

This planner belongs to: \_\_\_\_\_

# FRIDAY HARBOR MIDDLE SCHOOL

## 2024 - 2025 STUDENT HANDBOOK

### San Juan Island School District Mission Statement

#### Mission and Vision

**MISSION:** The mission of the San Juan Island School District is to promote excellence through high expectations, superior instruction and academic content that is challenging and relevant, and to engage every student every day.

**VISION:** The vision of the San Juan Island School District is that our students will be prepared for life's challenges and become productive citizens and critical thinkers who are happy, healthy, and compassionate.

#### Cultural Beliefs

**ENGAGE THE COMMUNITY:** I will commit to engaging others in the process, and I will be an active participant in the school community.

**CULTIVATE EQUITY:** I recognize, value and respect individual needs, identities, cultures, interests, and strengths of all.

**CULTIVATE GLOBAL AWARENESS:** I will keep current on global issues and integrate these topics into community conversations and activities.

**ADVOCACY:** I will create safe and productive environments that embrace self-advocacy.

**PROVIDE OPPORTUNITY:** I will provide opportunities to help you be successful on your path.

#### District Goals

1. Within three to five years, the San Juan Island School District will reduce achievement gaps by engaging students, families, staff and the school community to identify barriers and develop solutions.
2. Within the next five years, the San Juan Island School District will create college and career pathways through a robust STEAM program by expanding Career Technical Vocational opportunities and the Arts.

The district will be creating action plans for each goal with both timelines for activities to accomplish the goal and timelines for reporting our progress to you.

**San Juan Island School District 149 Board of Directors**

Sarah Werling-Sandwith, John Kurtz, Barb Bevens, Brian Moore,  
T.J.Heller

# FRIDAY HARBOR MIDDLE SCHOOL CONTACT INFORMATION

85 Blaire Avenue, Friday Harbor, WA 98250  
Phone 378-5214  
Fax 378-9750

## FHMS Staff

### **ADMINISTRATION**

Rod Turnbull, Principal  
Katie Leed, Office Manager

### **TEACHING STAFF**

Gerryanne Bohn  
Ed Brown  
Hannah Buckmaster  
Andy Duke  
Kate Goosman  
Diane Heller  
Betsy Lee  
Dan LoBue  
Kyler Lopez  
Michael McKinnon  
Steve Ramsey  
Darrin Scheffer  
Greg Schuh

### **TEACHING ASSISTANTS**

Tim Clark, Carol Ford

### **COUNSELING OFFICE**

Amara Zee, School Counselor  
Claire Kennedy, Prevention  
Intervention Specialist

### **DISTRICT NURSE**

Erin Donaldson

### **BUILDING TECH COORDINATOR**

Deb Nickelson

### **LIBRARIAN**

Christy Putney

### **BUILDING SUPPORT**

Regino Reyes Custodian

### **FOOD PROGRAM**

Kara Carlson, Food For Thought  
Supervisor  
Andy Radzialowski, Chef

### **BUS DRIVERS**

Bill Cumming, Bill Williams,  
Schyler Kringle, Kyle Ater, Jeri  
King

### **DISTRICT OFFICE**

Fred Woods, Superintendent  
Diana Fearn, Executive Assistant  
Becky Bell, Special Services  
Director  
Faith Knight, Personnel  
Coordinator  
Jose Domenech, Business  
Manager  
Jill Sandwith, Accounts Payable  
Kraig Hanson, Transportation  
Director

SJISD staff may be sent email by using the following format:

(first name last name)[@sjisd.org](mailto:sjisd.org)

## BELL SCHEDULE

FHMS operates on a 55 minute, 6-period day. School begins at 8:10 AM and ends at 2:55 PM.

<i>First Bell</i>	<b>8:10 a.m.</b>
1 <sup>st</sup> Period	<b>8:15 – 9:10</b>
2 <sup>nd</sup> Period	<b>9:15 – 10:05</b>
3 <sup>rd</sup> Period	<b>10:10 – 11:00</b>
<i>Lunch</i>	<b>11:05 – 11:30</b>
Homeroom	<b>11:35 – 12:05</b>
4 <sup>th</sup> Period	<b>12:10 – 1:00</b>
5 <sup>th</sup> Period	<b>1:05 – 1:55</b>
6 <sup>th</sup> Period	<b>2:00 – 2:55</b>

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### **6<sup>th</sup> Grade Day**

All students take Math, Science, Social Studies, and English. PE/Health is in the morning. Band/Art is right after lunch.

### **7<sup>th</sup> Grade Day**

All students take:

English, Social Studies (including WA/NW History), Science, and Math - every day all year

PE - alternating days one semester or all year

Exploratories - alternating at Semester Break

Some students take:

Art-every day, all year

Band - every day, all year

Content Area Support (CAS)- as assigned

### **8<sup>th</sup> Grade Day**

All students take:

English, Social Studies, Science, and Math - every day all year

PE - alternating days one semester or all year

Exploratories - alternating at Semester Break

Some students take:

Art-everyday, all year

Band - every day, all year

Content Area Support (CAS)- *as assigned*



# San Juan Island School District 2024-2025 Academic Year Calendar

August							September							October							November											
Su	Mo	Tu	We	Th	F	Sa	Su	Mo	Tu	We	Th	F	Sa	Su	Mo	Tu	We	Th	F	Sa	Su	Mo	Tu	We	Th	F	Sa					
			1	2	3		1	2	3	4	5	6	7	1	2	3	4	5														
4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9					
11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16					
18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23					
25	26	27	28	29	30	31	29	30						27	28	29	30	31			24	25	26	27	28	29	30					
					2							20							23							18						

December							January							February							March						
Su	Mo	Tu	We	Th	F	Sa	Su	Mo	Tu	We	Th	F	Sa	Su	Mo	Tu	We	Th	F	Sa	Su	Mo	Tu	We	Th	F	Sa
1	2	3	4	5	6	7	1	2	3	4				2	3	4	5	6	7	8	2	3	4	5	6	7	8
8	9	10	11	12	13	14	5	6	7	8	9	10	11	9	10	11	12	13	14	15	9	10	11	12	13	14	15
15	16	17	18	19	20	21	12	13	14	15	16	17	18	16	17	18	19	20	21	22	16	17	18	19	20	21	22
22	23	24	25	26	27	28	19	20	21	22	23	24	25	23	24	25	26	27	28	23	24	25	26	27	28	29	
29	30	31					26	27	28	29	30	31	23	24	25	26	27	28	23	24	25	26	27	28	29		
						14						19						15							21		

Holidays and Breaks	
Sep 2	Labor Day
Nov 11	Veterans Day Holiday
Nov 28-29	Thanksgiving
Dec 20-Jan 3	Winter Break
Jan 20	Martin Luther King Day
Feb 17	Presidents' Day
Feb 17-21	Mid-winter Break
April 7-11	Spring Break
May 26	Memorial Day
<b>First/Last Days of School</b>	
Aug. 29	First day of school
June 7, HS-S Graduation	
(18D) Griffin Bay Graduation	
June 13	Last day of school
<b>Half Days</b>	
staff and student early dismissal* student conferences* final exams and report cards*	
*ES - 11:10 AM, MS, HS - 11:20 AM	
<b>Early Dismissal Days</b>	
early dismissal all students: ES - 1:30 PM, MS, HS - 1:40 PM	
<b>Academic Terms</b>	
Term 1 ends Nov. 1	
Semester 1 ends Jan. 24	
Term 3 ends April 4	
Semester 2 ends June 13	

Possible make up days due to inclement weather. Actual make up days will be determined as needed.

Certificated staff return to school

School Board Adoption: March 29, 2023

## KEY DATES

**First Day of School:** Thursday, August 29<sup>th</sup>

**Labor Day:** No School on Monday, September 2<sup>nd</sup>

**Student-Led Conferences:** Early Dismissal (11:20 a.m.) from Wed. to Fri., October 16<sup>th</sup>-18<sup>th</sup>

**Veterans' Day:** No School on Monday, November 11<sup>th</sup>

**Thanksgiving Vacation:** Early Dismissal (11:20 a.m.) on Wed., Nov 27<sup>th</sup>  
and No School Nov 28<sup>th</sup> - 29<sup>th</sup>

**Winter Break:** No School from December 20<sup>th</sup> -January 3<sup>rd</sup>

(School resumes Tuesday, Jan 6<sup>th</sup> )

**MLK Jr. Day:** No School on Monday, January 20<sup>th</sup>

**Early Dismissal Semester 1 End:** January 23<sup>rd</sup> and 24<sup>th</sup>

**Mid-Winter Break:** No School from February 17<sup>th</sup> -21<sup>st</sup>

**Student-Led Conferences:** Early Dismissal (11:20 a.m.) from Thurs. to Fri., March 12<sup>th</sup> - 14<sup>th</sup>

**Spring Break:** No School from April 7<sup>th</sup> - 11<sup>th</sup>

**Memorial Day:** Early Dismissal (11:20 a.m.) on Friday May 23<sup>rd</sup> and No School on Monday, May 26<sup>th</sup>

**8<sup>th</sup> Grade Promotion:** Early Dismissal (11:20 a.m.) on Thursday, June 12<sup>th</sup>

**Last Day of School:** Early Dismissal (11:20 a.m.) on Friday, June 13<sup>th</sup>

Note: On Early Dismissal Wednesdays, school begins at 8:10 a.m. & ends at 1:40 p.m.

<u>Early Dismissal Wednesdays</u>	
For staff planning and professional development	
<u>2024</u>	<u>2025</u>
September 4, 11, 18, 25	January 8, 15, 22, 29
	Feb 5, 12, 26
October 2, 9, 23, 30	March 5, 19, 26
November 6, 13, 20	April 2, 16, 23, 30
	May 7, 14, 21, 28
December 4, 11, 18	June 4, 11

## STUDENT SUPPLY LIST

Students are expected to provide their own school supplies, bring supplies to class, **and to keep their stock replenished throughout the year.** Items should be marked with the student's name when possible.

