



Inglewood Middle School

Home of the Knights

Inglewood Middle School
24120 N.E. 8th Street
Sammamish, WA 98074
Main Office: 425-936-2360
Attendance Recorder: 425-936-2361

IMS Website: <http://www.lwsd.org/school/ims>

Dear Inglewood Middle School Students,

Welcome to the *Home of the Knights*. We are very excited to begin another year at Inglewood Middle School and we are proud of our accomplishments and traditions. As we approach this school year, the Inglewood community of students, staff and parents feel it is important to renew our commitment to being respectful to each other and to making this a great place for all students.

This commitment takes on special meaning for all our students because you are the ones who make Inglewood GREAT. Your participation in our challenging academic program as well as the many activities we have to offer are the key to making this a great year. There is a place for everyone and your involvement in academics, sports, activities, and clubs will contribute to the "spirit" of our school.

We, the staff, are dedicated to providing the best atmosphere and climate for you to be successful. We want you to experience challenges and we are here to help you reach your goals. This handbook will provide you with important information you will need to be successful at Inglewood. We want to welcome you to Inglewood and wish you an exciting school year!

Sincerely,

Tim Patterson

Principal

Monday & Friday

Period 1	7:40- 8:36
Period 2	8:40- 9:31
Period 3	9:35- 10:26
Period 4^L	10:30- 11:56
Period 5	12:00- 12:51
Period 6	12:55- 1:46
HR*	1:50- 2:10
A Lunch	10:26- 10:56
B Lunch	10:56- 11:26
C Lunch	11:26- 11:56

Tuesday

Period 1	7:40- 8:36
Period 2	8:40- 9:31
Period 3	9:35- 10:26
Period 4^L	10:30- 11:56
Period 5	12:00- 12:51
Period 6	12:55- 1:46
SSR**	1:46- 2:10
A Lunch	10:26- 10:56
B Lunch	10:56- 11:26
C Lunch	11:26- 11:56

Wednesday

Period 1	7:40- 9:11
Period 3	9:15- 10:41
Period 5^L	10:45- 12:40
A Lunch	10:41- 11:11
B Lunch	11:35- 12:05
C Lunch	12:10- 12:40

Thursday

Period 2	7:40- 9:16
Period 4	9:20- 10:51
Period 6^L	10:55- 12:51
SSR**	12:51- 1:26
HR	1:30- 2:10
A Lunch	10:51- 11:21
B Lunch	11:40- 12:10
C Lunch	12:21- 12:51

*Home Room

**Sustained Silent Reading/Review And Practice (RAP)

^L Lunch during this period

IMS Daily Schedule

Rev 1/12/15

Table of Contents

ACKNOWLEDGEMENTS	4
COMMUNICATION METHODS	4
ACADEMICS	5
ACTIVITIES/CLUBS/DANCE POLICIES	6
Associated Student Body (ASB) and Student Government:	7
ATHLETICS.....	7
ANTI-BULLYING RULES	8
CELL PHONES, ELECTRONIC DEVICES, MP3 PLAYERS AND CAMERAS	8
CLOSED CAMPUS	8
DRESS CODE.....	8
EMERGENCY RESPONSE PLAN.....	9
FEES AND FINES.....	9
FOOD AND DRINK	9
GIFTS AND BALLOONS.....	9
HEALTH ROOM	9
HALLWAY BEHAVIOR	9
LIBRARY INFORMATION.....	10
LOST AND FOUND	10
LUNCH PROGRAM	10
LUNCHROOM EXPECTATIONS	10
NUISANCE AND PERSONAL ITEMS	11
VISITORS AND VOLUNTEERS	11
MIDDLE SCHOOL ATTENDANCE POLICIES AND PROCEDURES	11
SCHOOL CLOSURE.....	12
INGLEWOOD SCHOOL DISCIPLINE	12
DISTRICT LEVEL APPEAL PROCESS	13
Middle School Student Rights and Responsibilities 2016-17	13
BUS CONDUCT	13

LAKE WASHINGTON SCHOOL DISTRICT MIDDLE SCHOOL STUDENT RIGHTS AND RESPONSIBILITIES

INGLEWOOD STUDENT HANDBOOK 2016-17

ACKNOWLEDGEMENTS

The Inglewood community appreciates the commitment of the following students, parents and staff who participated in the review of the Student Planner and discipline policy. Their recommendations are implemented to ensure a positive learning environment for Inglewood students.

