



BRIER TERRACE MIDDLE SCHOOL

STUDENT HANDBOOK  
2017-2018

“HOME OF THE BULLDOGS”  
22200 Brier Road,  
Brier, WA 98036  
(425) 431-7834

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

## THE BULLDOG WAY



Brier Terrace Middle School creates a proactive school environment through the identification of behaviors that promote academics and cooperative citizenship, and acknowledges those students who contribute toward that goal.

### The Five P's

- Prompt
- Polite
- Prepared
- Productive
- Proud

### Keys to Student Success:

Here is an excellent checklist students and parents can use to help make sure students are staying on a successful track in middle school:

- I attend school on time every day, unless I'm sick
- I get 8-10 hours of sleep each night
- I eat a healthy breakfast in the morning
- I pay attention in class
- I start my projects when I get them
- I complete my homework on time
- I check my teachers' websites (google classroom) for assignment information
- I enter my assignments for each class in my calendar
- I ask the teacher questions when I don't understand or need clarification

While no checklist is a guarantee of success, when students use this as a guide and parents talk to them and support them in the effort, chances of success greatly improve.

Where to find what you need to know

<p>6 + 1 Trait Writing, p.34-36 Absences &amp; Make-up Work, p. 17-19 Alcohol &amp; Drug Use Policy, p.16-17 and p.21 ASB Card, p.14 Athletics Eligibility, p.33 Attendance Policy, p.5 &amp; p. 25-26 Backpacks/Lockers, p.5 Beverage Containers, p.6 Breakfast, p.6 Bulldog Way, p.2 Bullying, p.23-25 Bus Rules, p.32-33 Bus Transportation, p.6 Cell Phones, p.13 Clothing Policy, p.14 Computers/Chromebooks, p 7-13 Conferences, p.6 Counseling Office, p.6 Cumulative Discipline Violations, p.17 Discipline Actions, p.27-31 Discipline Plan, p.26-27 Emergency Plan, p.15 Fighting, p.16 Gang Activity, p. 16 Glossary, p. 3 Grievance Procedure, p.31 Harassment, p.21-25 Homework, p.7 Honor Society, p.6 Infractions, p.28-30 In-School Suspension, p.28-30</p>	<p>Internet, p.13 Lasers, p.14 Lunch, p.6 Medications, p.15 MLA Format, p.35-36 Non-Discrimination Notice, p.21 Nurse, p.15 Off-Campus, p.16 PE Requirements, p.34 Personal Property, p.13 Pesticide Use, p.16 Plagiarism, p.36 Play-Fighting, p.16 Roughhousing, p.16 Sexual Harassment, p.21 Special Education Services, p.21 Student Activities, p.14 Student Conduct and Discipline, p.29-31 Student Searches, p.16 Study Club, p.6-7 Suspension, p.20 Threats, p 23 Tobacco, Alcohol, Drugs, Illegal Substances p.16-17 Tool Kit, p.34-35 Truancy, p.26 &amp; p.30 Vacation, p. 5 &amp; p. 20 Visitors, p.6 Works Cited, p.37</p>
---	--

## KEY DATES 2017-2018

September 4, 2017	Labor Day	NO SCHOOL
September 5, 2017	Non-student day	NO SCHOOL
September 6, 2017 (Wed.)	First Day of School	8:00 a.m.– 2:30 p.m.
September 20, 2017 (Wed.)	Picture Day	During PE Classes
September 27, 2017	Curriculum Night	6:30 – 8:30 p.m.
September 29, 2017	Early Release	10:55am
October 20, 2017	Non-student day	NO SCHOOL
November 3, 2017	End of first quarter	
November 9, 2017	Early Release	10:55am
November 10, 2017	Veterans Day Observed	NO SCHOOL
November 22 - 24, 2017	Thanksgiving Holiday	NO SCHOOL
December 8, 2017	Early Release	10:55am
Dec. 18, 2017 - Jan. 1, 2018	Winter Break	NO SCHOOL
January 15, 2018	Martin Luther King Jr. Day	NO SCHOOL
January 25, 2018	Early Release/End of Sem.	10:55am
January 26, 2018	Non-student day	NO SCHOOL
February 16, 2018	Early Release	10:55am
February 19 -20, 2018	Presidents' Day Break	NO SCHOOL
March 2, 2018	Early Release	10:55am
March 16, 2018	Non-student day	NO SCHOOL
March 30, 2018	End of 3rd quarter	
April 2 - 6, 2018	Spring Break	NO SCHOOL
April 27, 2018	Early Release	10:55am
May 11, 2018	Early Release	10:55am
May 25, 2018	Early Release	10:55am
May 28, 2018	Memorial Day	NO SCHOOL
June 21, 2018	Last School Day (pending snow days)	Dismissal at 10:55am
June 22-28	Weather Closure Make-up Days, if needed	

\*There may be changes due to unforeseen circumstances. Up-to-date District Calendar information can be found throughout the year on the District Website at [www.edmonds.wednet.edu](http://www.edmonds.wednet.edu).

BRIER TERRACE MIDDLE SCHOOL  
INFORMATION AND POLICIES  
2017-18

ATTENDANCE: Regular attendance has a positive effect on academic success as students are encouraged to be at school every day. District policy identifies the following reasons for excused absences or tardies: illness and injury, doctor or dental appointments, religious holidays, or other reasons deemed appropriate by the principal or designee. Other absences/tardies such as those resulting from leaving school prior to dismissal without authorization, oversleeping, skipping class(es) and truancy are unexcused.

Absent from school? Parents should call school at 431-7834 , ext. 1 or e-mail the attendance secretary at [mcvaya@edmonds.wednet.edu](mailto:mcvaya@edmonds.wednet.edu) early in the morning if you are absent. Bring a written note from home on your first day back and give it to the attendance secretary. If you have a medical appointment, please bring a note from that office.

Need to leave school early? First thing in the morning bring a note signed by your parent to the attendance office stating where you are going, when you will need to leave, and if you'll be returning to school the same day.

Late to school? Bring a written note signed by your parent to the attendance office before you go to class, stating why you are tardy. Reasons for excused tardies are listed above.

Tardy to class from prior class? Get a note from the teacher who kept you. The office does not issue late slips between classes.

Going on vacation? Students are discouraged from taking vacation while school is in session. However, if you need to be gone, please get a "Leave of Absence" form from the attendance secretary before you go.

ACADEMIC HONESTY: Students are expected to complete their own work. cheating, plagiarism\*, and other forms of academic dishonesty will not be tolerated. Students who violate classroom academic policies are subject to progressive academic and disciplinary consequences.

\*See page 36 in the student handbook regarding plagiarism.

BACKPACKS/LOCKERS: To make our campus safer and our students more organized, we require students to leave their backpacks, purses, etc. in their lockers during the entire school day. Students may bring a "cinch bag" to hold their Chromebooks and classroom supplies to class.

Students are assigned to a hall locker for the entire year along with another student. Do not share your combination with anyone or change lockers. Decorations on the inside of the door should be able to be removed easily. If you have a locker problem, see Mrs. Whittles in the Counseling Office. It is not acceptable to place an additional lock on your locker.