### All Students:

- ☐ A three ring binder (1.5" or 2.0") with pockets on the inside covers, preferably zipped
- ☐ A set of dividers for the binder, preferably with pockets on both sides
- ☐ A "pencil pouch" inside the binder to hold small items
- ☐ Three-hole notebook paper
- ☐ Pencils with erasers, and extra erasers
- ☐ Blue or black pens
- ☐ Red pens or pencils for correcting
- ☐ A set of colored pencils
- ☐ A ruler
- ☐ Graph paper
- ☐ Glue sticks (at least 3)
- ☐ Green, pink, yellow, & blue highlighter markers
- ☐ Trifold board for projects
- ☐ Multiple ultra fine tip sharpies



**Plus these items per grade level as noted:**

□ **6<sup>th</sup> grade**

- 3 **composition** notebooks - college ruled.  
(no spiral notebooks)
- Black & Colored fine point sharpies
- Large Erasers
- Trifold Display Board (36' X 48") for Egypt Fair
- Glue Sticks (multiple)
- Colored pencils, markers

7<sup>th</sup> grade

- 4 Composition notebooks (Social Stud., English, Math)
- A calculator for Math
- Set of colored markers
- Several Black Fine point sharpies (for Social Studies)

□ **8<sup>th</sup> grade**

- 4 composition notebooks (no spiral notebooks)
- A calculator (scientific, not graphing)
- Colored pencils
- 2 colors of highlighters
- Thin tipped sharpies
- Graph paper
- Glue sticks

**For physical education, all students must bring:**

- A pair of gym shoes and socks
- A change of clothing appropriate for physical activity (gym shorts & T-shirt for inside activities and sweatpants & sweatshirt for outdoor activities).

**NOTES:**

- The school will give each student a Planner to record their homework assignments in.

- Students are not allowed to carry backpacks to class. Backpacks must be kept in lockers, and students are expected to bring the appropriate binders and books to class.
- Students must purchase special locks from the school for lockers (or reuse last year's lock).
- Teachers may ask students to purchase items for a special project in class during the year.

## I. ACADEMICS

School is about academic learning. The goal at Friday Harbor Middle School is to provide an environment where I can learn and thrive, where staff members work to make this happen every day, and where my parents have a vital support role to play in my learning process. The staff at FHMS work together as a team, helping me discover joy in gaining knowledge and in learning and growing. At the middle school level I will begin to take responsibility for my own learning. I will strive to be engaged in my studies, both my classwork and my homework. Part of gaining this responsibility is learning that there are consequences when I am not academically engaged.

### **Academic Integrity**

Academic integrity means doing my own work and following the rules set by teachers. I am expected to do my own work, to not allow my work to be copied, and to not copy from other students, books, or electronic media. Any material that I copy from another source must give credit to that source. There are clear rules for 'citing' or 'referencing' material that I have not written myself. Copying, but making very minor changes, is also a violation of academic integrity. My teachers will provide guidelines about these rules.

I will not receive credit for work that is not my own. During in-class tests and quizzes, I must avoid any actions that give the appearance of cheating. If it appears that I am cheating I will receive no credit. Work for which credit is denied due to violations of the academic integrity clause can be made up only after a conference with and at the discretion of my principal. Repeated violations may result in additional consequences up to and including my being suspended.

### **Evaluation of My Current Progress**

It is part of my increasing responsibility as a middle school student to be aware of and keep track of my own grades. I should know what grades I am earning in my classes at all times. I will use the password provided to me to access this information online (see *Online Grade Access* below for more information); my parents or guardians will also be issued passwords. If I do not have a computer at home, my family is welcome to come to school to log on. I am always expected to check my online records before asking a teacher, "What's my grade?" I am responsible for all work, whether or not I was present in class.

## **Grade Placement / Summer School**

The principal will determine my grade and class placement based on an assessment of prior skills and achievement. Movement from one grade level to the next is not automatic. Promotion has to be earned through achievement. I will not proceed to the next level merely because of my age.

I must pass each core class (English, Social Studies, Math, and Science) before I can take that class at the next grade level. Grade percentages from both semesters are averaged to determine if I pass. If I fail two or more core classes, I will repeat the entire grade.

Summer school is offered at the discretion of the School Board, who set tuition annually in the spring. Successful completion of summer school in Math/Science or Humanities may allow me to progress to the next grade level if I failed that subject during the academic year. I can also attend summer school to develop or enhance skills and prepare for grade level testing success.

## **Promotion Ceremony**

I can participate in the honorary Promotion Ceremony if I attend FHMS for at least (.8) as an 8<sup>th</sup> grade student or if I am a full time student in the district attending FHMS at least (.6). 8<sup>th</sup> grade students receiving below 65% in two or more core classes second semester, will not be allowed to walk in Promotion and may be held back. Dress code applies to this semi-formal event (although girls may wear heels).

## **Grading Scale / Honor Roll**

Grade reports for each semester are recorded on my permanent record. The numerical scale for each letter grade is:

**A = 93-100    A- = 90-92    B+ = 87-89    B = 83-86    B- = 80-82**  
**C+ = 77-79    C = 73-76    C- = 70-72    D = 65-69    F = 0-64**

**7<sup>th</sup> Grade Passing = 65**

**8<sup>th</sup> Grade Passing = 70**

If I earn a 3.30-3.99 grade point average I am eligible for Honor Roll. A 4.00 grade point average earns Principal's Honor. I must be carrying a full load (or .8) at FHMS to qualify for either award. I will be recognized at appropriate all-school assemblies and my parents will be invited.

## Homework

Friday Harbor Middle School believes that homework is a necessary reinforcement of my classroom learning. I will be assigned homework commensurate with my grade level (multiply the grade I am in by 10 minutes per night, Monday - Thursday, which means that I should budget around 5 hours a week). My teachers and the staff at FHMS offer the following suggestions to help my parent or guardian keep me focused and encourage me to take responsibility for my education and growth:

Create a special place for me to study. The homework area doesn't have to be fancy. A desk in my bedroom is nice, but the kitchen table or a corner of the living room is also fine. The area should have good lighting and it should be fairly quiet.

Provide supplies and identify resources. For starters, have pencils, pens, paper, and a dictionary available. If possible, keep these items together in one place. If you can't provide me with needed supplies, check with my teacher or the school counselor about possible sources of assistance.

Set a regular time for homework. Having a regular time to do homework will help me finish assignments. You should give me the responsibility for making up a schedule independently—although you'll want to make sure that it's a workable one. You may find it helpful to have me write out my schedule and put it in a place where we'll see it often, such as on the refrigerator.

Remove distractions. Turn off the TV and discourage me from making and receiving social telephone calls or emails during homework time. (A call to a classmate about an assignment, however, may be helpful.) In a small or noisy household, try to have all family members take part in a quiet activity during homework time. I will need help and support to stay focused. You may need to take a noisy toddler outside or into another room to play. If distractions can't be avoided, I may want to complete assignments in the local or school library.

Don't expect or demand perfection. When I ask you to look at what I've done—from painting a picture to finishing a math problem—show interest and praise me for it. If you have criticisms or suggestions, please make them in a helpful way.

One final note: I will learn more if you offer homework guidance, instead of answers. Or, if you are reluctant to help me with my homework because you feel that you don't know the subject well enough, please encourage me to email or talk to the teacher for further clarification. Helping with homework doesn't mean doing my homework. It isn't about solving the problems for me; it's about supporting me to do my best. You may not know enough about a subject to help with an assignment, but you can help by showing that you are interested, providing a space and the materials I need to work, monitoring my work to see that I complete it, and praising my efforts.

### **Incompletes**

To get credit for a course, I must finish the assigned work. Grades of 'Incomplete' will be used only in rare cases. I am responsible for clearing incomplete grades within ten (10) school days after the end of the grading period or the 'Incomplete' will be converted to a failing grade.

### **Online Grade Access**

My grades, assignments, attendance, and other information are all available online. Logging on to the SJISD Family and Student Access page is an important way for me and my family to stay up-to-date on my academic progress. I am expected to log on to my account at least once a week to monitor my progress in all classes and to see if I have any late assignments. There are links to Family and Student Access from the SJISD website: [www.sjisd.wednet.edu](http://www.sjisd.wednet.edu) or I may go directly to Family and Student Access by typing the following URL into my web browser: [family.sanjuanisland.wa-k12.net](http://family.sanjuanisland.wa-k12.net)

*\* Information viewed with my login is confidential. \**

*\*\* It is important that I not share my login with anyone else. \*\**

Place sticker with login information here

## **Progress Reports / Report Cards**

The 2024-2025 Semesters end on: **January 24<sup>th</sup> and June 13<sup>th</sup>**, and formal report cards will be mailed home the following week. Progress reports will be mailed home midway between these dates.

## **Standardized Testing**

The San Juan Island School District participates in the Washington Statewide Assessment program each spring. Smarter Balance (SBA) tests in middle school are:

**6<sup>th</sup> & 7<sup>th</sup> Grade:** ELA and Math

**8<sup>th</sup> Grade:** ELA, Math, and Science

My parent or guardian will receive state reports in the fall with an explanation of my performance.

It is very important to FHMS teachers and staff that I am prepared to be successful on the Statewide Assessments. To help me prepare (and to help teachers assess my skills), I may be given practice assessments throughout the year.

## **Student Planners**

FHMS gave me a Student Planner at the beginning of the school year with this Handbook in it. Teachers expect me to write assignments for every class in my school-provided planner every day. My parent or guardian should check my planner nightly and ask me to show them my completed homework. Filling out the planner daily will help me keep track of my work, get organized, and be accountable for turning my work in on time. The planner gives my parent or guardian an opportunity to make sure I am doing my work. If I lose my planner, I am expected to purchase a new one from the office for \$6.00.

## **Tutoring**

If I encounter difficulty with a class I am encouraged to contact the teacher for extra help. Teachers are available before and after school by prior arrangement. Names of independent tutors are kept on file in the counseling office.