Parents: Catherine Callan, Meg Peterson, Allison Grassi, Jolene Anderson, Petra Johnson, Nikki Balt, Leta Loy Hamilton

Staff: Barb Wendell, Kristian Dahl, Tim Patterson, Kimberly McElreath

COMMUNICATION METHODS

Communication is the most vital link in our school community. This is accomplished in a variety of ways.

Personal Contact: You can contact teachers by phone between 7:10 and 7:35 a.m. and between 2:15 and 2:40 p.m. or during their planning period. Email is also a great way to communicate with your child's teacher. In most cases, the email address for staff is [firstinitiallastname@lwsd.org](mailto:firstname.lastname@lwsd.org). (example: tpatterson@lwsd.org). This is the preferred method of contact.

Daily Bulletin: Daily announcements are made over the intercom.

Phone Numbers:

School Office:	425-936-2360
Fax:	425-868-0628
IMS Attendance Recorder:	425-936-2361 or inglewoodattendance@lwsd.org
LWSD Food Service:	425-936-1393
LWSD Transportation:	425-936-1120

Websites:

Student Access	Go to Student Access and click on "Student Portal." Click on "Standard Score" to view grades (note: put lwsd\ before your username)		
Inglewood Middle Website	www.lwsd.org/school/ims	PTSA Parent Communications	www.inglewoodptsa.org
Haiku Learning Management System	http://lms.lwsd.org	District Website	www.lwsd.org

PTSA Knightly News: This weekly online newsletter is sent via email by PTSA to keep families advised of the current events at IMS. Families can sign up to automatically receive Knightly News at www.inglewoodptsa.org. Simply click on [KNIGHTLY NEWS SIGN UP](#) on the left menu bar.

School Messenger; School Letters/Notices: Additional information deemed necessary by the district or our school will be mailed, emailed or hand carried to the home of each student. Additional district publications are available by personal request to the District Administration offices at 425-702-3200.

Parent Access: The Lake Washington School District has a system which allows parents to access their student's records via the internet. By registering for Parent Access, you will have access to general student information, grades, lunch account balances and volunteer applications. One log-in links parents to all students in their family.

To register for Parent Access:

- Go to www.lwsd.org
- Click on the "For Parents" tab at the top of the page
- Click on "New User" on the right side of the screen under "Parent Access"
- Click on "Register Now"
- Follow directions provided.

ACADEMICS

Grades: The school year is divided into four quarters. Report cards will be issued approximately one week following the close of each quarter. The purpose of the report card is to inform the student and parent of progress being made in school. Academic grades will be issued on the following basis:

A = Excellent	D = Poor	P = Pass
B = Good	F = Failing	S = Satisfactory
C = Average	I = Incomplete	W = Withdrawn

Points will be given for grades in the following manner:

A = 4.0 (90-100%)	B- = 2.7 (80-82%)	C- = 1.7 (70-72%)
B+ = 3.3 (87-89%)	C+ = 2.3 (77-79%)	D+ = 1.3 (67-69%)
B = 3.0 (83-86%)	C = 2.0 (73-76%)	D = 1.0 (60-66%)

Standards Based Reporting: Is a way of reporting students understanding and performance against our curriculum standards. In a traditional A-F grading system it is possible for a student to receive high marks but not demonstrate mastery of the curriculum standard. (Example: a student that does all the homework well, but fails the tests) Standards Based Grading is used to help communicate what each student knows and is able to do in relation to the content standards

Level	4 Exceeds Standard <i>Synthesis / Evaluation</i>	3 At Standard <i>Apply / Analysis</i>	2 Approaching Standard <i>Define / Comprehend</i>	1 Not at Standard <i>Unable to define / Comprehend</i>
Proficiency of Learning Target	Judging the values of ideas, materials and methods by developing and applying standards and criteria. Putting together constituent elements or parts to form a whole requiring original, creative thinking. <ul style="list-style-type: none"> ✓ Judges ✓ Disputes ✓ Develops ✓ Discusses ✓ Generalizes ✓ Relates ✓ Compares ✓ Contrasts ✓ Abstracts ✓ Creates 	Understanding of information given. <ul style="list-style-type: none"> ✓ Explains ✓ Translates ✓ Demonstrates ✓ Interprets 	Recalling or recognizing specific information. <ul style="list-style-type: none"> ✓ Responds ✓ Absorbs ✓ Remembers ✓ Recognizes ✓ Memorizes 	

Progress Reports: Parents can access their student's grades through Skyward. Students can access their grades through the secondary student portal. Most teachers update grades on Skyward approximately every two weeks. However, this is not a school policy. Parents or students who have questions should contact the teacher. Mid-Quarter "D" and "F" Reports are mailed home to families. Quarter Progress Reports are handed to all students. Semester Grade Reports are mailed home to all students.

