals based on last year's eligibility. Students may purchase a la carte or full meal. Paying cash or writing a check to WMS’s cafeteria will initiate a pre-paid meal program. Breakfast service begins at 8:25 am. Students must finish eating breakfast by 8:50 am and be on time to their first class. Food is confined to the lunchroom. At lunch students are dismissed by table after meeting the basic expectations:

- Discard, recycle, or compost all items from your table.
- Wipe down the table with the wet cloth provided.
- Leave eight chairs pushed in at your table.
- No cuts, saves or swaps in the line.
- Food and drink stay in the lunchroom.

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

**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. The school is developing a procedure for the sharing of affirmations with other students and school staff. Using this process would be a great way for a student to celebrate a peer or WMS staff member.

**Cell Phones & Electronics**

Students are not allowed to bring electronic devices that disrupt the learning environment to school. Students bring devices to school at their own risk. Unless used explicitly for instructional purposes in a classroom, they should be silent, away, and unseen during all instructional times. **Washington Middle School is not responsible for lost or stolen devices, including cell phones, and will not dedicate school resources to investigating their recovery.** Although not an exhaustive list, the following items are examples of prohibited devices:
At the teacher’s discretion, cell phones may be used in classrooms for instructional purposes only. Per school policy, their permissible use will be communicated by the teacher through the use of a red, yellow or green chart:

Red: Electronics cannot be used for any reason.

Yellow: Electronics can be used for: Research, Definitions, Calculations, Academic Reasons

Green: Electronics should be used for this academic activity.

Cell phones and other electronic devices may be used in the cafeteria at the student’s own risk of theft or damage; the school is not responsible for lost or stolen devices and will not dedicate school resources to investigating their recovery. Acceptable use of electronics in the cafeteria includes texting and other internet use but DOES NOT include using the device’s telephone capabilities. All use of electronic devices will be subject to federal, state, local, and IPS harassment, bullying, legal, and disciplinary policies, regulations, and rules.

Cell phones may not be used in the library at any time.

Headphones may NOT be used during instructional time at all unless listed as an accommodation in an IEP or 504 plan; students may listen to music at lunch with headphones only, but music should not be played during class or in hallways. Bluetooth speakers should not be used at any time.

Cell phone use in hallways must be silent, and is also at the student’s own risk of theft.

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).

*Students should also expect repeated violation of classroom expectations to negatively impact learning and grades

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

Students may not use any recording device on school grounds with the exception of appropriate filming of an athletic or artistic performance taking place outside of the regular school day.

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.

1. 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.

2. 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.

3. 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.

4. **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 there until drill is over.

**District Policies**

All district policies are important. They can be found on the SPS website under the "School Board" page, under 

Each student and family receive a brochure entitled “The Basic Rules of Seattle Public Schools” at the 
beginning of the school year. In addition, a complete list of prohibited conduct and other information can be 
seen under “Student Basics” at [www.seattleschools.org](http://www.seattleschools.org). 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, “dap,” and other limited-contact greetings are acceptable. This expectation applies to field trips, after-
school activities or programs, and school transportation as well.

**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 & AFTERSCHOOL 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
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 Seen #4 and Seed #2 will play Seed #3. The winners of both games will play for the championship.