## II. ACTIVITIES

### **Associated Student Body (ASB)**

Student leadership is valued and nurtured at Friday Harbor Middle School. Effort is made to provide training and relevant experiences for student leaders. In all cases, as befits the 12-14 age group, students make decisions concerning school activities with adult advisors.

The FHMS Associated Student Body (ASB) consists of elected student officers and representatives from each grade level. Student government meets approximately twice monthly to discuss and plan school activities and functions. The election process for officers and representatives is fully explained at school, and packets for candidates are available in the office.

### **ASB Cards and Activities**

I may obtain an ASB card for \$25.00. ASB cards allow me to attend all high school sporting events free, and many middle school functions (e.g., dances) at reduced prices. Revenue from the sales of ASB cards is used specifically for the financial support of co-curricular activities. All participants in middle school co-curricular activities must have an ASB card.

### **Athletics**

Most youth athletic activities in Friday Harbor are community-based, with many run by San Juan Parks and Recreation (378-4953). However, the School District operates some middle school instructional programs that emphasize high participation and the teaching of skills and fundamentals during short seasons. Offerings: FALL: Girls' Volleyball, Cross Country; SPRING: Co-ed Track.

### **Co-curricular Policy**

San Juan Island School District School Board Policy #2151 outlines the expectations of students choosing to participate in co-curricular activities. The full text will be distributed at the beginning of each activity and is available in the office, and on-line. In general, participants in the co-curricular program are subject to all school rules and policies while participating in any school-sponsored activity.

If I would like to participate in co-curricular athletics, clubs, drama, music, and ASB, I am subject to the co-curricular expectations, beginning with the first day of fall practice and ending the last day of school (seven days per week, twenty-four hours per day). **Violations of**



these expectations will result in consequences ranging from short-term suspensions from co-curricular activities to total loss of participation privileges.

### **Dances**

FHMS holds several dances each year at the discretion of the Principal. Evening dances will be from 6:00-8:00 PM; some dances may be after school.

- I must present a signed parent/guardian permission slip at the door.
- I am expected to remain at the dance until it is over. With written parental permission I may leave early but I am not allowed to return to the dance.
- If I would like to bring a non-FHMS student, I must have a "Guest Pass" signed by the principal one day before the dance.
- There are behavioral and academic requirements for dance participation, including being in school on the day of the dance.
- I am expected to follow all school rules while at the dance, including following the school dress code (p. 17) and not carrying a cell phone with me. My parent or guardian will have to bring me another outfit if I am dressed inappropriately; I will have to sit in the office until they arrive.

## **III. ATTENDANCE EXPECTATIONS**

### **Philosophy**

I understand that regular school attendance is an important part of my academic success. I know that it is essential to attend school regularly and be on time to every class. Although being in class does not guarantee good grades, experience shows that my regular attendance results in greater comprehension and higher achievement. A piece of the learning experience is lost each time I miss the classroom interactions that accompany textbook material. Lower grades and achievement are often the natural consequences of absenteeism. It is my responsibility to ask teachers for make-up work when I miss a class. For each day I am absent, I have one day to make up my missed work.

Washington State laws regarding school attendance can be found in RCW Chapter 28A.225. Copies of the RCW are available in the office. Basically, the law mandates school attendance (public or private) unless organized home-schooling is registered with the local district and carried out following state guidelines. The state considers that I should be in school 95% of the time, which means 171 out of 180 days each school year.

Schools are required to report when students fall below this threshold. "Becca" Truancy Petitions will be filed with the juvenile court as required.

When it is necessary for me to miss school for a legitimate reason (illness, medical/dental appointments, observance of religious holidays, family emergencies, etc.), my parent or guardian must contact the school office by phone or in writing prior to the absence if possible, or by phone or email on the day of the absence. All absences are unexcused until a note, email, or phone call from my parent or guardian is received by the office.

My absences will be classified as follows:

### **Excused Absences**

- School sponsored activities
- Medical or dental appointments
- Illness: Must be verified by my parent or guardian within 48 hours by a note, email, or call
- Family emergency, such as a family death or funeral, serious illness, etc.
- Parent or guardian approved absences, such as religious holidays.
- **"Pre-arranged Absence" forms and "Early Dismissal" slips are available in the school office and must be filled out prior to scheduled absences.**

### **Unexcused Absences**

- Any absence not defined as an excused absence, including oversleeping or missing the bus.
- Any absence unverified or not approved by my parent or guardian.
- Any attempt by me to forge a verification of an absence.
- NOTE: If I 'cut' classes I will be considered truant and assigned an after-school detention. Continued 'cuts' will result in more severe consequences.

### **Tardies**

**It is critically important for me to be on time for all classes, and to be prepared with all materials when the bell rings.** I know that tardy




students disrupt the learning environment. If I arrive late or unprepared I will be told to write my name, the date, and the time on a Sign-In sheet in my classroom, and then will be expected to quietly go to my seat.


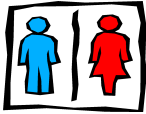



Unexcused tardies that result in arrival to class more than twenty minutes late will be classified as unexcused absences. If I am tardy to class three times (cumulative) in a semester I will be assigned lunch detention. Each



additional tardy will result in another detention. Continued problems will be handled in a conference with my parent or guardian and the principal and will result in further consequences.

If I have an excused tardy, I will quietly enter the classroom and present an Excused Tardy slip to my teacher. Excused Tardy slips are given out by the office.

# FRIDAY HARBOR MIDDLE SCHOOL RULES AND BEHAVIORAL EXPECTATIONS

AREA	BE SAFE	BE RESPONSIBLE	BE RESPECTFUL
<p><b>School-wide</b></p> 	<ul style="list-style-type: none"> <li>● Walk at all times (except in gym)</li> <li>● Keep hands and feet to yourself</li> <li>● Stay in supervised areas</li> <li>● Report all dangerous situations, accidents, and spills to an adult immediately</li> </ul>	<ul style="list-style-type: none"> <li>● Follow school rules</li> <li>● Follow adult requests and directions</li> <li>● Remind others to follow school rules</li> <li>● Take proper care of all personal belongings and school equipment</li> <li>● Be honest</li> <li>● Be on time</li> </ul>	<ul style="list-style-type: none"> <li>● Use appropriate language &amp; volume</li> <li>● Use kind words and actions</li> <li>● Respect personal space of others</li> <li>● Respect property (yours and others)</li> <li>● Clean up after yourself</li> <li>● Say “Okay” (It’s okay to)</li> </ul>
<p><b>Main Office</b></p> 	<ul style="list-style-type: none"> <li>● Enter and exit in an orderly fashion</li> </ul>	<ul style="list-style-type: none"> <li>● Ask for permission to use the phone</li> <li>● Ask for a tardy/early dismissal slip when arriving late or leaving early</li> <li>● Do not talk to students in time-out</li> </ul>	<ul style="list-style-type: none"> <li>● State your purpose politely</li> <li>● Be aware of your surroundings</li> </ul>
<p><b>Classrooms</b></p> 	<ul style="list-style-type: none"> <li>● Leave backpacks in lockers</li> </ul>	<ul style="list-style-type: none"> <li>● Enter class orderly and quietly</li> <li>● Be on time and prepared to learn</li> <li>● Have appropriate materials with you</li> <li>● Stay on task</li> <li>● Do your own work</li> <li>● Raise your hand</li> <li>● Ask permission to leave classrooms</li> <li>● Get a hall pass before leaving class</li> </ul>	<ul style="list-style-type: none"> <li>● Be kind</li> </ul>

AREA	BE SAFE	BE RESPONSIBLE	BE RESPECTFUL
<p><b>Hallways &amp; Passing</b></p> 	<ul style="list-style-type: none"> <li>● Stay to the right in hallways</li> <li>● Allow others to pass</li> <li>● Keep floors clear of items</li> <li>● Stay on sidewalk</li> <li>● Watch for others and be careful opening and closing lockers</li> </ul>	<ul style="list-style-type: none"> <li>● Use drinking fountains appropriately</li> <li>● Use a hall pass during class time</li> <li>● Use wastebaskets for trash/ recycling</li> <li>● No food or drink</li> <li>● Use school lock to secure <b>your</b> locker</li> <li>● Use shelves for band and sports equipment only</li> </ul>	<ul style="list-style-type: none"> <li>● Use quiet voices</li> <li>● Close lockers gently</li> <li>● Move out of the way when done</li> </ul>
<p><b>Bathrooms</b></p> 	<ul style="list-style-type: none"> <li>● Keep water in sink &amp; toilet</li> </ul>	<ul style="list-style-type: none"> <li>● Have a pass during class time</li> <li>● Wash hands</li> <li>● Leave promptly</li> <li>● Inform adults of concerns or problems</li> </ul>	<ul style="list-style-type: none"> <li>● Use quiet voices</li> <li>● Give people privacy</li> <li>● Knock on stall door</li> </ul>
<p><b>Cafeteria</b></p> 	<ul style="list-style-type: none"> <li>● Sit with feet on floor, bottom in seat, and facing table</li> <li>● One person to a chair</li> <li>● Report all spills</li> </ul>	<ul style="list-style-type: none"> <li>● Have ID # with you</li> <li>● Only eat your own food</li> <li>● Food &amp; drinks stay in the cafeteria</li> <li>● Clean up after yourself</li> <li>● Dispose of food, trash, and recyclables in proper containers</li> </ul>	<ul style="list-style-type: none"> <li>● Serve yourself carefully</li> <li>● Use good manners</li> <li>● Clean up your area</li> </ul>
<p><b>Gym</b></p> 	<ul style="list-style-type: none"> <li>● Must be supervised by an adult</li> <li>● Use equipment for intended use</li> </ul>	<ul style="list-style-type: none"> <li>● Share equipment and space</li> <li>● Show good sportsmanship</li> <li>● Play safe, play fair</li> <li>● Wear appropriate footwear</li> <li>● Return equipment to designated area</li> </ul>	<ul style="list-style-type: none"> <li>● Be a team player</li> <li>● Include everyone</li> <li>● Encourage others</li> <li>● Return equipment promptly</li> </ul>
<p><b>Computer Labs and Library</b></p> 	<ul style="list-style-type: none"> <li>● Must be supervised by an adult</li> <li>● Keep chair legs on floor at all times</li> <li>● Handle materials with care</li> </ul>	<ul style="list-style-type: none"> <li>● Use internet appropriately</li> <li>● Print only what is necessary</li> <li>● Ask for assistance, if needed</li> <li>● Log out/shut down after use</li> <li>● Put things away</li> <li>● Return books on time</li> </ul>	<ul style="list-style-type: none"> <li>● Use quiet voices</li> <li>● Respect school equipment</li> <li>● Respect the learning atmosphere</li> <li>● Return materials to proper place</li> <li>● Clean up the area and push chairs under the tables</li> </ul>