Homework Policy: Homework is an expectation within the total school experience. Teachers use homework to enhance and enrich learning. The completion of homework and meeting of due dates are critical to students' overall understanding of material. Each teacher is responsible to develop homework guidelines and expectations which will be provided for the students.

The following are recommended guidelines to teachers, students, and parents:

1. The student is responsible for taking accurate notes, paying close attention to the explanation, and putting forth consistent effort to learn the material being presented.
2. The student is responsible for keeping an up-to-date calendar in their Student Planner. This means tracking due dates as well as assignment completion.

3. The student is responsible for seeking additional help with the presented material if he/she doesn't thoroughly understand the task after the class explanation. Help should be sought by the following day.
4. Parents who are concerned about their child's progress or the amount of homework assigned are asked to contact the teacher.

Academic Honesty Policy: Academic integrity is vital to learning. For this reason, there are serious consequences for students who plagiarize or copy work, in whole or in part, and represent that work as their own. Copying or borrowing the work of others constitutes cheating. The penalty for cheating and/or plagiarism ranges from loss of credit on the assignment, to classroom discipline sanctions, to a formal discipline referral. Please refer to the [LWSD Student Rights and Responsibilities](#).

Math Test Review Policy:

The math department policy is not to hand back tests for students to take home. **We do** hand back tests to students in class so they can review and learn from their mistakes. The teacher will put the answer key under the document camera and discuss any issues that may come up for students. Students are encouraged to write down their specific corrections so they can use this feedback to improve their math skills.

In class, we provide multiple opportunities to learn from problems which are similar to tests questions and that cover the same concepts and ideas. The system that we currently have in place gives students the best opportunity to learn the required material, and then demonstrate mastery on the assessment in a consistent, focused manor from year to year.

Student-Parent Initiated Schedule Changes:

If a student wants to initiate a change of classes, he/she needs to follow these necessary progressive steps:

1. The student will arrange a meeting with the teacher, discuss his/her concerns, and attempt a mutual resolution over a reasonable period of time. Conferences are best scheduled in advance and held before or after school.
2. The student or his/her parent may make arrangements for a parent/teacher conference. The student's counselor may attend the conference. The objective is to clarify and resolve the problem while the student remains in class.
3. If, after the parent/teacher conference, it is in the student's best interest to change teachers, the student or his/her parent will contact the counselor to process a schedule change.
4. If, after the parent/teacher conference, the parent still supports a schedule change but the teacher does not support the change, the issue will be deferred to the assistant principal. The assistant principal may schedule a meeting to include the assistant principal, parent, student, teacher, and counselor.
5. Following the meeting, the assistant principal will grant, postpone, or deny the request.
6. For Homeroom change, you must fill out a form with the request and get administrative approval.

The entire schedule change process is dependent upon availability of courses.

ACTIVITIES/CLUBS/DANCE POLICIES

Clubs: The following clubs and activities may be a part of our program:

Academic Games	Dr. Who	National Junior Honor Society
Star Wars	Math Olympiad	Homework Machine
Studio East Drama Production	Natural Helpers	Yearbook
Science	Chess	Games Club
Random Acts of Kindness	Lego/Robotics	Harry Potter
Green Team		

Any activity or club that receives financial support from ASB funds requires the participants to purchase an *ASB card*. More information is available online through the [IMS Website](#).

Knight Life/Social Policy: The Leadership students put a great deal of time and effort into planning our Knight Life. In order for us to plan accordingly to ensure the safety of our students, we have some specific Knight Life guidelines:

- Knight Life tickets are sold on the Monday, Tuesday, Wednesday, Thursday and Friday prior to the dance as well as at the door the evening of the dance for an additional fee.
- Students must purchase their own dance ticket and must present a valid student ID card at the time of purchase to receive the ASB membership discount.
- To enter Knight Life, students must present their ticket and ID card at the door.
- Students must observe the school dress code at Knight Life or will not be admitted.
- Students are expected to dance in an appropriate manner, and follow school rules.

- Students arriving after the start of Knight Life must be accompanied to the door by a parent; students wishing to leave Knight Life prior to the end must be picked up at the door by a parent.
- Once a student leaves, they will not be readmitted to. Please pick students up promptly when Knight Life is over.
- Students must be present at school the day of Knight Life or activity for at least half the day in order to be eligible to attend.
- If a student purchases a dance ticket and loses it, or a student loses their ID card, they may be admitted to Knight Life (if verification of a ticket is made, and verification of being an Inglewood student is made). However, these students may have to wait in line to be verified and may miss part of Knight Life.
- Knight Lifes are for current Inglewood Middle School students only.