BUSES: Transportation is provided for students living more than 1 mile from school. Buses are available in the morning and after school. Riders are issued bus passes that they will be asked to show the driver. Drivers will inform students of bus rules which they must follow in order to ride the bus. Please refer to additional information later in this handbook. Students wanting to ride a friend's bus home after school must bring a parent note to the office in the morning giving permission. Questions regarding buses can be directed to the Transportation Department at 425- 431-7230.

VISITING SCHOOL: Parents are extended a cordial invitation to visit school. We request that all visitors check in with a secretary in the main office when entering the school grounds. We ask visitors to wear a visitor badge. This is necessary for the protection of our students and staff. If you desire to visit a classroom, please work with the principal to make arrangements with the teacher. Student visitors are not allowed at Brier Terrace Middle School.

BREAKFAST/LUNCHES: A mini-breakfast is served in the cafeteria from 7:45 – 8:00 a.m. There are hot lunches and milk available in the cafeteria every day. The prices are published on the school menu. Parents can send cash or check with their students to the cafeteria or, pay on-line through Touch Base (go to Brier Terrace website for link). Students are responsible for keeping their lunch table and the lunch room clean.

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

Energy drinks are not allowed at school. Open beverage containers of any kind are not allowed outside of the cafeteria/lunch area.

COUNSELING OFFICE: The Counseling office is located next to the main office. If students would like to see a counselor about schedules, grades, teachers, getting along with others or personal concerns, they may make an appointment with the counseling office secretary. Appointments may be made before or after school, at lunch, or between classes. Students should only come to the counseling center with a permission slip from a counselor or a pass from a teacher.

CONFERENCES: If at any time during the year parents wish to arrange a teacher-parent conference, they may contact the counseling office at 425-431-7835.

HONOR SOCIETY: All students with a 3.4 scholastic average at the end of a semester become members of Honor Society and remain members as long as this standard is maintained. Students must take six classes and receive a letter grade in each class (not pass/fail). It is the responsibility of the student to notify their teachers that a letter grade is preferred.

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

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

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

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

Teachers may require students to stay after school if they do not complete assignments in class on any given day. If a teacher makes such a request, we appreciate parent support in having students stay. Students must phone for permission to stay prior to 2:00 from the classroom. Parents may also initiate a request for their student to stay for Study Club (Contact the teacher or school counselor to arrange this).

**COMPUTERS/CHROMEBOOKS:** BTMS students will check out Chromebooks just like textbooks to keep during the school year. Students may also have access to regular computers. Students who abuse these items will lose the privilege of their use. This includes, but is not limited to, damaging disk drives, disabling the network, removing parts of the mouse, keyboard, monitor, printers. To maintain security, please help us emphasize that students must keep passwords secret and only share with their parent/guardian, not others.

#### *Chromebook Loan Procedures 2017-2018*

The Edmonds School District will be issuing a computer to every student at our school next year. This 1:1 model will allow our teaching staff to use technology and online resources in powerful new ways within classroom instruction and will further support collaboration between students.

#### **1) *Receiving Your Chromebook***

Chromebook Distribution To Students—Any student enrolled at our school will be able to pick up their Chromebook on or after the designated deployment days. Any transfer/new student will be able to pick up their Chromebook from the Para Tech as part of the registration process. Responsibility for the Chromebook begins at the time the student receives the device. **Parents/Guardians must complete the Chromebook Loan Agreement and Chromebook Damage/Loss Application forms prior to receiving the device.**

## 2) **Returning Your Chromebook**

At the end of the school year, students will turn in their Chromebooks. If a student transfer out of or withdraws from school, he/she must turn in their Chromebook in good working condition to the Para Tech on their last day of attendance.

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

## 3) **Taking Care of Your Chromebook**

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

### A) Repair

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

#### Chromebooks being repaired

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

### B) General Precautions

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

### C) Carrying Chromebooks

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

#### D) Screen Care

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

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

#### E) Asset Tag / Label

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

### **4) Using Your Chromebook At School**

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

If a student does not bring his/her Chromebook to school, a loaner will not be issued and the student might not be able to participate in or complete their classrooms assignments.

#### Charging Chromebooks

- Students must charge their Chromebook at home every evening. They must be brought to school each day with a full charge.
- There will be a limited number of charging stations available to students in the school.

#### Backgrounds and Themes

- Students may alter the desktop background of their Chromebook with ***school-appropriate*** media.
- The school may override student desktop backgrounds as necessary. Any guidelines or information that is posted to Chromebook desktop backgrounds must be read by students as soon as possible.

#### Sound

- Sound must be muted at all times unless permission is obtained from a teacher.
- Headphones may be used at the discretion of the teacher.
- Students should have their own personal set of headphones for sanitary reasons.

#### Printing

- Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate.

- Students will be able to print to selected school printers and will be assigned a printing account with a small credit. Once the free printing credit is exceeded, students can elect to pay a fee to the Front Office to increase their printing account.

#### Logging into a Chromebook

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

#### Managing and Saving Your Digital Work With a Chromebook

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

### **5) *Using Your Chromebook Outside of School***

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

For information on where free Wi-Fi internet connections are available in our community, please check with the Foundation for Edmonds School District.

### **6) *Operating System and Security***

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

#### Updates

- The Chromebook operating system, Chrome OS, updates itself automatically. Students do not need to manually update their Chromebooks. Students should reboot once a month to ensure updates take effect.

#### Virus Protection

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

### **7) *Content Filter***

The school district utilizes an Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). All Chromebooks, regardless of physical location (in or out of school) will have all Internet activity protected and monitored by the school district. If a website is blocked in school, then it will be blocked out of school. If an educationally valuable site is blocked, student needs to contact their teachers to

request the site be unblocked. From time to time there may be errors in the filtering system where appropriate sites get blocked or inappropriate sites don't.

- Students may not use any method to bypass the filtering system.
  - Parental supervision is strongly recommended
  - If an inappropriate site is encountered, it should be reported to the school Para Tech.

## 8) Software

### Google Apps for Education

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

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

### Chrome Web Apps and Extensions

- Students are allowed to install Chrome web apps from the Chrome Web Store that have been approved by the school district.
- Some web apps will be available to use when the Chromebook is not connected to the Internet. (e.g. graphing calculator)
- If an educationally valuable app is blocked, student needs to contact their teachers to request the app be unblocked.

## 9) Chromebook Identification

Records: The school district will maintain an inventory of all Chromebooks that includes the serial number, asset label ID, student name, and student ID number for each device.

Users: Each student will be assigned the same Chromebook for the duration of his/her time at the school.

## 10) Repairing / Replacing Your Chromebook

All Chromebooks in need of repair should be brought to the designated Tech Support Area.

- The District will repair or replace damaged equipment resulting from normal use at no cost to the student/family.
- If the parent/guardian elected to participate in the voluntary Chromebook Damage/Loss program, repairs due to accidental damage or vandalism caused by others will be done at no cost to the student/family. All other breakages such

as through user negligence, vandalism, or intentional damage caused by the user will be the responsibility of the student/family to pay for.

- The District will make its best attempt to purchase replacement parts at the best possible price.
- District-owned Chromebooks should never be taken to an outside computer service for any type of repairs or maintenance.