● AREA	BE SAFE	BE RESPONSIBLE	BE RESPECTFUL
<b>Bus Area</b> 	<ul style="list-style-type: none"> <li>● Stay on sidewalk while waiting for bus</li> <li>● Wait for signal before boarding</li> </ul>	<ul style="list-style-type: none"> <li>● If not riding bus, leave campus promptly</li> <li>● Dispose of litter in trash cans</li> </ul>	<ul style="list-style-type: none"> <li>● Wait patiently in single file line – no “double parking”</li> </ul>
<b>Assemblies/ Special Events</b> 	<ul style="list-style-type: none"> <li>● Enter and exit in an orderly fashion</li> <li>● Wait for dismissal instructions</li> </ul>	<ul style="list-style-type: none"> <li>● Sit properly with assigned group</li> <li>● Watch for and respond immediately to quiet signal</li> <li>● Listen for and follow directions</li> </ul>	<ul style="list-style-type: none"> <li>● Use audience manners</li> <li>● Sit quietly during presentations</li> <li>● Be a good participant</li> <li>● Show appreciation appropriately</li> </ul>
<b>Fire Drills</b>	<ul style="list-style-type: none"> <li>● Follow adult directions</li> <li>● Line up quickly</li> <li>● Walk safely and quietly</li> <li>● Stay on the correct route</li> </ul>	<ul style="list-style-type: none"> <li>● Find line and place as quickly as possible, and stay there</li> <li>● Stand quietly</li> <li>● Listen for and follow directions</li> <li>● Remain in line until back in class</li> </ul>	<ul style="list-style-type: none"> <li>● Remain quiet</li> </ul>

### III. BEHAVIORAL EXPECTATIONS

#### Guiding Principles

The goal at FHMS is to provide a positive and safe learning environment for all students, including me. The school climate encourages me to take full advantage of all educational, co-curricular, and social opportunities provided. Every student has the right to learn in classrooms free from distractions and to be free from harassment. Teachers have the right to teach in classrooms in which students engage in learning and are respectful. I will be held to high behavioral and academic standards at Friday Harbor Middle School. I am responsible for maintaining self-discipline and self-control. FHMS has several basic expectations of me:

#### ***Be Safe***

- Follow reasonable instructions from staff and volunteers without argument or negative comment

#### ***Be Respectful***

- Use respectful words and tone of voice
- Show kindness
- Do not touch other people's property
- Work to solve problems without violence or abuse

#### ***Be Responsible***

- Be in my seat and ready when class begins
- Have appropriate materials and my assignments completed
- Participate positively in class
- Stay on task
- Learn all I can

FHMS teachers and staff, in accordance with district policies and procedures and laws of the State of Washington, will handle violations of behavioral expectations. The philosophy of the district is to work closely with parents and guardians in helping all students develop the behavioral patterns and self-control necessary to succeed in school and in interpersonal relationships. If I repeat violations and/or threaten the safety, order, and welfare of the learning environment, I will be excluded from field trips and dances. I know that only responsible and cooperative students are permitted to attend special school activities.

## **Classroom and School Expectations**

Teachers are expected to maintain discipline and order in their classrooms and in the building. Each teacher is responsible for establishing and enforcing classroom rules conducive to an orderly, productive, and safe learning environment. School and classroom expectations will be communicated to me at the beginning of each course and reinforced as needed. I am expected to follow classroom, school, and district rules and policies at all times.

## **Bus Rules**

I know that bus rules exist for the safety and comfort of all; drivers must be able to concentrate on the road without being distracted. Violations of bus conduct rules may result in the loss of bus privileges. This applies to both regular school transportation as well as co-curricular travel. I understand and agree to these guidelines:

1. I will follow the directions of the bus driver.
2. I will remain in my seat, facing forward, while the bus is moving.
3. I will keep my arms and head inside the bus at all times.
4. I will not shout, talk loudly, play music, or otherwise distract the driver.
5. I must get off the bus at my assigned stop unless prearranged with a note from my parent or guardian or an administrator.
6. I will not consume food or beverage on the bus.
7. All other school rules apply on the bus.

## **Criminal Acts**

If I commit an act that is defined as "criminal" under the laws of the State of Washington and/or San Juan County during school, on school property, or at a school-sponsored activity, I will be subject to criminal charges in addition to school consequences.

## **Defiance and Insubordination**

Because I attend FHMS, a public school, I am required to comply with reasonable written rules and regulations that have been established in accordance with RCW 28A600.10. If I fail to comply with or refuse to follow said rules, or consequences for violations of the rules, it could be cause for further discipline and possible suspension or expulsion. In addition, I am required to comply promptly and courteously with reasonable requests and directions from all staff members.

An individual who refuses to follow instructions given by a staff member will be suspended for one or more days. Those who direct profanity toward a staff member may be suspended for 3 or more days.



## **Discipline Progression**

My teachers will handle violations of their classroom behavior expectations. I will be given a warning and then a consequence. If my behavior does not change, I will be referred to the office. The principal will establish consequences and may set up a conference with my parent or guardian, my teacher, and me. If I am suspended, my parent or guardian will have to attend a conference with the principal before I can return to school.

I may be assigned detention at lunchtime and/or after school as a consequence for inappropriate behavior or cumulative tardies. If I am assigned detention I must bring schoolwork or reading material and be on time. If I fail to attend detention I will have further consequences, including possibly suspension from school. School activities are not an excuse for missing detention.

As a general guideline, violations will most often be handled within the following framework:

### Teacher Assigned Discipline

#### ***Lunch Detention***

Repeated talking, classroom disruption, horseplay, failure to follow directions.

### Administrative Discipline

#### ***Lunch Detention / After School Detention and/or Work / Suspension up to 3 Days***

Repeated or serious classroom disruptions, off-campus violations, office referral from class, disrespectful behavior, inappropriate dress, horseplay, or insubordination / defiance.

### ***Suspension up to 9 Days***

Smoking, possession of tobacco, improper use of fire alarms or extinguishers, fireworks, fighting, swearing, minor theft, willful defiance, severe disrespect. Repeated fighting, minor assault, malicious behavior, extortion, unlawful use or possession of alcohol or other drugs. Repeated offenses in any of these categories will result in longer suspensions.

### ***Long-Term Suspension from 10-90 Days***

Vandalism, sale of drugs, serious sexual harassment, any act or behavior threatening the safety of others. Repeated violations of other offenses and/or failure to accept other consequences.

### ***Expulsion***

Possession of firearms or other weapons, severe assaults or other violence, and serious behavior resulting in severe danger to others lead to immediate expulsion from school. Students with weapons on school grounds, in school-provided transportation, or at school events face a mandatory one-year expulsion, which can be modified by the Superintendent. Parents or guardians and law enforcement are informed. Expulsion means permanent exclusion from school. Expulsions are subject to appeal by the Board of Directors.

## **Dress and Appearance**

Friday Harbor Middle School strives to develop students and graduates who are *respectful and compassionate humans*. We want students to respect themselves and others. While we encourage individuality, the district's 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, drawings, tattoos and accessories that display or promote negative messages are not permitted. These could include drug, gang, weapon, alcohol or tobacco-related information, obscenities, put-downs, stereotypes, sexual innuendo, offensive words or graphics.
- No visible undergarments.
- Appropriate shoes must be worn at all times.

If you are unsure your clothing is not school appropriate, please talk to school staff before you wear it to school.

A violation of the dress code will require a change of clothing. Special circumstances will be considered on a case-by-case basis.

## **Food, Drink, and Gum**

Other than breakfast, which is served and eaten in the Middle School Commons, no food or open drink containers are allowed on the FHMS campus. I am expected to go to the High School Cafeteria to eat my lunch. Gum is not allowed on the Middle School campus at any time.

## **Hall Passes and High School Access**

If a teacher sends me to another room, alone or in a group, I am expected to walk quietly through the hallways so as to not disturb other classes. If I need to use the restroom during class (which should rarely happen, as passing periods are a generous 5 minutes), I should have my planner open on my desk so my teacher can easily initial at the bottom in the "Hall Pass" section.

Whenever I am in the hallways during class time without my teacher, I am expected to have with me the laminated Hall Pass from my classroom (they are usually hanging by the classroom door).

I am not to be in the high school unless I have a class or am going to lunch. Routes are established for going to certain rooms in the high school, and I am expected to follow them. When in the high school, I must remember that classes are in session and I must be on my best behavior.

## **Inappropriate Language / Bullying and Harassment**

All persons associated with Friday Harbor Middle School are expected to treat others with respect and dignity. The use of profanity, racial epithets, or homophobic terms is not permitted. If I use such terms I may be suspended or receive another consequence, such as having to stay after school to clean. Hurtful teasing, put-downs, and sexual comments are not allowed. If I feel I am being bullied or harassed I should seek help in putting an end to this behavior. (See the Appendix of this Handbook for the full text of SJISD policies on prohibition of harassment, intimidation, and bullying; and prohibition of sexual harassment.)