Associated Student Body (ASB) and Student Government: The Executive Council is the governing body of Inglewood Middle School. Its purpose is to propose, discuss, and vote for legislation which is for the good of the student body and the school. In the spring, a president, vice president, secretary, treasurer, and grade level representatives are elected. An ASB card is required to vote in ASB elections. Membership in the Inglewood ASB is open to all enrolled students, and each student is encouraged to join. ASB membership is \$25.00. Membership is required for all those participating in interscholastic sports and clubs. ASB membership also provides reduced admissions for most ASB sponsored events, such as dances, and funds athletics and activities. I.D. cards are issued to all students for use in the lunch room, library, and for internet use. A \$5.00 fee is charged for damaged or replacement of ID/ASB cards.

ATHLETICS

INTERSCHOLASTIC

This program is highly structured and organized. All those participating must meet eligibility requirements before they can participate in their first practice.

Eligibility requirements are:

1. Physical examination form completed every two years by a physician certifying the student to be fully capable of participating in interscholastic sports.
2. Proof that a student is adequately covered by accident insurance, at least to the limits specified by the Washington Interscholastic Athletics Association (W.I.A.A.) Accident insurance may be purchased through the school for those who have none.
3. Purchase of an Inglewood Middle School Associated Student Body Card. (ASB card)
4. Students must maintain satisfactory progress in all of their classes. Passing all classes and maintain a minimum GPA of 2.0
5. In order to be eligible for sports, practices or games, students must attend school for at least ½ of the day.
6. Completed "[Interscholastic Athletics Registration](#)" packet.
7. Pay Participation Fee in accordance with [LWSD fee schedule](#).

Athletics (\$75 per Sport)

Season	Girls	Boys
1	Cross Country, Badminton	Cross Country, Tennis
2	Basketball	Basketball
3	7 th , 8 th Volleyball, Wrestling	Wrestling
4	Tennis, Track & Field, 6 th Volleyball	Track & Field, 6 th Basketball

INTRAMURALS (\$25 per Sport)

Session	Sport
1	Boys and Girls Floor Hockey, Boys and Girls Soccer
2	Boys and Girls Dodgeball

School and District Events

For high school athletic events, middle school students must be accompanied by an adult. Students must show picture identification for events. All school conduct regulations remain in effect at school and district events, and apply to students when they are visitors at other schools. Students will be accountable at their home school for violations that occur at other district schools or at school sponsored events.

ANTI-BULLYING RULES

The Anti-Bullying Rules are taught and reviewed on an annual basis.

1. We will not bully others, or engage in bully type behavior.
2. We will be kind to others.
3. We will try to help other students who are bullied.
4. We will try to include students who are left out.
5. If we know that someone is being bullied, we will tell an adult at school and an adult at home.

You can find additional Anti-Bullying resources with the following link [Owleus Bullying Prevention Program](#)

CELL PHONES, ELECTRONIC DEVICES, MP3 PLAYERS AND CAMERAS

- Student cell phones must be “OFF” and put away in backpacks during school hours 7:40 to 2:10. Text messaging and internet browsing during school hours is also prohibited.
- Any electronics including Ear buds, iPods, MP3 players, cell phones out or ringing during the school day *will be confiscated*. Refusal to hand over your electronic device will result in further consequences, which may include suspension.
- Smart watches are to only be used for the purpose of keeping time during the school day hours of 7:40-2:10. Inappropriate use of your smart watch will fall under an electronics violation.
- Electronics brought to school are subject to search by an administrator.
- *Publishing (sharing with others or uploading to any media or social networking site) any photograph or video of a student taken at school or a school event without their parent’s permission is prohibited; this includes all forms of photography e.g. digital, video, etc.* Violation constitutes violation of the LWSD Computer Code of Conduct as well as FERPA (Federal Education Rights Privacy Act).
- On occasion electronics may be used with teacher permission only to support the curriculum.
- See the consequences for Electronics Violations below.

ELECTRONICS VIOLATION	SCHOOL WIDE CONSEQUENCE
1st Offense	Device confiscated for the day and can be picked up after school in the office; warning
2nd Offense	Device confiscated for the day in office; 30 minute lunch detention
3+ Offenses	Device confiscated and parent pick up required; 1 hour detention; administrator notified

CLOSED CAMPUS

Inglewood Middle School is a closed campus. Students cannot leave the school grounds without office permission. A closed campus also means that student guests/visitors from other schools or communities are not permitted during the school day. Dances are closed to non IMS students.