### **Estimated Costs (subject to change)**

The following are estimated costs of the Chromebook parts and replacement:

- Total replacement of Chromebook \$ 305.00
- Replacing Screen \$ 70.00
- Replacing Keyboard/touchpad \$125.00
- Replacing Power cord \$ 25.00
- Hinges \$45.00
- Removal of bar code labels \$10.00
- Removal of name label \$5.00

### **11) No Expectation of Privacy**

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

#### **Monitoring Software**

Teachers, school administrators, and the technology department staff may use monitoring software that allows them to view the screens and activity on student-issued Chromebooks while on school property. Chromebook cameras will not be remotely viewed by district staff except when reported as missing, stolen, etc.

### **12) Appropriate Use and Digital Citizenship**

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

- 1) **Respect Yourself.** I will show respect for myself through my actions. I will select online names that are appropriate. I will use caution with the information, images and other media that I post online. I will carefully consider what personal information about my life, experiences, or relationships I post. I will not be obscene. I will act with integrity.
- 2) **Protect Yourself.** I will ensure that the information, images, and

materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me while online. I will protect passwords, accounts, and resources.

- 3) **Respect Others.** I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk people. I will show respect for other people in my choice of websites. I will not visit sites that are degrading to others, pornographic, racist, or inappropriate. I will not enter other people's private spaces or areas.
- 4) **Protect Others.** I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations. I will not misrepresent others on the system in accordance with Board Policy 7396 R1.
- 5) **Respect Intellectual Property.** I will request permission to use copyrighted or otherwise protected materials. I will suitably cite all use of websites, books, media, etc. I will acknowledge all primary sources. I will validate information.
- 6) **Protect Intellectual Property.** I will request to use the software and media others produce. I will purchase, license, and register all software or use available free and open source alternatives rather than pirating software. I will purchase my music and media and refrain from distributing these in a manner that violates their licenses.

**INTERNET:** The Internet is a valuable resource for our students and staff, providing current information, instructional materials, and ways to acquire research skills. This resource is available to all BTM students unless parents notify the school in writing that they do not wish their student to have Internet access at school. The privilege of Internet access will be revoked if a student uses the Internet inappropriately. Please refer to the District Acceptable Use Policy distributed to students at the start of the school year.

#### PERSONAL PROPERTY:

Personal Belongings - Students are encouraged to leave any and all items of monetary value at home. These items might include but are not limited to jewelry, money, electronic devices, cameras and electronic games. BRIER TERRACE assumes no liability for damaged, lost or stolen items.

7.

Cell Phones/Cameras/Personal Listening Devices /Video Games – Personal electronic devices are a disruption to the learning process and ARE NOT ALLOWED at school. They may be taken away from you and returned to parents only. Cell phones should not be visible or audible at any time during the school day, including study club and/or in school buildings at any school sponsored activities. This includes sending and receiving text messages. Those that are visible or audible may be confiscated and retained at the discretion of school administrators. In case of emergencies, parents are requested to contact the main office (425-431-7834) rather than the student or a classroom teacher.

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

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

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

CLOTHING POLICY: Brier Terrace Middle School fosters developing respectful and compassionate young adults. We want students to respect themselves and others, so students are expected to behave appropriately toward others no matter what they are wearing. School is a place of work where we focus on learning, not on appearances. While we encourage individuality, our dress code aims to foster a positive and healthy environment. Students should dress casually and comfortably for school, while wearing clothing that is well-suited for a school environment.

- Clothing will cover torso, shoulders, midriff and backside. Students should be able to reach up or bend down and remain covered.
- Head and face will be uncovered. Appropriate head wear may be worn for warmth and protection outdoors, and inside for religious reasons or special circumstances.
- Clothing, drawings, tattoos and accessories that display or promote negative messages are not permitted. Illegal, profane or suggestive content is not permitted. These include but are not limited to: violence, drug, gang, weapon, alcohol or tobacco-related information, obscenities, put-downs, stereotypes, sexual innuendo, offensive words or graphics.
- A violation of the dress code will require a change of clothing.
- Special circumstances will be considered on a case-by-case basis.

ANY ITEMS that are deemed disruptive to the educational process will not be allowed. Whether or not an item is disruptive is at the discretion of the staff member.

ASB & STUDENT ACTIVITIES: There are many activities in which you may choose to participate. After-school sports include: fast-pitch softball, volleyball, soccer, track, cross country, 8th grade football, basketball, and wrestling. Teamwork, sportsmanship and the desire to improve are emphasized at Brier Terrace. Other activities you may want to participate in are ASB and after-school clubs. Students who participate in athletics, Honor Society, after-school clubs and other activities funded by ASB are required to purchase an ASB Card.

SCHOOL NURSE: The health center is located in the main office. A nurse is assigned to BTM for one day/week. If students become ill at school, they will need a pass from a teacher to

come to the health center. Students should stay home if they have had a fever of 100 degrees or higher within the past 24 hours, or have vomited twice or more within the past 24 hours.

**MEDICATION POLICY:** It is preferable for medications to be dispensed before and/or after school hours under supervision of a parent/guardian.

In order for a student to receive medication at school the following procedures must be followed:

- Parent/guardian supplies a current and unexpired Authorization for administration of oral medications at school form that includes the name of the student, a signed health professional order, and signed parent/guardian permission. This is required for Over The Counter medication as well as prescription medication.
- Parent/guardian supplies medication (prescription and/or OTC) in a pharmaceutical or manufacturer's container. A "School Bottle" is typically provided on request at the pharmacy, a no cost to the family. The school cannot administer medication brought to school in a plastic bag or anything other than a pharmaceutical container. The bottle must include the name of the student, the medication and dosage schedule.
- If a tablet must be divided to obtain the correct dose, the pharmacist should be asked to divide the tablet when filling the prescription.
- It is recommended that the parent/guardian bring medications to school (rather than having the student bring in the medication). Except for students who self-administer medication.
- All medication received by the school is counted by school staff and parent/guardian or a designated adult when brought to school. The number of pills/capsules, or volume of medication will be recorded on a form and the form dated and signed by staff and parent/guardian.

### **EMERGENCY PLAN**

We have a comprehensive emergency plan in place for foreseeable events. In case of an emergency, follow the direction of the nearest adult.

Beginning in the 2015-16 school year we have enhanced our lockdown procedures, specifically in response to the possibility of a violent intruder situation. The Edmonds School District has adopted the ALICE Institute program, whose foundation is the Federal "Run, Hide, Fight" model. A.L.I.C.E. stands for: Alert, Lockdown, Inform, Counter, Evacuate. The basis of this new response plan is to provide staff and students more options. The five steps of A.L.I.C.E. are not linear. They can be used by staff and students in any order, as the situation develops. The number one goal of A.L.I.C.E. is to keep students and staff safe and away from harm.