## **Substitute Teachers**

Substitute teachers are very important to the smooth operation of the school. I am expected to be cooperative and courteous with substitutes, even though they may do things differently than my regular teacher. Violations of behavioral expectations while under the supervision of substitutes will result in immediate consequences. Substitutes will use the following discipline process in dealing with classroom behavioral violations:

1. First Violation: A first warning will be issued (my name may be written on the board).
2. Second Violation: A final warning will be issued (a check may be placed by my name).
3. Third Violation: I will immediately be sent to the office. My parent or

guardian will be contacted and I may be sent home for the remainder of the day.

4. Repeated problems will result in additional suspension.
5. Like regular discipline situations, serious violations or willful defiance may result in my suspension on the first offense (with no warning).

### **Tiger Pride**

Teachers and staff like to recognize students who go above and beyond the general expectations of Friday Harbor Middle School by giving them a "Tiger Pride" ticket. If I am awarded a "Tiger Pride" ticket, a copy of it will be put in a jar in the main office for weekly/monthly prize drawings. The original will be given to me to take home to show my parent or guardian. The good news could be for many things, including: being a responsible student; improved classwork; exceptional classwork; a special achievement; being a good citizen; improved behavior; exceptional effort; or sportsmanship.

## **IV. GENERAL INFORMATION**

### **Accidents, Illness, or Injury / Insurance**

All accidents and injuries should be reported immediately to the supervising teacher or to the office. The supervising staff member will complete accident report forms, available in the office, as soon as possible. If I become ill during class I should get permission from my teacher and report to the office. My parent or guardian will be called whenever there is reason to believe a serious injury or illness has occurred. Under no circumstances should I leave the school grounds for medical attention without checking with the office first.

Accidents happen. Occasionally students get hurt at school, but the school is not liable unless proven negligent, so parents and guardians are encouraged to provide medical insurance. Myers-Stevens, a private provider specializing in student accident and health insurance, offers a variety of plans at minimum cost. Brochures with details are available throughout the year in the main office and online. When purchasing a school-time policy, parents and guardians are cautioned to read the brochure carefully and pay particular attention to exclusions and limitations. Inquiries should be directed to the company, not the school.

### **Change of Address or Telephone Number**

I will inform the office of any change of physical, mailing, or email address or change in phone number. Unlisted phone numbers should be given to the secretary and will be kept confidential.

## **Computers**

Students have access to many forms of technology. This is viewed as a privilege. Any misuse, tampering, or altering of systems, reprogramming, or theft of technology will not be tolerated. If I am involved in electronic vandalism, I will be subject to loss of privileges, school discipline, and/or police notification if appropriate. I may not place any programs on SJISD computers or networks.

I may access the Internet to help my studies, and I agree to use it only for educational purposes related to the classes I am taking. I may copy and print information from the Internet only with the permission of a staff member. I will not allow other students to use my computer access code. If I go to inappropriate Web sites or use the Web for entertainment purposes at school, I will lose the privilege of accessing the Internet.

I may not read or write personal emails at school. However, I may use email to assist me in class projects, as long as I have teacher permission to access it. If I read or write personal emails at school, I will lose access to the Internet. I understand that if I am communicating with a staff member electronically using a system set up for school communication (e.g., instant messaging, email, etc.) school rules apply, and inappropriate use will be disciplined.

If electronic communication outside of school, such as comments and bulletins written on sites like Facebook, as well as instant messaging, texting, and email, results in the learning environment being disrupted or students feeling unsafe or harassed at school, appropriate school discipline will be assigned. If I log on as another person, I will have all computer privileges revoked. (See the Appendix for more information on SJISD Technological Resources and Policies.)

## **Counseling**

The counselor and principal are concerned with my development, progress, and success in school. I can talk to the counselor about questions I have, challenges I am facing, or difficulties I am experiencing at school or elsewhere. This includes academics, social and personal relationships with peers and adults, and life issues. My parent or guardian and I are encouraged to make an appointment with the counselor by filling out a Counseling Request Form or calling the main office.

## **Emergency School Closure or Late Start**

School bus transportation may be modified due to hazardous weather

conditions. In the event of severe weather, school may be shortened or even be cancelled. These modifications are made to ensure safety of students and staff. Announcements will be broadcast on the following stations:

**Radio:** KISM 92.9 FM - Bellingham  
KAFE 104.3 FM - Bellingham  
KLKI 1340 AM - Anacortes Bellingham KOMO 1000 AM - Seattle KGMI 790 AM -  
**TV:** KOMO TV 4 - Seattle KING TV 5 - Seattle KVOS  
TV 12 - Bellingham  
**Online:** [www.sanjuanislander.com](http://www.sanjuanislander.com) or [www.sanjuanjournal.com](http://www.sanjuanjournal.com)

### **Fees and Fines**

Some activities carry student fees that need to be paid in advance. I may lose my opportunity to participate if the necessary fees are not paid at the appropriate time.

I am expected to treat all schoolbooks and materials loaned to me during the school year with care, including covering hardcover texts issued to me. Fines will be assessed for lost or damaged books and computers, and failure to pay a fine may result in report cards, transcripts, etc. being held. This includes fines for lost or damaged classroom materials computers, library books, and athletic equipment.

### **Field Trips and activities**

Field trips extend my learning and make it fun. We take field trips every year. These trips are limited to the students enrolled in the class taking the trip. Larger end of the year activities may be attended by those attending FHMS at least (.8) or (.6) if enrolled full time in the district. Behavioral and academic standards are set for field trip participation; my attendance is a privilege, not a right.

### **Financial Assistance**

If my family is having trouble paying for school supplies, field trips, lunches, ASB fees, etc. there is help available. I will contact a teacher, counselor, or administrator if I need financial assistance.

### **Fire Drills and Other Emergency Procedures**

Emergency procedures are outlined in the school district's "Emergency Response" manual. The manual outlines safe and efficient evacuation routes during emergencies. A manual is posted in each classroom.

Teachers are expected to discuss procedures with students at intervals throughout the school year. Drills are to be taken seriously. I am expected to maintain appropriate school conduct throughout the entire drill and to become informed of the exit route for each of my classrooms. I am to remain with my class and teacher throughout the drill. **If I am involved in setting a false alarm or making a bomb threat I will be subject to both school and judicial disciplinary action. Such action may result in suspension or expulsion from school. Tampering with a fire alarm, extinguisher, or making a bomb threat is defined as a criminal act in Washington State.**

### **Hours in Session (8:10 – 2:55)**

I should begin to move to my 1<sup>st</sup> Period Class when the first bell rings at 8:10. I am expected to be in my seat, ready to begin work, no later than 8:15. The school office is open from 7:30 a.m. to 4:00 p.m. Students arriving prior to 7:45 and remaining after 3:10, unless involved in a specific program, may not be under adult supervision.

### **Leaving School Grounds**

The middle school is a closed campus. I am not allowed to leave campus without the permission of the principal and/or my parent or guardian. Violations will result in disciplinary action. If I leave campus without the proper permission I will be assigned detention. Repeat offenses will lead to suspension. In addition, the school may determine "out of bounds zones" which will be the same as off-campus. The area behind Turnbull Gym is such a zone.

### **Library**

The school library is usually open from 7:45 a.m. to 4:30 p.m. I may use the library at any time with an appropriate pass (and teacher permission if during class time). I may check out books for a three-week period. I must always use proper checkout procedure for all library items. Taking books or other materials out of the library without using proper checkout procedures is considered theft.

### **Lockers and Hallways**

I will be issued a locker by my homeroom teacher. I must use a school-provided lock, which can be purchased in the office for \$8.00 and is used for three years. The office, my homeroom teacher, and I will have the combination. The office will have a key to all locks. I should not leave my locker or lock open, nor should I give out my combination, and I am to

use only my assigned locker.

I am expected to store my backpack, jacket, shoes, and books in my locker. Musical instruments and large sports bags may be stored on the open shelves beside the lockers. Each grade has its own locker hallway. I am responsible for keeping my grade's hallway neat and clean. No materials are to be left on the floors.

### **Lost and Found**

Lost and found items are stored on shelves in the commons. If I find lost articles, I should take them to the office as soon as possible. From time to time, Lost and Found items are laid out so students may claim anything that belongs to them before 'leftovers' are taken to the Thrift Store.

### **Lunch**

Middle School lunch is from 11:00 - 11:30. Lunch prices are \$3.75 full fare, with free or reduced price lunches available for qualified families; additional servings will cost extra. I am expected to walk to the cafeteria according to routes that minimize disruption to high school classes, and to wait quietly in line and behave appropriately in the cafeteria. I must clean up my tray, food, table, and any other mess. If I do not follow these rules, I will be sent to the end of the line or assigned to cafeteria cleanup and/or detention. I am not allowed to take food or drink out of the cafeteria.

The district, under provisions of the National School Lunch Act, offers free or reduced price lunches to students from eligible families. Applications are available in the office and online. FHMS encourages eligible families to apply.

### **Personal Property (electronics, etc.)**

I am encouraged to leave personal property at home, except those items needed for school. All personal items should be properly marked with my name. I should not bring large sums of money or electronic devices to school. The use of such devices is not permitted at school and the school is not responsible for their loss or damage. I should use locks on my lockers and not give the combination to others. Bikes should be locked on the rack behind the school. I can store skateboards and lacrosse sticks in the office rack. For safety, I am not to use skateboards, scooters, or bicycles on SJISD property at any time.

### **Physical Education Dress**

I must always dress appropriately for physical education (P.E.). The P.E.



teachers will communicate guidelines for proper dress and equipment.

### **Registration / Schedule Changes**

I may, with parent or guardian approval, request a class change during the first two weeks of a semester. In deciding to grant a schedule change, the principal will consider such factors as my reasons for the requested change, my educational needs, and class size. In reality, there are few opportunities for switching classes. If I am in Band, I am expected to take it for the entire year.

### **School Pictures**

There is no charge for the picture taken for my ASB card and the yearbook. If I wish to purchase additional photos I must pay at the time the pictures are taken. The photographer provides prepaid packets to students and their parent or guardian.