DRESS CODE

School clothing shall be neat, clean, not a distraction to the learning environment and be appropriate for classroom learning and the school environment. Staff will use the following regulations to decide on the appropriateness of student dress:

<ul style="list-style-type: none"> • Underwear must be covered at all times. • Shorts or skirts should not be revealing, a minimum of a 3” inseam. • Rips or holes in jeans or pants must not be above mid-thigh. • The bottom of the shirt or blouse must meet or cover the top of the pants or skirt. No midriff can be showing front or back. • Shirts and shoes must be worn at all times. • No emblems with alcohol or tobacco advertising. • No pictures, words, or symbols which contain racist, sexually related, drug, or gang themes or other offensive language. 	<p>1st Offense</p> <ul style="list-style-type: none"> • Warning • Change of Clothes • Parent Contact <p>2nd Offense</p> <ul style="list-style-type: none"> • Change of Clothes • Parent Contact • Lunch/After School Detention
--	--

- During science labs students must have clothing which covers legs, feet and shoulders.
- Deep cut arm hole shirts showing excessive skin (such as some jerseys) are not allowed.

3rd Offense

- Short Term Suspension

Spirit and Costume Days

- All dress code regulations apply to spirit and costume days.
- Students must be easily identifiable at all times. Therefore, masks or anything that covers the face is not allowed.

EMERGENCY RESPONSE PLAN

The following are items parents and students should be aware of in regards to emergencies:

1. Students regularly practice safety and evacuation drills.
2. Inglewood maintains an emergency container which is stocked with enough food, water and supplies for 3-5 days for students and staff.
3. Inform your student of the names of people who are on their emergency release form. Likewise, be sure the emergency contacts know they have your permission to pick up your student(s) in case of an emergency.
4. If an emergency occurs:
 - Remain calm. Do not call the school. The school will contact you through School Messenger.
 - Please be patient as we implement our emergency response plan and account for each student.
 - Once at the school, follow the signs to the parent check-in. Assigned staff will retrieve and release your student(s) to you or the emergency contact.
 - You must have ID to sign your student out.

FEES AND FINES

Books: If books are damaged in any way, fines will be levied against the student to whom the book is assigned. Lost books will be paid for or replaced by the student before another book may be assigned. At the end of the year, students must return the books they were issued. The final report card is held until all fines are cleared.

Physical Education: PE Students are required to purchase PE uniforms. Each student is provided a lock and locker to secure personal items. A \$6.00 fine will be assessed in the event the lock is lost. Only school issued locks may be used to secure lockers.

Electives: Students are charged for materials used for personal projects or for equipment that is broken due to misuse or carelessness.

Laptop Fines: Please see the [LWSD Netbook User Agreement and Handbook](#).

FOOD AND DRINK

Food and drinks are allowed to be consumed only in designated eating areas (commons and patio). Food and drinks are not allowed in the hallways, gym, or in the classrooms without teacher permission.

GIFTS AND BALLOONS

DO NOT BRING THESE ITEMS TO SCHOOL! If these items are at school or delivered during the school day, they will be held in the Attendance Office until the end of the school day.

HEALTH ROOM

The health room is for EMERGENCIES ONLY. Parents are notified when a student is ill, injured, or has a serious emergency during school hours. A nurse is NOT on duty and medical treatment is very limited. LWSD Policies for administering over-the counter and/or prescription medication are found in the [Lake Washington Student Rights and Responsibilities](#).

HALLWAY BEHAVIOR

Student safety is of primary importance. Please walk in the halls and follow the established traffic patterns by staying to the right and not stopping in the middle of the hall. *Please note: rough housing, yelling, running, or dangerous activity in the hallways will be addressed and consequences may be given for this inappropriate behavior.*

LIBRARY INFORMATION

The library is open from 7:00 in the morning until 3:00 in the afternoon except Wednesday hours which are 7:00 am until 1:00 pm, unless there are classes or meetings scheduled in the library. Students may check out up to three items at a time. Books are checked out for three weeks; magazines are for one week. Electronics (USB drives and cameras) are for one week. Kindles are also available. Textbooks are available in the library and may be checked out for the semester or the entire year. Please visit the IMS Library Haiku page for further information.

What Is It?

The IMS library is a great place to complete homework, find a book to read, research for a project, or collaborate on a group project.

How Do I Access the Catalog from Home?

You can go to <http://wsdlib.lwsd.org> and click on "Inglewood." You can create an account for Destiny (the site that you will be using) to put books on hold and see what you have checked out. Click here for information on setting up an account.