Through this change, we are empowering our staff and students with more safety options by ensuring that they are educated and prepared. Past tragedies have demonstrated that simply having students' lockdown and attempt to hide is not always the most appropriate response. Your student will receive age-appropriate training during the school year. For more information on the Edmonds School District's emergency preparedness plans, please visit [www.edmonds.wednet.edu/emergencypreparedness](http://www.edmonds.wednet.edu/emergencypreparedness)

**PESTICIDE USE:** The Edmonds School district uses Integrated Pest Management (IPM) modeled after Environmental Protection Agency recommended guidelines for the control of structural and landscape pests. A notice will be posted in the main office 48 hours prior to the application of any biologic or chemical pesticide. It will provide the reason for application and

the name of the product to be used. For individual notification, please contact your school's main office. No notices will be sent when students do not occupy the school for at least two consecutive days after application. These procedures do not apply to emergency applications to control pests that pose an immediate health threat (e.g. stinging insects). If application is postponed due to weather, the notification process will be repeated. For more information about the program, please contact Edmonds SD Maintenance Director, at 425-431-7244.

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

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

FIGHTING/ ROUGHHOUSING/ PLAY FIGHTING: Please note that "fighting" is a Level 3 Discipline Offense. Also note that "Dangerous to Others" is a Level 3 Discipline Offense. Play fighting and rough housing can be dangerous to self or others. "Fighting" Level 3's result in a short-term suspension of 2-5 days on the 1st offense. Students who make verbal comments that may lead to a fight or who congregate at a fight are in violation of the fighting policy.

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

TOBACCO: Use and/or possession of tobacco or tobacco paraphenalia is a Level 3 offense that will result in a suspension.

ALCOHOL, DRUGS, ILLEGAL SUBSTANCE(S): The Edmonds School District recognizes that the use/abuse and possession of alcohol, controlled, illegal, addictive, or harmful substance(s), including anabolic steroids, is a societal problem and may represent impairment to the normal development, well-being, and academic performance of students. To ensure the safety, health, and well-being of all students, the district has developed programs which emphasize prevention, intervention, aftercare support, and necessary corrective actions.

The district also recognizes the effects to the school, home, and community resulting from drug and alcohol use/abuse. While the primary obligation to seek assistance rests with the student and his/her parent(s)/guardian(s), school staff shall work with the home and community to develop and implement a comprehensive prevention and intervention program.

Part of the responsibility of the school and school District is to inform students and parents each year of the District's policy on drugs/alcohol. This policy is as follows:

It is unlawful for a student to sell, possess, use, transmit, be under the influence of or show evidence of being under the influence of alcohol or other illegal drugs or substances capable of or intended, purported, or presumed to be capable of altering a student's mood, perception,

behavior or judgment, other than properly used, over-the-counter pain relievers and medications prescribed by a physician for an individual student and used at school in accordance with District Policy. This applies to all students while on school district property or at any school-sponsored event. Law enforcement shall be notified when this policy is violated.

Any student who possesses, uses, or shows evidence of being under the influence of alcohol or other illegal drugs while on school district property or at a school-sponsored event, shall be suspended for the remainder of the semester or 30 days, whichever is longer.

For a first offense, the suspension can be reduced to 5 days with the remainder held in abeyance if the student agrees to undergo drug and alcohol counseling and treatment. The parent(s)/guardian(s) and student will be asked to sign a Release Form allowing a professional treatment center to confer with the school regarding the findings, recommendations, and follow-up program. In order to continue in school, the student and parent(s)/guardian(s) must agree to participate in any follow-up treatment recommended by the treatment center. Subsequent offenses will result in a long term suspension up to expulsion as well as referrals to law enforcement.

Students who sell drugs or alcohol on school property face immediate long-term suspension or possibly expulsion with no abeyance option. Students selling drugs/alcohol at school or school related activities also face criminal charges. All vehicles parked on school property are expected to be drug/alcohol free.

NOTE: For student athletes, drill and cheer: Students will not be permitted to possess, traffic in, and/or use non prescribed or illegal drugs, alcohol, or any form of tobacco, and may not be in the presence of, or remain in the vicinity of, the use of such substances are prohibited by criminal law, or engage in behavior that enables others to illegally use such substances.

The penalty for a violation shall be immediate ineligibility for extracurricular competition or performance for forty-five (45) calendar days (see athletic handbook for details).

CUMULATIVE VIOLATIONS: Students who repeatedly violate school rules, policies, or regulations will be subject to increasing lengths of suspension up to and including long-term suspension for the remainder of the semester or year regardless of the seriousness of the violations accumulated (progressive discipline). In other words, the offenses may be of a minor nature, but too many of them may be the “last straw.”

## ABSENCES & MAKE-UP WORK

Learning, and the work that is done to gain it, is often sequential and scaffolded. When a segment of work is missed due to absence, it disrupts the sequence and weakens the scaffold. Work not made up in a timely manner when absent means that the work is done out of context, which weakens its effectiveness as a learning experience. Therefore, it is important that students attempt to keep up even when absent and/or to make up missed work as soon as possible. It is the student’s responsibility to make up missed work. There are several ways to find out what work was missed.

1. Check teachers' websites. Teachers post weekly schedules with activities and lessons for the week. In addition, classroom handouts can be found on the Documents page of the web site. Students and parents may access teacher websites through the Chromebook or links on the BTMS web page. [www.edmonds.wednet.edu/btm](http://www.edmonds.wednet.edu/btm)

2. If a student is absent three or more days, parents may make a homework request through the counseling office (425-431-7835). Assignments will be collected from the student's teachers and be available for parents to pick up.

3. E-mail the teacher. All teachers have e-mail that may be reached through the school web page or the individual teacher's web page. Please remember that although many teachers are at school long after 3:05, you cannot always expect a same-day response to emails received later in the day.

4. Leave a message on the teacher's voice mail. Calls received after 3:05 may not always be returned until the following day.

5. Contact a classmate. It's a good idea to have one or two students in each class you can call to find out what happened in class when you were gone.

6. Contact your teachers and arrange a study club schedule.

Students who have excused absences due to illness or family emergencies generally have assignment due dates extended by the number of days they were absent. For prolonged absences, students need to make individual arrangements with each teacher.

\*Refer to BTMS Absence Plan: Our Responsibilities (next two pages) for details. STUDENT RE-ENTRY PLAN

We are happy to welcome you back to school from your recent absence. We know that sometimes catching up with missed homework and missed learning can be stressful and difficult. The BTMS Absence Plan in your planner lists all the resources and procedures for making up an absence, some of which you have probably already started during your absence. Students who have excused absences due to illness or family emergency generally have assignment due dates extended by the number of days they were absent. For prolonged absences, students need to make individual arrangements with each teacher.

Sometimes a written plan helps you schedule your time and tasks more efficiently so that everything is done on time and you get the assistance you need from your classroom teachers to complete the work or the learning. To help you make your plan, we have created a form on which you can record your classes and the time(s) you will spend with each teacher to make up the work. You may pick up this form in the counseling center.

If you need to modify this plan in any way after you have made it, be sure to talk to the teacher(s) affected because they will have a copy of this plan and will need to agree to any revisions. You are expected to keep track of this contract and to have it signed by your teachers when you have fulfilled your obligations to them. Put the completed contract in the

front of your binder, and do not remove it until you are caught up and it is time for your teachers to sign off on it. When your teachers have signed off on this, please return it to the counseling office so they can sign off on it as well and release you from your obligations. Thanks for your commitment to academic excellence!