### **Student-Led Conferences**

During 2024-2025, district-wide student-led conferences will be held October 16, 17, and 18 and March 12, 13, and 14. School will be dismissed at 11:20 on those days. The goal in these conferences is to increase my responsibility and, accordingly, I am expected to lead the discussion. If my parent or guardian would like to meet with a teacher at other times throughout the year, I will encourage them to call the middle school office and leave a message. A conference time can then be arranged. FHMS teachers are pleased to meet with parents and guardians.

### **Telephone Use**

I may request to use the telephone in the office before or after school hours, or during lunch. This phone is available for quick calls to my parent or guardian; it is not for social use. Other phones in the building are not for student use unless directed by a teacher. If I misuse (or overuse) the school phone I will have this privilege revoked. FHMS teachers and staff appreciate parent and guardian support for planning ahead and scheduling social activities from home rather than school.

From the time I enter school in the morning until school dismisses for the day, I may not turn on or have visible my cell phone or any other personal electronics. If personal electronics are seen in class or in the hallways they will be collected and kept in the office until the end of the day. Multiple offenses will result in further consequences, including - but not limited to - suspension and requiring my parent or guardian to come retrieve the item from school.

## **Visitors**

My parent or guardian is always welcome to visit the school. **However, for my safety and the safety of others, all visitors are required to sign in at the office upon arrival to the building and will be given a badge to wear while they are on campus.** It is helpful if parents and guardians make an appointment prior to visiting. Single-day student visitations may be allowed with the permission of the principal, as long as they do not interfere with the orderly conduct of the school. Visitation requests of more than one day will not be granted. All student visits require an "Approved Visitor" form signed by all teachers and then approved by the principal at least one day prior to the visit. Teachers have the right to determine when guests may not visit their classroom. Guests will not be allowed during testing periods.

## **Volunteers**

FHMS welcomes volunteers, especially for field trips and dances! There are many ways to be of assistance around school: in classrooms, the library, as reading tutors, and in the office. Teachers usually like a few weeks to get routines established and then, at Back-to-School Night, they will outline ways parents and guardians can help.

## **Withdrawal from School**

If I need to transfer or withdraw from FHMS, I am required to meet with the principal and fill out a "Withdrawal Form." I also need to see each of my teachers for current grades and any charges for lost or damaged materials. The withdrawal form must be signed by my parent or guardian and by the principal and returned to the office, where a copy will be made for me to take to my new school. Transcripts and health records may also be obtained at the office, but district policy states that all outstanding fines and fees must be paid before these records will be released.

## APPENDIX:

### SCHOOL DISTRICT RULES

**Alcohol, Illegal Drugs or Substances, Paraphernalia Possession - Use, Sale, Distribution, Trade and/or Transfer** - A student shall not possess drug paraphernalia, nor possess, sell, distribute, trade or transfer, nor be under the influence of alcoholic beverages or illegal drugs or substances. A student shall also not possess, sell, distribute, trade or transfer substances purporting to be alcoholic beverages or illegal drugs or substances.

Students shall not transfer or sell medically prescribed drugs to another individual.

Use of any common products/substances (e.g. gasoline, aerosols) which results in achieving an altered perception or drug-like state is also prohibited.

Consequences: Possession of alcohol, illegal and/or other mind altering drugs, or substances and/or paraphernalia shall be reported to the Sheriff's Office and...

	Middle/High Schools
Possession/Use 1st Offense	15 Day Long Term Suspension
Possession/Use 2nd Offense	Up to 90 day Long Term Suspension (loss of credit)
Possession/Use 3rd Offense	Expulsion from School
Sale/Distribution 1st Offense	Up to 90 day Long Term Suspension (loss of credit)
Sale/Distribution 2nd Offense	Expulsion from School

Alternative Corrective Action: Student Assistance Program for Possession/Use Violations. Students who have been suspended from school and who wish to re-enter school prior to completion of the suspension penalty may choose to be evaluated by a state-accredited substance abuse treatment agency (Pursuant to WAC 275-19). The penalty may be reduced to a five (5) day short term suspension if the student completes the assessment within five (5) school business days of the violation, and a recovery plan is recommended that is acceptable to the District. The student will be expected to then complete the treatment plan as recommended by the agency. In all cases, if the health care recommendations are not followed the original penalty will be reinstated. Verification of compliance with the treatment plan must be provided at least monthly.

**Assault, Fighting, or Causing Physical Injury** - A student shall not physically threaten or attack another person causing threatening physical injury. A student shall not intentionally cause or attempt to cause physical injury or intentionally behave in such a way as could reasonably cause physical injury to any person.

**Criminal Acts** - The following actions are among those defined as criminal under the laws of Washington State or San Juan County:

- a. Arson - the intentional setting of fire.
- b. Bomb Threats - telephone or otherwise.
- c. Extortion, Blackmail or Coercion - obtaining money or property by violence or threat of violence or forcing someone to do something against one's will by force or threat of force.
- d. Fire Alarms - any false fire alarms (mechanical or voice).
- e. Fire Extinguisher - tampering with fire extinguishers.
- f. Trespass - being present in an unauthorized place or refusing to leave when ordered to do so.
- g. Unlawful Interference with School Authorities - interfering with administrators, teachers or other school staff (employees or volunteers) by force, violence, intimidation, or threat.
- h. Use, possession, and sale of alcohol, illegal drugs, and paraphernalia.
- i. Any violation of San Juan Island School District's Acceptable use of computers and computer networks policy # 2314.
- j. Any other act which violates any State or County law.

**Cumulative Violations of School Rules** - Students who consistently violate various school policies, rules, and regulations will be subject to suspension regardless of seriousness of the current violation.

**Dangerous Articles** - Possession and Use - Articles that either affect or have the potential to negatively affect the learning environment or student safety are prohibited.

**Destruction of School Property** - Injuring or defacing property belonging to a school, contractor, employee, or another student is prohibited. In addition to disciplinary action, a student, if suspended, may not be readmitted to school until restitution is made in full.

**Disruption of the Educational Process** - A student shall not engage in willful disobedience or disruptive conduct which materially or substantially interferes with the educational process.

A student shall not by use of noise, coercion, threat, intimidation, disrespectful action (including gestures), passive resistance, gang activity including hand signals, or any other conduct intentionally cause the substantial and material disruption or obstruction of any lawful mission, process, or function of the school.

Neither shall a student urge other students to engage in such conduct for the purpose of causing the substantial and material disruption or obstruction of any lawful mission, process or function of the school if such a disruption or obstruction is reasonably certain to result.

Neither shall a student fail to obey the lawful instruction of school district personnel or representative. Nor shall a student fail to comply with a reasonable request of a staff member.

Neither shall a student singly or in concert with others, interfere by force, language, or violence with any administrator, teacher, classified employee, person under contract with the school or school district, or student who is in peaceful discharge or conduct of his or her duties or studies.

**Forgery** - A student shall not act fraudulently by using in writing the name of another person, or falsifying times, dates, grades, addresses, or other data.

**Identification of Self** - All persons must, upon request, identify themselves by name to any school district personnel or authorities in the school building, on or adjacent to school grounds, at school-sponsored events, or on school buses.

**Matches and Lighter Use** - Possession and/or ignition of matches or lighters is not permitted when not a part of the instructional program.

**Publication and Distribution of Materials** - Students are entitled to express in writing their personal opinions. The distribution of such material shall not interfere with or disrupt the educational process. Such written expressions must be signed by the authors.

- a. Students who edit, publish, or distribute hand-written, printed, or duplicated matter among their fellow students on school property must assume responsibility for the content of such publication.
- b. Libel, obscenity, lewdness, vulgarity, profanity, and personal attacks are prohibited in all publications.
- c. All publications intended to be distributed on school property must be submitted first to the building principal for approval and regulation regarding time, place, and manner.
- d. Commercial solicitation will not be allowed on school property at any time unless authorized by the building principal.

**Sexual Harassment** - Sexual harassment is unwelcome behavior or communication that is sexual in nature when:

- A student or employee is led to believe that he or she must submit to unwelcome sexual conduct or communications in order to gain something in return, such as a grade, a promotion, a place on a sports team, or any educational or employment decision, or
- The conduct substantially interferes with a student's educational performance, or creates an intimidating or hostile educational or employment environment.

Examples of Sexual Harassment:

- Pressuring a person for sexual favors
- Unwelcome touching of a sexual nature
- Writing graffiti of a sexual nature
- Distributing sexually explicit texts, e-mails, or pictures
- Making sexual jokes, rumors, or suggestive remarks
- Physical violence, including rape and sexual assault

**You can report sexual harassment** to any school staff member or to the district's Title IX Officer, Faith Knight (360) 378-4133, or [faithknight@sjisd.org](mailto:faithknight@sjisd.org). You also have the right to file a complaint. For the district sexual harassment policy and reporting procedure, contact your school or district office, or search for Policy 3205 and Procedure 3205P online here:

<https://www.sjisd.wednet.edu/Page/1491>

Every report of sexual harassment will be investigated in a sensitive manner. In determining whether the alleged conduct constitutes sexual harassment or the more severe sexual misconduct, the totality of the circumstances, the nature of the harassment and the context in which the alleged incidents occurred will be investigated. Sexual harassment may be treated as a criminal act.

**Sexual Misconduct** - Any exploitive act with or to another student including indecent exposure or other lewd acts and not limited to the following:

- Handling or touching the clothing of others to cause an exposure;
- Indecent exposure as defined in RCW 9A.88.010;
- Sexual contact, i.e., intentional touching of the sexual or other intimate parts of a student;

Sexual misconduct will be investigated in a sensitive manner. In determining whether the alleged conduct constitutes sexual misconduct, the totality of the circumstances, the nature of the conduct and the context in which the alleged incidents occurred will be investigated. Sexual misconduct may be treated as a criminal act.