What Are the Library Expectations?

1. Use the library for work and collaboration
2. A water bottle is okay (finish eating before you get here)
3. Return materials on time (buy things you want to keep)
4. Respect each other and the space (no matter where you are)

Using Online Citation Generators

There are many resources for creating MLA citations for your research if you want one that's easier to use, the IMS library recommends [EasyBib](#).

Need more MLA Help?

If you need to cite other sources (magazine, newspaper, online video), go to the Secondary Splash Page and look at the examples there. Go to [Citing Non-Print and Electronic Resources](#) to get started.

LOST AND FOUND

Lost items are located in the PE Office and the Health Room/Attendance Office area. Parents are urged to have their child's name in clothing so found garments can be returned to the owner. Students are reminded to check the "Lost & Found" when an article is missing. Every semester, all unclaimed items are donated to a charity.

LUNCH PROGRAM

A regular lunch or a la carte items may be purchased in the cafeteria. Students who bring a sack lunch may purchase supplemental items. The price of a regular lunch is \$3.00, which includes milk or juice. Milk is also available a la carte for \$.50. Free and reduced lunch applications may be picked up in the Attendance Office. Lunch credits may be purchased from the IMS Kitchen Personnel, and by credit card through the [LWSD Food Services](#) at 425-702-3393. IMS student I.D. cards are needed daily to access student lunch accounts when purchasing food items. When students need to access their account and don't have their I.D. card they may only purchase a sandwich or a burger and milk. DAMAGED ASB cards will not be accepted for lunch payment. For more lunch information please check the [LWSD website under Breakfast and Lunch](#)

LUNCHROOM EXPECTATIONS

1. Students will enter through the designated "IN" door and exit through the "OUT" door. Have your ID card ready to keep the lines moving smoothly.
2. Students are to sit at the tables while eating their lunch.
3. The ONLY restrooms available for students eating lunch are the ones in the gym foyer. All other hallways are off limits to students at lunch.
4. Students may go in the library on most days to read, work, or play games.
5. After eating, students are expected to clean their entire table.
6. Rough housing, pushing, or wrestling is not allowed.
7. Students cannot leave the designated lunch areas until the dismissal bell.

NUISANCE AND PERSONAL ITEMS

Any item that can create disruption or detract from an orderly school environment should be left at home. Nuisance items that are brought to school and interfere with the educational process will be confiscated and may be searched.

ITEMS INCLUDE BUT ARE NOT LIMITED TO ELECTRONIC DEVICES, CAMERAS, GAMES, CELL PHONES, MP3, AND CD PLAYERS. THESE ARE NOT PERMITTED DURING SCHOOL HOURS 7:40-2:10.

Skateboards, rollerblades, scooters, heelys, or other such equipment are not allowed to be used on campus. If brought to school, these items must be stored in the designated area during school hours.

Inglewood Middle School strongly advises that students bring to school only those items which are necessary and essential for learning. *IMS cannot be held responsible for damage to or loss of items brought to school which are unnecessary to the learning process.*

VISITORS AND VOLUNTEERS

The staff at IMS is responsible for the safety and welfare of students when they are at school. Persons who are not IMS students or district staff are not allowed on campus during school hours without permission. Visitors to Inglewood Middle School are **required** to report to the main office to sign in and out, and obtain a name badge.

- Students not attending IMS are not permitted as guests during the school day.
- Regular volunteers at Inglewood must complete an LWSD volunteer application; applications are available in the Main Office.
- Parents wishing to visit their student's classroom should make arrangements with the teacher in advance. Usually 24 hours notice is required.
- Eastlake students are welcome to visit teachers by appointment and after school.
- If you are interested in the Walkabout Volunteer program, please contact Mr. Dahl.

MIDDLE SCHOOL ATTENDANCE POLICIES AND PROCEDURES

REGULAR ATTENDANCE IS A HIGH PRIORITY AT INGLEWOOD MIDDLE SCHOOL: *Vacations or other non-illness should be avoided during the school days as vacation days are provided within the regular school calendar.*

EXCUSED ABSENCES

The school will determine whether absences or tardies are excused. Excused absences (based on Washington State Compulsory School Attendance and Admission Law, RCW 28A.225, also called the "Becca Bill" and LWSD Policy) include the following: illness, medical appointments, family emergency, religious holiday, school-related field trips, suspensions, or other pre-arranged absence. If sufficient reason for an absence is not provided, the absence will be considered unexcused.