## ALL ABSENCES

E-mail teacher, check website, download and print necessary materials.

If necessary, arrange due date extensions well ahead of time. The teacher may require you to honor the original due date of a long term assignment.

Complete assignments and submit via website or have a parent deliver it to school. If the teacher requires you to stay for study club to make up work, honor the arrangements you have made. Make sure student has notebook, supplies, and library book.

Check for work completion each day.

Arrange transportation as necessary for study club. Provide materials for homework requests in a timely manner.

## ILLNESS

If you are too sick to work at home, arrange to stay for study club with each teacher until work is caught up.

Honor the arrangements you have made. Call school to report absence. Keep student at home until fever-free for 24 hours.

Submit homework request for absences longer than three days.

## SUSPENSION

(INCLUDING ISS, SHORT TERM, AND LONG TERM)

If you have been suspended, complete re-entry plan and comply with its terms.

Complete work in a timely manner.

Attend re-entry meeting and retain a copy of student's re-entry plan.

Follow through on consequences as necessary. May opt to attend conference with parents, student, and administrator.

May opt to provide input on re-entry plan. Check for completion of a quality re-entry plan.

Ensure student understands expectations for makeup work, re-entry into class and consequences of further infractions.

Follow through on progressive discipline as necessary.

Submit homework request on student's behalf for long-term suspensions.

## VACATION

Notify the Attendance Secretary two weeks prior to going on vacation with a written note stating the dates and reason. Paperwork will be issued to the student for teachers to sign off on and indicate make-up work. Help student craft a work-completion plan. Part of this plan is finding a way to get the student Internet access and time to do schoolwork each day.

## NON-DISCRIMINATION NOTICE

The Edmonds School District complies with all federal and state rules and regulations and does not discriminate on the basis of race, creed, religion, color, national origin, age, sex, sexual orientation, marital status, disability, or physical, sensory or mental handicaps (see Board Policy 6005). This holds true for all students who are interested in participating in educational programs and/or extracurricular school activities. Inquiries regarding compliance and/or grievance procedures may be directed to the District's Title IX/RCW 28A.640 Compliance Officer, Debby Carter (425-431-7023); Section 504 Coordinator, Jean Mirabal (425-431-7186); or ADA Coordinator, Debby Carter (425-431-7023). Visit or mail: 20420 68th Ave. W, Lynnwood, WA 98036.

## SPECIAL EDUCATION SERVICES

Special Education services are provided to all qualified students ages birth to 21. To inquire about services for students currently enrolled in the district, contact the school psychologist at your local school. For students not currently enrolled, please call the Psychology and Counseling Services Office at 425-431-7208. District policies, procedures, and any required reports relating to special education are available to the public, upon request, through the district's special education office.

## STUDENT ALCOHOL AND DRUG USE

The Edmonds School District recognizes that the use/abuse and possession of alcohol, controlled, illegal, addictive, or harmful substance(s), including anabolic steroids, is a societal problem and may represent an impairment to the normal development, well-being, and academic performance of students. To ensure the safety, health, and well-being of all students, the district is committed to the development of a program which emphasizes prevention, intervention, aftercare support, and necessary corrective actions.

The district also recognizes the effects to the school, home, and community resulting from drug and alcohol use/abuse. While the primary obligation to seek assistance rests with the student and his/her parent(s)/guardian(s), school staff shall work with the home and community to develop and implement a comprehensive prevention and intervention program. Part of our responsibility is to inform you each year of the district's policy on student use of drugs/alcohol.

This policy is as follows:

Any student who is under the influence of or possesses, sells, offers for sale, or distributes alcohol or controlled substances or drug paraphernalia will be considered under the disciplinary category of exceptional misconduct, which warrants an immediate resort to a short-term or long-term suspension or expulsion.

## EQUAL EDUCATIONAL OPPORTUNITY AND SEXUAL HARASSMENT

The Edmonds School District is committed to maintaining a working and learning environment free of discrimination and harassment. District educational programs, activities, curriculum and services are monitored to insure that

- 1) they guarantee the rights of all students to partake fully in the educational process, and
- 2) they do not reinforce stereotypes, or permit or encourage discriminatory behavior.

If any student, parent or community member experiences or witnesses discrimination or harassment, they are encouraged to report it immediately to any school administrator with whom they feel comfortable.

Reports of such incidents may also be reported to the district Equity Officer, at 425 431-7012.

All such complaints will be promptly investigated and, where appropriate, immediate corrective action will be taken. To the highest degree possible, allowing for a fair investigation, all such complaints will be treated in a confidential manner.

## SEXUAL HARASSMENT

The District prohibits retaliation against any employee, volunteer, parent, or student because he or she has made a report of alleged sexual harassment, or against any employee, volunteer, parent, or student who has testified, assisted or participated in the investigation of a report. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or adverse pressure. Retaliation is itself a violation of law and will lead to disciplinary action against the offender.

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

Any District staff member (regardless of area of responsibility) who knows or has reason to believe that sexual harassment is or may be occurring must take immediate steps to see that the matter is addressed or reported.

Such action must be taken whether or not the student(s), volunteer, or parent has reported the incident.

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

1. submission to such conduct or communication is made either an explicit or implicit term or condition of success in school;
2. submission to or rejection of such conduct or communication is used as a basis for educational decisions affecting that person; or

3. such conduct or communication has the purpose or effect of substantially or unreasonably interfering with the individual's school performance, or of creating an intimidating hostile, or offensive educational environment.

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

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

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

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

## HARASSMENT, INTIMIDATION, OR BULLYING

The district is committed to establishing a safe and civil educational environment for all students that is free from harassment, intimidation, or bullying. "Harassment, intimidation, or bullying" means any intentionally written message or image – including those that are electronically transmitted – verbal, or physical act, including but not limited to one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation, including gender expression or identity, mental or physical disability or other distinguishing characteristics, when an act:

Physically harms a student or damages the student's property

.

Has the effect of substantially interfering with a student's education,  
Is so severe, persistent or pervasive that it creates an intimidating or threatening educational environment, or

Has the effect of substantially disrupting the orderly operation of the school.

Nothing in this section requires the affected student to actually possess the characteristic that is a basis for the harassment, intimidation, or bullying.

“Other distinguishing characteristics” can include but are not limited to: physical appearance, clothing or other apparel, socioeconomic status, and weight.

“Intentional acts” refers to the individual’s choice to engage in the act rather than the ultimate impact of the action(s).

#### Behaviors/Expressions

Harassment, intimidation, or bullying can take many forms including, but not limited to slurs, rumors, jokes, innuendos, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats or other written, oral, physical, or electronically transmitted messages or images.

This policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the educational environment. Many behaviors that do not rise to the level of harassment, intimidation, or bullying may still be prohibited by other district policies or building, classroom or program rules.

#### Training

This policy is a component of the district’s responsibility to create and maintain a safe, civil, respectful, and inclusive learning community and shall be implemented in conjunction with training of students, staff and volunteers.

#### Prevention

The district will provide students with strategies aimed at preventing harassment, intimidation, and bullying. In its efforts to train students, the district will seek partnerships with families, law enforcement, and other community agencies.