**Speech and Assembly** - Students are encouraged to verbally express their personal opinions in such a manner and at such times as does not disrupt or interfere with the educational process or with the freedom of others to express themselves. The use of obscenities, lewdness, vulgarity, profanity, or personal attacks is prohibited. All student meetings on school property may function only as scheduled and regulated by school authorities.

**Theft/Possession of Stolen Property** - A student shall not steal school property or personal property. Nor shall a student be in possession of stolen school property or stolen personal property.

**Tobacco Products Possession and Use** - The following steps will be implemented whenever a student violates the District's prohibition against the use and/or possession of tobacco products (Board Policy #4215). Evidence of such violation may include but is not limited to facts and circumstances showing that a particular student or group of students is/are in the possession of, or has used tobacco products on or adjacent to school property during or while traveling to or from any school-sponsored event, on any private, public or school site. Such facts and circumstances may include, but are not limited to smelling of or visual evidence of tobacco product use on the student's breath or person. Such facts and circumstances may also constitute a legal search of a student and their belongings based on reasonable, particularized suspicion.

Students using or possessing tobacco products shall be required to have a parent conference with the principal, and will be referred to the Tobacco Diversion Program administered by San Juan Community Health Department. Subsequent violations are subject to progressive discipline and possible referral to the San Juan County Sheriff's Department.

**Transfer Students** - Transfer students accepted in the San Juan School District may be withdrawn for violating the rules listed in this policy.

**Trespass** - Students are not permitted to be on campus unless they are enrolled in classes or have the permission of an administrator to be on campus. Students may not be present in an unauthorized place, or enter an unauthorized place without permission.

**Weapons** - As per board policy #4210, a student shall not knowingly possess, handle, or transmit any object that can reasonably be considered a weapon or instrument that may create a danger to self or others, or cause a disruption of the learning environment.



In accordance with RCW 9.41.280, it is unlawful for a person to carry onto public or private elementary or secondary school premises, school-provided transportation, or areas of facilities while being used exclusively by public or private schools:

- a. Any firearm or instrument that appeared to be a firearm, in a threatening or dangerous manner; or
- b. Any dangerous weapon as defined in RCW 9.41.250; such as, but not limited to, sling shot, hand club, metal knuckles, spring blade knife or pocket knife; or
- c. Any device commonly known as "non-chu-ka sticks", consisting of two or more lengths of wood, metal plastic or similar substance connected with wire, rope, or other means; or
- d. Any device commonly known as "throwing stars", which are multi-pointed, metal objects designed to embed upon impact from any aspect; or
- e. Any air gun, including any air pistol or air rifle, designed to propel a BB, pellet, or other projectile by the discharge of compressed air, carbon dioxide, or other gas; or
- f. Ammunition or explosive devices; or
- g. Any object used in a threatening manner and/or used as a weapon, which could reasonably be perceived, given the circumstances, as having the ability to cause bodily harm even though not commonly thought of as a deadly or dangerous weapon, such as a starter pistol, flare gun, laser device, cayenne pepper, ice pick, elongated scissors, or straight razor.

Any weapons violation by elementary or secondary school students constitutes grounds for expulsion from the state's public schools in accordance with RCW 28A.600.010. However, any firearms violation by an elementary or secondary school student shall result in expulsion for not less than one year under RCW 28A.600.420. An appropriate school authority shall promptly notify law enforcement and the student's parents or guardian regarding any allegation or indication of such violation.

## **GUIDELINES FOR SCHOOL SANCTIONS**

The following sanctions may, based on severity of violation, be imposed for the violations described above. Progressive discipline may include all or some of the following consequences for rule violations:

- a. Parental notification/conference with teacher and/or administrator
- b. School discipline (corrective action, punishment, after school/lunch/Saturday detention, in-school suspension)
- c. Short-term suspension (up to 10 school days)
- d. Long-term suspension (up to one semester)
- e. Referral to the Sheriff's Office
- f. Referral to Juvenile Court
- g. Emergency expulsion (exceptional misconduct)
- h. Expulsion from school

Disciplinary sanctions are imposed subject to hearing provisions in board policy #3241, and WAC 392-400.

### **SJISD Board Policy 3205: Prohibition of Sexual Harassment**

This district is committed to a positive and productive education free from discrimination, including sexual harassment. This commitment extends to all students involved in academic, educational, extracurricular, athletic, and other programs or activities of the school, whether that program or activity is in a school facility, on school transportation or at a class or school training held elsewhere.

#### Definitions

For purposes of this policy, sexual harassment means unwelcome conduct or communication of a sexual nature. Sexual harassment can occur adult to student, student to student or can be carried out by a group of students or adults and will be investigated by the District even if the alleged harasser is not a part of the school staff or student body. The district prohibits sexual harassment of students by other students, employees or third parties involved in school district activities.

Under federal and state law, the term "sexual harassment" includes:

- Acts of sexual violence;
- Unwelcome sexual or gender-directed conduct or communication that interferes with an individual's educational performance or creates an intimidating, hostile, or offensive environment;
- Unwelcome sexual advances;
- Unwelcome requests for sexual favors;

- Sexual demands when submission is a stated or implied condition of obtaining an educational benefit; or
- Sexual demands where submission or rejection is a factor in an academic, or other school-related decision affecting an individual.

A "hostile environment" has been created for a student when sexual harassment is sufficiently serious to interfere with or limit the student's ability to participate in or benefit from the school's program. The more severe the conduct, the less need there is to demonstrate a repetitive series of incidents. In fact, a single or isolated incident of sexual harassment may create a hostile environment if the incident is sufficiently severe, violent, or egregious

### Investigation and Response

If the district knows, or reasonably should know, that sexual harassment has created a hostile environment, it will promptly investigate to determine what occurred and take appropriate steps to resolve the situation. If an investigation reveals that sexual harassment has created a hostile environment, the district will take prompt and effective steps reasonably calculated to end the sexual harassment, eliminate the hostile environment, prevent its recurrence and as appropriate, remedy its effects. The district will take prompt, equitable and remedial action within its authority on reports, complaints and grievances alleging sexual harassment that come to the attention of the district, either formally or informally. The district will take these steps every time a complaint, alleging sexual harassment comes to the attention of the district, either formally or in-formally.

Allegations of criminal misconduct will be reported to law enforcement and suspected child abuse will be reported to law enforcement or Child Protective Services. Regardless of whether the misconduct is reported to law enforcement, school staff will promptly investigate to determine what occurred and take appropriate steps to resolve the situation, to the extent that such investigation does not interfere with an ongoing criminal investigation. A criminal investigation does not relieve the district of its independent obligation to investigate and resolve sexual harassment.

Engaging in sexual harassment will result in appropriate discipline or other appropriate sanctions against offending students, staff or other third parties involved in school district activities. Anyone else who engages in sexual harassment on school property or at school activities will have their access to school property and activities restricted, as appropriate

### Retaliation and False Allegations

Retaliation against any person who makes or is a witness in a sexual harassment complaint is prohibited and will result in appropriate discipline. The district will take appropriate actions to protect involved persons from retaliation.

It is a violation of this policy to knowingly report false allegations of sexual harassment. Persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline

#### Staff Responsibilities

The superintendent will develop and implement formal and informal procedures for receiving, investigating and resolving complaints or reports of sexual harassment. The procedures will include reasonable and prompt time lines and delineate staff responsibilities under this policy.

Any school employee who witnesses sexual harassment or receives a report, informal complaint, or written complaint about sexual harassment is responsible for informing the district Title IX or Civil Rights Compliance Coordinator. All staff are also responsible for directing complainants to the formal complaint process.

Reports of discrimination and discriminatory harassment will be referred to the district's Title IX/Civil Rights Compliance Coordinator. Reports of disability discrimination or harassment will be referred to the district's Section 504 Coordinator

#### Notice and Training

The superintendent will develop procedures to provide age-appropriate information and education to district staff, students, parents and volunteers regarding this policy and the recognition and prevention of sexual harassment. At a minimum sexual harassment recognition and prevention and the elements of this policy will be included in staff, student and regular volunteer orientation. This policy and the procedure, which includes the complaint process, will be posted in each district building in a place available to staff, students, parents, volunteers and visitors. Information about the policy and procedure will be clearly stated and conspicuously posted throughout each school building, provided to each employee and reproduced in each student, staff, volunteer and parent handbook. Such notices will identify the District's Title IX coordinator and provide contact information, including the coordinator's email address.

**For Reporting Procedures, please see the Procedure 3205, *Sexual Harassment of Students Prohibited*.** For the complete text, go to:

[4https://www.sjisd.wednet.edu/Page/2550](https://www.sjisd.wednet.edu/Page/2550)

and do a search for Policy 3205 and Procedure 3205

Or request a copy of the Policy 3205 and Procedure 3205 at any school office.

## **SJISD Board Policy 3207: Prohibition of Harassment, Intimidation, and Bullying**

The board is committed to a safe and civil educational environment that is free from the harassment, intimidation, or bullying of any student. As defined in Chapter 28A.600 RCW (Students), "Harassment, intimidation or bullying" means any intentional electronic, written, verbal, or physical act including but not limited to, one shown to be motivated by any characteristic in RCW 28A.640.010 and RCW 28A.642.010, or other distinguishing characteristics, when the act:

- A. Physically harms a student or damages the student's property;
- B. Has the effect of substantially interfering with a student's education;
- C. Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- D. Has the effect of substantially disrupting the orderly operation of the school.

Nothing in this section requires the affected student to actually possess a 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).

This policy and accompanying procedure do not govern harassment, intimidation, or bullying of an employee, volunteer, parent/legal guardian, or community member.

### **Behaviors/Expressions**

This policy recognizes that 'harassment,' 'intimidation,' and 'bullying' are separate but related behaviors toward a student. Each must be addressed appropriately. The accompanying procedure differentiates the three behaviors, however, this differentiation should not be considered part of the legal definition of these behaviors.

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

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 for students and will be implemented in conjunction with comprehensive training of staff and volunteers. Specific training requirements are included in the accompanying procedure.