UNEXCUSED ABSENCES/BECCA BILL

Any absence that has not been deemed excused by the school will remain unexcused. Examples would include: oversleeping, missed bus, traffic, homework, shopping, babysitting, planned trips not pre-arranged through the office, or other absences that could be planned outside the school day. As mandated by Washington State law, the "Becca Bill", students who accumulate seven unexcused absences in 30 days or 10 unexcused absences in a school year will be referred to the King County Juvenile Court System. The Court may impose sanctions on the student and/or the parent or guardian.

EXCESSIVE ABSENCES OR TARDIES

Because regular attendance is both an expectation and a critical component of school success, parents or guardians of students who exceed four (4) unexcused absences in a semester will be sent a letter of concern. Parents/guardians of students who exceed ten (10) unexcused absences in a semester will be required to meet with the Assistant Principal/Principal, and contact will be made with the LWSD Becca Coordinator for referral. Unexcused tardiness to school will result in the assignment of detention or school service.

Tardy/Late Arrival: Students are expected to arrive at school on time and demonstrate the ability to get to each class within the four-minute passing time. Students who arrive after 7:40 A.M. are considered tardy.

Unexcused Tardy – To School or To Class: Students are expected to get to class and be seated on time. Following are the consequences for tardies per semester:

TARDY	TEACHER ASSIGNED CONSEQUENCE
3 rd unexcused tardy to class	15 minute detention; parent contact
4 th unexcused tardy to class	30 minute detention; parent contact
5 th or more unexcused tardy to class	Administrator referral and consequences; parent contact

Procedure for Reporting a Full Day Absence: A parent or guardian may excuse their student's absence by:

- Calling the attendance recorder at 425-936-2361 **before** 8:00 a.m.
- Sending a written note with their student. The student is to report to the Attendance Office before school to turn in a written excuse.

Procedure for Early Dismissal: All students must have a pass from the Attendance Office to have an early dismissal. To obtain a pass the student must present a note from a parent/guardian to the Attendance Office before the start of the school day. Parents may also call the main office to arrange early dismissal. The student will be issued a pass to leave at the appropriate time and can meet their parents out in front of the school.

Make-up Assignments: In the case of an absence from class due to an illness, appointment, or school related event, it is the responsibility of the student to contact the teacher to make arrangements for missed work. In the case of an extended illness, please allow two days for materials to be prepared, and on some occasions, assignments may not be available prior to absences. Each teacher is responsible for setting guidelines as to when the make-up assignments are due. Students have 24 hours upon returning to school to make arrangements with teachers about make-up assignments due dates. Check [Haiku](#) if possible.

SCHOOL CLOSURE

Closure of School due to Special Circumstances: In case of special circumstances such as inclement weather or emergencies, school may be closed by the District. If this occurs it will be announced starting at 5:30 am on local AM radio stations such as KOMO 1000, or KIRO 710, and TV stations such as KOMO Ch. 4, KING Ch. 5 and KIRO Ch. 7. You may also check on the district web site at www.lwsd.org. You may also expect an automated phone call from school messenger.

INGLEWOOD SCHOOL DISCIPLINE

Instructional Discipline Procedures: Our goal is to have all student behavior fall within the general behavior expectations. Realizing not all unacceptable behaviors can be specifically identified in written expectations; teachers will teach self-assessment and self-control by following the instructional discipline procedures:

- Develop behavior expectations for the classroom
- Teach classroom and school expectations
- Teacher syllabus contains student behavior expectations which is available to parents—questions are encouraged
- When a disciplinary situation occurs, the following steps will be followed:
 1. Student is made aware of inappropriate behavior
 2. Student identifies and displays a more appropriate behavior
 3. For repeated violations the student experiences in-class sanctions or consequences issued by the teacher.
 4. Discipline Referral to Administrator

In or Out of class consequences could include any of the following:

- Conference with the student to come to an agreement concerning what is acceptable to all parties
- Temporarily remove student from the classroom.
- A sincere written or spoken apology.
- Natural consequences—the consequence should be closely aligned with the problem.
- Teacher assigned detention and parent contact:
 - 15 to 30 minutes with one-day notice or sooner with parent notification.
 - Served at lunch, before, or after school (teacher discretion).
- Teacher contacts parent regarding student's behavior if there are continued violations.
- Student referred to a counselor/administrator for parent contact and imposed sanctions.
- Immediate action for severe student misconduct. Student removed from classroom and directed to the office.
- Further consequences determined by law, school district policies, and/or the judgment of the administrator examples could include but not limited to:

- Lunch Detention
 - Will be served during the students 30-minute lunch time in the main office
- After School Detention
 - Will be served after school for 1 hour.
 - Student will either work on school work or do community service.
- In-School Suspension
 - Parent Notified prior to their day(s) of suspension
 - Student will check in at the main office before school
 - Student will be placed in an office for the entire school day
 - Student will be given school work from teachers to be working on during the school day. Homework, tests, quizzes, reading, etc.
 - Student will be given the opportunity to eat lunch, if they buy a lunch they will be escorted to the lunch room prior to lunch to buy their lunch. The Student will eat their lunch in the office
 - Student will not be allowed to participate in extracurricular activities during the days they are serving their suspension.
- Out-School Suspension

DISTRICT LEVEL APPEAL PROCESS

In the event a student or parent is in disagreement with the action taken by a teacher or administrator, the following procedure should be followed:

1. The student or parent should schedule an informal conference with the teacher or administrator in an attempt to resolve the issue.
2. The student or parent may contact the school Assistant Principal and seek a formal review of the action.
3. If the issue involves Long Term Suspension (11+ school days), pursuant to the state Board of Education regulations (WAC 180-40-265) your child is entitled to remain in school and request a hearing by calling (425) 702-3266 within three (3) school business days of the receipt of notice, but you must formally request a hearing in writing. Your request should state if you will be represented by counsel.
4. If the issue involves Emergency Expulsion or Expulsion, pursuant to the state Board of Education regulations (WAC 180-40-300) this emergency expulsion shall be continued until a hearing is held (if desired). You may request a hearing by replying in writing within ten (10) school business days of the receipt of notice. If such request is not received in writing on or before the tenth school business day, then the right to a hearing may be deemed to have been waived. The Emergency Expulsion may be continued as necessary by the school district without any further opportunity for the student or his/her parent(s) or guardian(s) to contest the matter.

Middle School Student Rights and Responsibilities 2016-17

Purpose

The Lake Washington School District's mission is that each student will graduate prepared to lead a rewarding, responsible life as a contributing member of our community and greater society. Furthermore, it is part of the mission of the District to provide a positive, harmonious environment in which diversity is respected and encouraged. This student handbook is intended to provide all students, teachers, administrators, and parents with access to and an understanding of District expectations. These expectations help to reinforce the District's mission and the core values of a democratic society. They express the value of mutual human respect for each person that we expect to be manifested in the daily behaviors of students, staff, and volunteers. This handbook provides a summary of some of the laws, regulations and District policies that govern student rights, responsibilities, student discipline and due process. Specific policies are referenced by the policy letters (i.e, JF). The complete policies are available on the district website: www.lwsd.org

Please view the Lake Washington School District Student Rights & Responsibilities [Click Here!](#)

BUS CONDUCT

Policy

Lake Washington School District's school bus conduct policy and rules are in accordance with Washington State WAC's and RCW's, all of which will be enforced whether or not they are included in the following regulations. These regulations are designed to assure every student safe transportation to and from school and school-sponsored activities. Violation of

these rules may be sufficient reason to discontinue bus-riding privileges for the student involved, and in certain cases could cause suspension from school.

Fire or Danger of Fire

A bus should be stopped and evacuated immediately if the engine or any portion of the bus is on fire. Passengers should move a distance of 100 feet or more from the bus and remain there until the driver of the bus has determined that no danger remains. Being near an existing fire and unable to move the bus away or near the presence of gasoline or other combustible materials should be considered as “danger of fire,” and students should be evacuated.

Unsafe Position

In the event a bus is stopped due to accident, mechanical failure, or road conditions, it must be determined immediately whether it is safer for passengers to remain in the bus or to evacuate. The bus must be evacuated if the final stopping point is in the path of a train or adjacent to any railroad tracks.

Emergency Exit Procedures

In compliance with WAC 392-145-040, one emergency evacuation drill shall be held within the first six weeks of school each semester. The first exit drill shall be followed by at least one verbal review of the emergency exit drill prior to the second exit drill. Only those passengers whose participation in an exit drill poses substantial difficulty to themselves or to other passengers shall be excused and/or excluded from exit drill participation. Passengers who are excluded from such participation shall receive oral instruction in bus safety and exit drills at least three times during the school year.

WAC 392-145-045 Emergency Drills

Emergency drills conducted pursuant to WAC 392-145-040 shall make allowance for individual differences in exiting the emergency door and should provide instruction to helpers that they should offer a helping hand palm up and grasping a student’s hand or arm. Students should also be taught to remember that most accidents are preventable, regardless of who may be at fault, and that proper behavior and good conduct on the bus is the best way to assist the driver in the safe performances of his/her duties.