#### Interventions

Interventions are designed to remediate the impact of the targeted student(s) and others impacted by the violation, to change the behavior of the perpetrator, and to restore a positive school climate.

The district will consider the frequency of incidents, developmental age of the student, and severity of the conduct in determining intervention strategies. Interventions will range from counseling, correcting behavior and discipline, to law enforcement referrals.

#### Retaliation/False Allegations

Retaliation is prohibited and will result in appropriate discipline. It is a violation of this policy to threaten or harm someone for reporting harassment, intimidation, or bullying.

It is also a violation of district policy to knowingly report false allegations of harassment, intimidation, and bullying. Students or employees will not be disciplined for making a report in good faith. However, persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

## Compliance Officer

The superintendent will appoint a compliance officer as the primary district contact to receive copies of all formal and informal complaints to ensure policy implementation. The name and contact information for the compliance officer will be communicated throughout the district. The superintendent is authorized to direct the implementation of procedures addressing the elements of this policy.

Additional information on Board Policy #8207-R1 – Procedures and Standards Governing Harassment, Intimidation, or Bullying can be found on the District website under “About Us” – Board Policies and Procedures.

### Legal References:

RCW 28A.300.285 Harassment, intimidation, and bullying prevention policies, RCW 28A.600.480 Reporting of harassment, intimidation, or bullying – Retaliation prohibited – Immunity, RCW 9A.36.080 Malicious Harassment – Definition and criminal penalty, RCW 28A.642 K-12 Education – Prohibition of discrimination, RCW 49.60 Washington Law against Discrimination, U.S. Depart. Of Education Dear Colleague Letter, 2010  
<http://www2.ed.gov/about/offices/list/ocr/letters/colleague-201010.html>

Management Resources: Policy News, April 2008 Cyberbullying Policy Required  
Policy News, April 2002 Legislature Passes and Anti-Bullying Bill

## ATTENDANCE POLICY

It is our desire to provide the most complete educational package to as many students as possible. To be successful, it is critical that students are on time to receive the maximum efforts of their teachers. We expect them to be under our supervision from 8:00 a.m. – 2:30 p.m. If they are not present at school, we need notification. We realize that there are circumstances that are beyond your control. Therefore, we ask that if you expect a student to be late or absent, that you contact our attendance secretary at 431-7834 ext. #1. If a parent/guardian is unable to contact the office, and a student is absent, we expect a note the following day excusing the absence. After 10 excused absences, a doctor's note will be required for further excused absences. One unexcused absence will lead to an Extended Detention assignment. Two unexcused absences will lead to an In-School Suspension.

Tardiness to school must be excused with a note for the following reasons described by District Policy 8130-R1: personal illness or injury, doctor or dental appointments, religious holidays, or other reasons pre-arranged with the principal. Other absences/tardies such as those resulting from leaving school prior to dismissal without authorization, oversleeping, skipping or cutting class(es), and truancy are unexcused. If a student is late to school, he/she must check in at the attendance desk in the main office. Students who arrive after 8:30 a.m., without a note, will be required to contact their parent to confirm. If not confirmed, the tardy will be treated as truancy. If confirmed, the tardy will be documented and excused.

TRUANCY: A written note must be brought to the attendance secretary within 48 hours of the student's absence or the absence will be "unexcused" and, therefore, a "truancy."

1st Offense or 1st Unexcused Absence: Extended Detention. Parent notified to justify.

2nd Offense or 2nd Unexcused Absence: Short-term suspension (ISS and/or community service of 1-5 days). Counseling component in and out of school is explored. Parents are brought in to assist as part of the team.

Consistent with WAC 180-40-010, all students will attend and be punctual at regularly scheduled classes unless officially excused. The "Becca Bill" also requires the District to:

1. Schedule a conference with parents after the second unexcused absence/truancy.
2. File a petition with the county court after the 7th unexcused absence in a month or 10th unexcused absence in a year. (May file earlier). This may result in community service, fines, or juvenile detention.
3. Report to the court additional absences which occur after the first referral.

MANDATORY ATTENDANCE: A student who is not in school for at least one half the school day will not be allowed to turn out or participate in athletics, after-school activities, parties or dances scheduled for that day. (Exceptions are dental and medical appointments, court appearances, family emergencies and other school-sponsored or related activities.)

## BRIER TERRACE DISCIPLINE PLAN

### PHILOSOPHY

We believe our discipline policy at Brier Terrace promotes responsibility and self-management skills among our students. We promote a caring ethic that ensures the safety of people and property, provides a successful learning environment for all, establishes high, yet achievable expectations, allows for the opportunity for excellence, and encourages pleasure in learning.

### DISCIPLINE PROCEDURES

It is the teacher's responsibility for establishing classroom rules with students and enforcing those rules. Violations of classroom rules are effectively handled by interactions between the classroom teacher and the student. These include but are not limited to: modeling appropriate behaviors, planning ways to develop desired behaviors, and creating and using intervention strategies.

There are occasions when discipline problems cannot be resolved by using only the teacher's resources. Some problems may still exist even after student/teacher conferences and assistance from administrators, counselors, itinerant staff and parents. At this point, a referral to the Assistant Principal may be appropriate.

There are occasions where immediate intervention by an administrator may be appropriate.

These are:

1. the student is a danger to him/herself or others;
2. teaching cannot take place because the student presents a substantial disruption to the learning environment.

THE TEACHER HAS THE RESPONSIBILITY TO:

1. teach, model, review, post, and enforce the expectations of the school and individual classroom;
2. maintain a positive learning environment;
3. implement and document a minimum of one intervention action (which should include parent contact) such as having a problem-solving conference with students, assigning detentions, writing behavior plans, notifying parents, classroom consequences, staffing, referral to conflict managers\*, and/or curriculum modification prior to writing an office referral except in extreme cases; and
4. maintain an alternative place in another classroom or hallway, where students can be "timed-out. A "time-out" will include a problem-solving component.

\*conflict managers could be counselors, staff, students and support personnel.

REFERRALS THAT ADMINISTRATIVE STAFF WILL RESPOND TO

1. Staff referrals, following required teacher interventions for continual classroom problems (i.e., defiance of authority and chronic rule violation, poor behavior choices in common areas).
2. Fighting, and/or assault.\*\*
3. Weapons, explosives, dangerous objects.\*\*
4. Serious or chronic threats or harassment of peers.\*
5. Skipping class or school (truancy).
6. Leaving campus without permission.
7. Smoking or chewing tobacco.\*\*
8. Under the influence, use, transfer, sale, or possession of alcohol, drugs or drug paraphernalia.\*\*

9. Vandalism.

10. Battery committed towards a staff member. If investigation shows a student committed battery upon a teacher and teacher so recommends, the student will not be returned to said teacher's classroom.\*\*

11. Using abusive language or gestures directed toward a staff member.\*\*

12. Anything that the Edmonds School District deems as 'exceptional misconduct.'

\*the teacher has the option of removing the student from class immediately;

\*\*the student should be immediately removed from the classroom and/or school until an investigation is conducted.

