
IMS STUDENT HANDBOOK ADDENDUM FOR IN-PERSON LEARNING

Attestation Process

Students should arrive to Inglewood Middle School at 7:50 to move through an attestation station.

- Students will not be able to enter the building earlier than 7:50 am.
- Students who have completed their Wellness Screening at home through Student Access can enter through the “Fast Past” entrance.
- Students who have not completed their attestation electronically will enter through the “Screening” entrance.

[LINK to Attestation forms, Student Access Wellness Screening directions and LWSD Attestation video](#)

Face Covering Guidance

Wearing cloth face coverings helps prevent the spread of COVID-19 and is required for all individuals on LWSD property during all King County phases.

- All students, volunteers, and guests must wear a minimum of cloth face coverings while at LWSD facilities.

CDC describes a cloth face covering as:

- Fabric covering over mouth and nose.
- Fit snugly but comfortably against the side of the face.
- Be secured with ties or ear loops.
- Include multiple layers of fabric.
- Allow for breathing without restriction.
- Be able to be laundered and machine dried without damage or change to shape.

The CDC has determined that gators, bandanas, or scarves are not as effective protection as cloth face masks, so these items are not an acceptable form of face covering.

- If someone is on campus wearing similar coverings, they will be given a disposable face mask during their time on campus.

[Link to LWSD Approved Face Covering Graphic](#)

Refusal to Wear a Mask	
1st Incident	School staff will remind and reteach the student to put on the mask. If the incident continues during the same class period , the incident will be documented with administration and parents
2nd Incident	Same procedure will be used. Parents will be notified their child will be sent home the next time the student is seen without a face covering. The school may develop a behavior plan for the student that supports the usage of a face covering. The student/parent may request a face covering exemption from the District by following the District's "face covering exemption process".
3rd Incident	If the student is unable to successfully follow the face covering behavior plan, the student will be sent home for the remainder of the school day. The absence will be coded as sick (refusal to wear a face covering) and the parent will be given the option to move their student to remote learning.
4th Incident	Student will be sent home and marked absent as sick (refusal to wear a face covering). The student will be enrolled in remote learning within 3 school days.

Traffic Flow: Hallways & Staircases

All hallways are set up for 2 – way traffic flow

All students and staff are expected to stay to the right when walking through the halls

- To assist with this, hallways have been marked with green tape down the middle and arrows point in the correct direction

All students need to be mindful of who is around them and keep a 3ft distance away from other students

All staircases are set up 1 – way traffic flow

All students are expected to follow use the designated “Down” and “Up” stairs to move appropriately throughout the building.

- Each staircase is clearly marked
- There is signage around the building directing students to which staircase to use

Lunchroom Expectations

School lunch is provided free for all students through the end of this school year.

Students need to remain at their seat throughout lunch

- Students get to pick where they want to sit each day
- In order to maintain proper social distancing at lunch (6 feet) students need to remain at their chosen seat throughout lunch
- Students can get up to get a lunch, use the restroom, get water, use hand sanitizer
- Students are not permitted to wander around during lunch
- Chairs need to stay in place, aligned with the tape on the floor

Students need to keep their mask on when not eating or drinking

When finished eating students may be on their school laptop, read a book or talk to those seated around them at lunch.

Phones are powered off and put away during lunch time.

Cell phone & Other Electronics policy

Cell phones can be out and used for attestation in the morning before 1st or 2nd period. After attestation ends, all phones must be powered off and put away for the remainder of the in-person portion of the school day.

- Cell phones need to remain off during lunch as well.

Other electronic devices, such as gaming systems, air pods and non-school provided laptops need to remain at home.

- Any of these items that are out and being used during the school day without staff permission may 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 7:50-1:05. Inappropriate use of your smart watch will fall under an electronics violation.

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.

Technology devices cannot be sold or traded during the school day, on the bus or at any school sponsored event.

Electronics Violation Consequences	
1st Offense	Warning: student will be asked to turn off device and put away
2nd Offense	Device confiscated for the day in office; device can be picked up after school in the office
3+ Offenses	Device confiscated, and parent pick up required

LAKE WASHINGTON SCHOOL DISTRICT MIDDLE SCHOOL STUDENT RIGHTS AND RESPONSIBILITIES