### **Prevention**

The district will provide students with strategies aimed at preventing harassment, intimidation, and bullying toward students. 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 on the targeted student(s) and others impacted by the violation, to change the behavior of the aggressor, 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.

### **Students with Individual Education Plans or Section 504 Plans**

If allegations are proven that a student with an Individual Education Plan (IEP) or Section 504 Plan has been the aggressor or target of harassment, intimidation or bullying, the school will convene the student's IEP or Section 504 team to determine whether the incident had an impact on the student's ability to receive a free, appropriate public education (FAPE). The meeting should occur regardless of whether the harassment, intimidation, or bullying incident was based on the student's disability. During the meeting, the team will evaluate issues such as the student's academic performance, behavioral issues, attendance, and participation in extracurricular activities. If a determination is made that the student is not receiving a FAPE as a result of the harassment, intimidation, or bullying incident, the district will provide additional services and supports as deemed necessary, such as counseling, monitoring and/or reevaluation or revision of the student's IEP or Section 504 plan, to ensure the student receives a FAPE.

### **Retaliation/False Allegations**

Retaliation is prohibited and will result in appropriate discipline. It is a violation of this policy to threaten or harm a student for reporting harassment, intimidation, or bullying, being identified as a targeted student, or participating in an investigation.

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

### **Compliance Officer**

The superintendent will appoint a compliance officer as the primary district contact to receive copies of all formal and informal complaints and 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.

## SJISD Board Policy 3210: Nondiscrimination

San Juan Island School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression, gender identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination:

Faith Knight, Civil Rights Coordinator  
[faithknight@sjisd.org](mailto:faithknight@sjisd.org), (360) 370-7904

Becky Bell, IX Officer, and Section 504 Coordinator  
[beckybell@sjisd.org](mailto:beckybell@sjisd.org), (360) 370-7911

**You can report discrimination and discriminatory harassment** to any school staff member or to the district's Civil Rights Coordinator, listed above. You also have the right to file a complaint. For a copy of the district's nondiscrimination policy and procedure, contact your school or district office or search for Policy 3210 and procedure 3210P online here:

<https://www.sjisd.wednet.edu/Page/1491>

## SJISD Board Policy 3245: Telecommunication Devices and Students

**Students in possession of telecommunications devices, including, but not limited to, pagers, beepers and cellular phones, while on school property or while attending school-sponsored or school-related activities will observe the following conditions:**

- A. Telecommunication devices will be turned on and operated only before and after the regular school day and during the student's lunch break, unless an emergency situation exists that involves imminent physical danger or a school administrator authorizes the student to **use the device**;
- B. **Students will not use telecommunication devices in a manner that poses a threat to academic integrity, disrupts the learning environment or violates the privacy rights of others;**
- C. Students will not send, share, view or possess pictures, text messages, emails or other material depicting sexually explicit conduct, **as defined in RCW 9.68A.011**, in electronic or any other form on a cell phone or other electronic device, while the student is on school grounds, at school sponsored events or on school buses or vehicles provided by the district;
- D. When a school official has reasonable suspicion, based on objective and articulable facts confiscate, that a student is using a telecommunications



device in a manner that violates the law or school rules, the official may **the device, which will only be returned to the student's parent or legal guardian;**

- E. By bringing a cell phone or other electronic devices to school or school-sponsored events, the student and their parent/guardian consent to the search of the device when school officials have a reasonable suspicion, **based on objective and articulable facts**, that such a search will reveal a violation of the law or school rules. **The scope of the search will be limited to the violation of which the student is accused. Content or images that violate state or federal laws will be referred to law enforcement;**
- F. Students are responsible for devices they bring to school. The district will not be responsible for loss, theft or destruction of devices brought onto school property **or to school sponsored events;**
- G. Students will comply with any additional rules developed by the school concerning the appropriate use of telecommunication or other electronic devices; and
- H. Students who violate this policy will be subject to disciplinary action, including suspension or expulsion.

## **SJISD Board Policy 3235: Family Educational Rights and Privacy Act (FERPA)**

### **Student Records**

Board Policy and Procedure #3235 govern the management of student records. **Parents and students have the right to inspect and review student records.** In addition, the Family Educational Rights and Privacy Act affords parents and students certain rights with respect to student's educational records:

1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the district records custodian a written request that identifies the record(s) they wish to inspect. The records custodian will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the district to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the

record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, hearing officer, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses educational records without consent to officials of another school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is, Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue S.W., Washington, D.C. 20202-4605.

#### Release of Student Information (Directory Information)

Written consent of the parent is required prior to the release of student information **except** in the case of "Directory Information." Directory

information may be released publicly without consent **unless** the parent notifies the district not to release such information. Parents will be provided the opportunity to notify the district to restrict the release of "Directory Information" at the beginning of each school year. Directory information is defined as the student's name, grade level, photograph, address, telephone number, date and place of birth, dates of attendance, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, diplomas and awards received, and the most recent previous school attended. Such information shall not be released for commercial reasons. The primary purpose of directory information is to allow the District to include this type of information from your child's education records in certain school publications such as yearbooks, playbills, honor lists, news releases, etc. Directory information can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include companies that manufacture class rings or publish yearbooks, youth service organizations, and military recruiters. ***The District limits the release of information to only that which is necessary for a particular purpose approved by the District.***

#### Release of Student Information to Other Districts

***Parents are advised that student records will be released to another school where the student has enrolled or intends to enroll.*** Other districts shall be provided with records upon official request from the district, unless the student has an outstanding fee or fine. In those instances the enrolling school shall be provided with the student's academic, special placement, immunization history and discipline records within two school days, but the official transcript shall be withheld until the fee or fine is discharged. The enrolling school district shall be notified that the transcript is being withheld due to an outstanding fee or fine. At the time of transfer of the records, the parent or adult student may receive a copy of the records at his/her expense if requested and shall have an opportunity to challenge the contents of the records.

## **SJISD TECHNOLOGICAL RESOURCES AND POLICIES**

**School District Website** - Please bookmark our school district website [www.sjisd.wednet.edu](http://www.sjisd.wednet.edu) for general school information, notifications, schedules, calendars, and special events.

**Information for Students** [www.sjisd.wednet.edu/students](http://www.sjisd.wednet.edu/students)

**Information for Parents** [www.sjisd.wednet.edu/parents](http://www.sjisd.wednet.edu/parents)

**Communication** - To email to any teacher or staff member, please use the "Contact Schools & Staff" link located on either the Students or Parents page on the SJISD website.

**On-line Grade Reports and Attendance** - To access your student's current grades and attendance, go through our school district website. This on-line system is password protected. If you did not receive a "Family and Student Access" instruction sheet with a Login ID and Password please contact the school office.

To use this system: Go online to the SJISD website, click on either the Students or Parents tab on the top menu. Then click on the "SJISD Family and Student Access" link located on the left side of the home page or access this URL <http://family.sanjuanisland.wa-k12.net> \*generally teachers update grades on a weekly basis.

### **Regulations for Use of School Computers / Student Accounts -**

Students have access to many forms of technology. This is viewed as a privilege. Any misuse, tampering, or altering of systems, reprogramming, or theft of technology will not be tolerated.

***Please review the full text of any and all Tech related Board Policies, available online at [www.sjisd.wednet.edu](http://www.sjisd.wednet.edu), including:***

- Board policy #2022 - Electronic Resources
- Board policy #3207 and Procedure 3207P - Prohibition of Harassment, Intimidation and Bullying
- Board policy #3240 and Procedure 3240P - Student Conduct, Rules and Guidelines for Student Behavior, Definition of Exceptional Misconduct

## Procedural Guidelines for Appropriate Use of San Juan Island School District Computers:

### User Expectations and Responsibilities

- A. Students are authorized to use District computing facilities/networks for work directly related to the student's educational efforts.
- B. Students are responsible for protecting their account/password from unauthorized use and may not allow another person to use their password or to share their account.
- C. Students may not use another person's computing account, attempt to forge account identity, or use a false account or e-mail address. Students may not circumvent workstation security systems or prevent access to individual workstations. Any attempt to circumvent system security or in any way gain unauthorized access to local or network resources is forbidden.
- D. Students are forbidden to use e-mail and other network communications to harass, offend, or annoy other users of the network including impeding their computing systems, software, or data.
- E. Authorized student users of the San Juan Island School District have specific behavior expectations in reference to District computers and computer systems/networks.

All users are responsible for:

- Backing up their data and files as needed.
- Courteous and considerate use of all computers and computer systems/networks.
- Legitimate and appropriate use.

Users may not:

- Use the computers and computer systems/networks for commercial use or financial gain unless specifically granted approval by the superintendent or designee and in accordance with other District procedures.
- Charge fees or other remuneration for advertising or other use of the computer facilities for any purpose unless specifically granted approval by the District administrator responsible for overseeing such fees.
- Copy any District owned software unless specifically authorized by the copyright and licensing provisions of the software or place copyrighted material on the system without the author's permission or in any way violate copyright law.

- Initiate or participate in activities which damage or disrupt hardware or communications such as irresponsible or destructive use of equipment, virus creation and propagation, wasting system resources, and overloading networks with excessive data.
  - Upload/download any unauthorized file including, but not limited to, obscene, pornographic or inappropriate material.
  - Use the system to encourage or engage in any illegal activity or promote unethical practices or any activity, including political activity, prohibited by Board policy or law.
  - Use computers resources for unauthorized game playing.
- F. Users shall report any security problem or misuse of the network to District staff.

### Sanctions for Policy Violations

Violations of this policy will be treated as misconduct, a misdemeanor, or a felony as appropriate for the offense. Students who violate the policy are subject to discipline, prosecution, and restitution. Computer access may be limited or terminated pending determination of disciplinary investigations.

### **Application of Pesticides on School Property**

As per State law, all school districts in the State of Washington must post notice prior to the application of any pesticides at least 48 hours prior to the application. We will post in a prominent place in the building and, upon request, provide notification to parents. See San Juan Island School Board policy 6895, Pesticide Notification, Posting and Record, for full text