## STUDENT INFRACTIONS & DISCIPLINE ACTIONS

### LEVEL ONE

Activity/assembly/hallway/classroom disruption

Electronic Devices/heavy chains attached to clothing/open containers (and confiscated)

In the hall without a pass during class or study club

Inappropriate/overt display of affection

Littering

Loitering in the restrooms, parking lot, and off-limits areas

Lunch room misconduct

Profanity

### LEVEL TWO

Cheating/forged notes

Disrespect to staff

Non-compliant

Plagiarism

Off campus/in unauthorized area

Truancy/Excessive Tardy

Cumulative Violations

Profanity

### LEVEL THREE

Dangerous to self and others, including congregating at a fight

Inappropriate use of medication

Dangerous objects possession

Intimidation/Harassment/Bullying

(includes lighters, matches, laser pens)

Lewd conduct

Drugs/Alcohol/Chemicals, use or possession

Pepper spray

Failure to identify self

Profanity

False Alarms  
Theft/Possession of stolen property  
Fighting/Assault (including verbal comments that may lead to a fight)  
Tobacco (use or possession)  
Gambling  
Roughhousing  
Gang Activity  
Vandalism/property damage (requires restitution as a condition of return)  
Cumulative Violations

#### LEVEL FOUR

Arson  
Drugs/Alcohol/Chemicals, sale of  
Drugs/Alcohol/Chemicals, use or possession  
Inappropriate use of medication  
Intimidation/Harassment  
Pepper spray  
Weapon possession (includes knives, guns, or any item that violates state law)  
Cumulative Violations

#### STUDENT CONDUCT & DISCIPLINARY INFORMATION

Below is a list of consequences that may be given based upon the level of misbehavior. The intent is to provide the administrator with a "menu of options" providing consequences that are consistent, immediate, and applicable to life situations. Disciplinary action at BTMS is designed to promote responsible behavior in all students and provide a safe, respectful learning environment. Disciplinary consequences are progressive, meaning that repeated offenses within the same level will generally result in more severe consequences.

##### Level 1

Lunch Detention  
Extended Detention  
In-School Suspension (ISS)/conference/intervention (2-4 days)  
Short-Term Suspension with Re-Entry Conference  
Long-Term Suspension for the rest of the semester/year

##### Level 2

Extended Detention  
In-School Suspension  
Short-Term Suspension (5-10 days contingent upon offense) with Re-entry Conference  
Long-Term Suspension for the rest of the semester/year

##### Level 3

Short-Term Suspension (1-10 days) with Re-Entry Conference  
Long-Term Suspension for the rest of the semester/year

Contact local police as appropriate

#### Level 4

Long-Term Suspension or expulsion for the remainder of the semester/year

Contact local police as appropriate

IF DRUG- OR ALCOHOL-RELATED, ADMINISTRATOR MAY RECOMMEND STUDENT ENROLL, ATTEND, AND COMPLETE A CHEMICAL, DRUG, AND ALCOHOL PROGRAM APPROVED BY AN ADMINISTRATOR, IN ORDER TO BE CONSIDERED FOR READMITTANCE TO BTMS.

#### SUMMARY OF PROBABLE ACTION

Truancy	-	Extended Detention
Failure to complete detention	-	Doubled detention
Failure to complete doubled detention	-	Extended Detention
Failure to complete Extended Detention	-	2-day In-School Suspension
Failure to complete In-School Suspension	-	3-day out-of-school suspension
Dangerous to self-others/Fighting/Congregating	-	2-5 day out-of-school suspension at a fight
2nd Dangerous to self-others/Fighting	-	5-10 days out-of-school suspension
3rd Dangerous to self-others/Fighting	-	Long-term suspension for remainder of term
1st off campus/in woods	-	Extended Detention
2nd off campus/in woods	-	In-School Suspension
3rd off campus/in woods	-	Short-term suspension
Drugs/Alcohol/Chemicals – Use or Possession		
1st Offense	-	30 day out-of-school suspension w/Police and Drug & Alcohol referral.
2nd Offense	-	Long term suspension w/Police & Drug & Alcohol referral
Tobacco Use/Possession		
1st offense	-	2-5 day out-of-school suspension
2nd offense	-	5-10 day out-of-school suspension
3rd offense	-	Long-term suspension

#### STUDENT GRIEVANCE PROCEDURE:

1. Any or all students or parents/guardians wishing to petition for review or removal in the case of corrective action should refer to the grievance procedure section (pg. 7-8) of the Students Rights and Responsibilities in the Policy Handbook of the Edmonds School District available on site at Brier Terrace Middle School and as part of Due Process as it pertains to Student Misconduct and Disciplinary Action.

2. District policy will be strictly followed regarding all grievance cases.

## BUS RULES

For your safety, we have established the following rules for riding the school bus. Please read them carefully. You are expected to follow these rules at ALL times. Students are also governed by the Student Responsibility and Rights Policies. You are reminded that school bus riding is a privilege; any infraction of the rules may result in discontinuation of riding privileges. Thank you for your cooperation.

### PRIOR TO LOADING

1. Students are to be at their designated bus stop five minutes before pick-up time.
2. At the bus stop, while waiting for the bus, students are to stay off the traveled portion of the roadway and respect private property.
3. Students are to cross the street in front of the bus and not behind it.

### WHILE ON THE BUS

4. Upon entering the bus, students are to go directly to their seats, sit down facing forward, with their feet out of the aisle, and remain seated. Seat assignments are at the discretion of the driver and/or the school administrator.
5. Students are under the supervision of the bus driver and must obey the driver at all times.
6. Students are to conduct themselves in a manner that will not distract the driver and not disturb other riders on the bus. Harassment (teasing, shouting, pushing, or fighting) is not acceptable and will not be allowed at any time.
7. Students are to ride only their regularly assigned bus and leave the bus at their regular stop. To ride another bus or get off at a different stop requires the written permission of a parent or guardian.
8. Students should only open bus windows only if the driver gives permission. Hands, head, legs, etc. are to be kept inside the bus at all times. No objects are to be thrown or passed through open windows or doors.
9. Items not allowed on the bus include all forms of animal life (except seeing eye dogs), firearms, weapons (including, but not limited to, knives), breakable containers (glass bottles, aquariums, etc.), flammables, and all other articles that could adversely affect the safety of the bus and passengers, such as balloons and skateboards.
10. Standards for student conduct on buses shall be the same as standards for student conduct in all other school-sponsored activities.
11. Eating, drinking, and/or smoking are NOT permitted. Place all litter in the trash can.

12. When entering or exiting the bus, students must be in view of the driver. Always cross in front of the bus.

13. Emergency exit procedure drills will apply in the event of an actual emergency.

#### VIOLATIONS/CONSEQUENCES

- 1st Offense - one week off all buses
- 2nd Offense - two weeks off all buses
- 3rd Offense - off all buses for the rest of the year

#### ATHLETICS ELIGIBILITY & INFORMATION

BTMS provides athletic opportunities during four seasons of inter-district competition:

- 1) Cross Country/8th grade Football/Fast-Pitch Softball – September to Mid-November
- 2) Boys' Basketball/Girls' Volleyball, Boys and Girls Soccer – November to January
- 3) Wrestling/Girls' Basketball – February and March
- 4) Track & Field – April and May

Fill out Athletic paperwork on-line at [www.RankOneSport.com](http://www.RankOneSport.com). Physicals are required prior to participation in addition to a fee to play. Payment of this fee may be made to the Athletics Secretary on-line through Touch Base, or exact cash or check payable to the Edmonds School District. The amount will be determined before the start of school and posted on the District website.

#### 1. ATHLETIC ELIGIBILITY INFORMATION BULLETIN form (AD-3)

- Athletics Physical Examination Report (good for 24 months)
- Parent Permission Slip (good for one full calendar year)
- (Wrestling requires additional physician's weight permit.)

#### 2. ATHLETIC CLEARANCE FOR SINGLE SPORT SEASON" (AD-1)

Eligibility Requirements:

- Student must be passing a minimum of 5 classes and maintaining a 2.0 grade point average. This eligibility must be maintained throughout the season.
- Student must have an ASB card
- Student must have no outstanding fines. Fines can be paid on-line through Touch Base or in the main office by check payable to Edmonds School District or cash in the exact amount of the fine.

## PHYSICAL EDUCATION REQUIREMENTS

Students can earn 10 points per day for participation in Physical Education. When a student is absent or does not participate in class due to an injury or illness (no doctor's note) they will earn a "zero" for the day until a make-up is done.

To make up a missed day of Physical Education you must read an article on health or fitness and type a summary using the writing prompts provided below. Your article can be from any source but [www.teenhealth.org](http://www.teenhealth.org) is a great on-line resource. Please use 14 point font when typing your PE make-up.

Use these writing prompts when doing a PE make-up:

- I read an article called...
- It was written by...
- I found the article...
- The article was about... (minimum 5 sentence summary)
- In conclusion, I learned that...

During Health students earn 10 points per day for taking notes and being engaged in class activities and discussions. If you are absent during Health you need to show your teacher the notes for the day that you missed in order to make up your absence. You can ask a trusted classmate or check your teacher's website to get the notes you missed if you are absent during Health.

\*\*\*\*\*

ENGLISH DEPARTMENT TOOL KIT  
Reading Strategies: What Good Readers Do

1. Identify the most important ideas

- Know your purpose for reading
- Know what the author wants you to learn or remember
- Think about what you might retell in a short summary
- How would you take notes on this text?
- How would you organize or outline this information

6+1 Trait Writing

IDEAS: The main theme and details

Topic is narrow and manageable

Ideas are clear and make sense

Details support the idea

WORD CHOICE: The use of rich, colorful, and precise language

Specific and descriptive words used

Uses fresh words and phrases

Paints a picture with words

ORGANIZATION: The internal structure of a piece of writing

Writing has a clear and inviting beginning

Order of details makes sense

Writing has a clear and meaningful end

SENTENCE FLUENCY: The rhythm of flow of language

Sentences have different beginnings and patterns

Sentences well-constructed

Piece is easy to read aloud

VOICE: The writer coming through the words

Writing matches purpose and audience

Author cares about the writing

Tone and style are engaging

CONVENTIONS: Mechanical correctness of piece

Spelling correct

Punctuation present and accurate

Capitals used correctly

Grammar and usage correct

Logical paragraphing present

PRESENTATION: The visual and verbal elements

Neatly written

Typed following MLA guidelines

Visual aids or illustrations add clarity

Overall look is pleasing and readable

## MLA MANUSCRIPT FORMAT

Heading: (for all work done in English/Social Studies classes, whether handwritten or typed)

- Place in upper right corner
- First line: first and last name (on the same line)
- Second line: date
- Third line: subject/period
- Fourth line: teacher's last name
- Double space after heading and center title of paper on page (if title is required)
- Double space after heading and type the text of the paper. Do not quadruple space!

Margins:

- One inch on all sides
- Left-justified margin (do not justify right margin)

Font: Times New Roman, size 12 throughout (including heading and title). No italic, no bold

Punctuation and typing:

- Leave one space after words, commas, colons, and semi-colons and between the dots in ellipses
- Leave one space after periods, question marks, and exclamation points
- To form a dash, type two hyphens with no space between them. No space on either side of the dash
- For quotations longer than four typed lines of prose or three lines of verse, indent each line ten spaces from the left margin. Double-space between body of paper and quotation, and double-space between lines of a quotation.
- For quotations shorter than four typed lines of prose, put quotation marks around the quoted words and a period AFTER the in-text citation.

Pagination:

- Use Arabic numerals
- Number all pages (except page one) in the upper right corner in the header of the paper
- Put your last name before each page number

Title Page: Use only when required

### What is Plagiarism?

When you use someone else's words or ideas without giving them proper credit, whether accidentally or purposely, you are plagiarizing!

This includes:

- Copying directly, word-for-word from any source, including books, the internet, letters, e-mail, or lecture notes (even if you use quotation marks) without a citation.
- Changing or rearranging words from a source.
- Using someone else's words and ideas as if they were your own through paraphrasing or without citations. Students most often commit this kind of accidental plagiarism. If the ideas

are not your own, you must give the author credit for them, even if you express those ideas in your own words!

- Using graphs, charts, maps, pictures (copied and pasted, traced, or hand-copied) without citing the source.
- Using a clever turn of phrase directly from a source, even if it is only a few words.
- Copying or using so many words or ideas from a source that they make up the majority of your paper (even if you give credit to the source)

REMEMBER, ACCIDENTAL PLAGIARISM IS STILL PLAGIARISM AND WILL BE CONSIDERED CHEATING!

You must give credit to your source by providing a correct in-text citation, quotation marks where necessary, and an entry for that source on a correctly-formatted Works Cited page.

#### Parenthetical Documentation: In-Text Citation

Words taken directly from a source must be placed within quotation marks and followed by an in-text citation BEFORE the end punctuation. Follow quotation marks with the author's last name and the page number from which the information or quote came in parentheses. For example: "To be great is to be misunderstood" (Emerson 123).

Paraphrased information is not placed in quotation marks, but the source must still be cited. The information must be followed by the author's name and the page number from which the information came in parentheses before the period. For example: The cost of the project was reported to be six million dollars (Elliott 56).

If you use the author's name in the paraphrase or when introducing the quotation, do not place it in the citation. For example: Emerson noted that "to be great is to be misunderstood" (123).

When there are two authors for any work, state both last names separated by "and;" for example: (Graham and Ledbetter 46).

When there is no author, place the name of the source and page number within parentheses. For example, (Academic American Encyclopedia 99).

When citing a website, use the author's name or the website name, NOT the URL. For example, (Medieval Herbs Online).

Notice: Do not use any punctuation between the author and page number. Do not use the words page, pages, or the abbreviations p. or pp. in an in-text citation. Simply put a space between the author and the number.

#### Works Cited

A works cited page is a list of the sources (books, website or encyclopedia articles, etc.) that you used in a research paper or project. It is the last page of your paper, a separate document. Format matters!

Works cited page guidelines:

Begin entries at the left margin, and indent subsequent lines of each entry five spaces (called a hanging indent in Microsoft Word).

Double-space both within and between entries.

Alphabetize entries by the first word in the works cited entry (often the author's last name).

Do not number entries or categorize them by the type of source.

How to format common works cited entries in MLA:

For instructions on formatting other sources, a good resource is <http://owl.english.purdue.edu/>.