Alki Middle School
1800 NW Bliss Road
Vancouver, WA 98685

Administrator(s): Darci Fronk, Principal
Doug Warner, Associate Principal
Sean Ryan, Dean of Students/ Athletic Director / Activity Coordinator.

Name _____

Message from the Vancouver School Board

To promote a safe, nurturing and beneficial learning environment for each of our students, and to maintain order and discipline in the classrooms, playgrounds, hallways, school buses, and school-sponsored activities off campus, the Vancouver Board of Directors, adopts policies and regulations for administering discipline within each school. These policies and regulations are designed to involve the parents and community. The policies and regulations are designed to involve the parent and student early in the resolution of discipline problems. Annually, the principal and the certificated staff of each school review these disciplinary procedures to ensure uniform enforcement.

Mission of the Vancouver School District

Excellence in Education

In partnership with home and community, Vancouver Public Schools provides an innovative learning environment that engages and empowers each student to develop the knowledge and essential skills to become a competent, responsible, and compassionate citizen.

Notice of Nondiscriminatory Policy

The Vancouver School District is an Equal Opportunity district in education programs, activities, services, and employment. Vancouver School District does not discriminate on the basis of race, creed, color, religion, sex, national origin, marital status, sexual orientation, including gender expression or identity, age, families with children, honorably discharged veteran or military status, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal. We provide equal access to the Boy Scouts of America and other designated youth groups. We also comply with Section 504 of the Rehabilitation Act of 1973, Section 402 of the Vietnam Era Veterans Readjustment Act of 1974, the Americans with Disabilities Act of 1990, the Civil Rights Act of 1964, the Age Discrimination in Employment Act, Older Worker Protection Act, and all other state, federal, and local equal opportunity laws.

If you have a physical or mental disability that causes you to need assistance to access school facilities, programs, or services, please notify the school principal. This district endeavors to maintain an atmosphere free from discrimination and harassment. Any person who believes he or she has been discriminated against should contact the school principal and complete the appropriate grievance or complaint form.

You may also contact any of the following people by writing to them at Vancouver School District, PO Box 8937, Vancouver, Washington 98668-8937 or by calling 360-313-1000: ADA – Kathy Everidge; Title VII, 504 and IDEA – Daniel Bettis; Affirmative Action – Kathy Everidge; Title IX Elementary, Debra Hale or Doug Hood; Title IX Secondary, Chris Olsen or Doug Hood; Athletic Equity, Albert Alcantar.

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REMEMBER - EVERY ADULT AT ALKI IS HERE TO HELP YOU!
FOR MORE INFORMATION ABOUT ALKI AND OUR SCHOOL PROGRAMS VISIT OUR WEBSITE AT:
http://alki.vansd.org/

Alki Bell Schedule

CLASS	TIMES
Warning Bell	**8:55**
1st Period	**9:00 -9:50**
2nd Period	**9:53-10:41**
1st Lunch(7th& 8th)	**10:44-11:14**
3rd Period (2nd)	**11:17-12:05**
3rd Period (1st)	**10:44-11:32**
2nd Lunch (7th& 8th)	**11:35-12:05**
4th Period (6th)	**11:35-12:23**
3rd Lunch (6th)	**12:26-12:56**
4th Period (7th& 8th)	**12:08-12:56**
5th Period	**12:59 -1:47**
6th Period	**1:50 - 2:38**
7th Period	**2:41 - 3:30**

All passing times are the equivalent of 3 minutes including the passing times before and after each lunch. All busses leave 8 minutes after the last period of the day.

Student Rules and Information

ATHLETICS & ACTIVITIES

An important part of life at Alki is extracurricular activities; we encourage all students to participate. If a student has questions about any of the activities or needs help in order to participate, they should contact any staff member. Some Activities and Clubs have a $20 fee each. **Students must be passing 6 of their 7 classes to participate in contests**. **Students also must have passed at least 6 classes in the preceding trimester to participate without being placed on Academic Probation.**

Students are not permitted to participate in afterschool activities on the day the suspension is assigned and/or served.

Students must be in attendance one half (4 full periods) of a school day to be eligible for contests and practice.

Sports

Approximate practice times are in parenthesis and may change:

FALL SEASON: August 21-October 20
7th and 8th Grade Cross Country (3:30-5:15)
7th Grade Boys' Flag Football (3:30-5:15)
8th Grade Boys' Tackle Football (3:45-5:30)
7th & 8th Grade Girls' Volleyball
(7th at 7-8:30 a.m., 8th 3:30-5:00)

August 21st	Practice begins
September 1st	Last day to clear
October 20th	Season ends

EARLY WINTER SEASON: Oct.24-Dec.15
7th & 8th Grade Boys Wrestling (3:30-5:00)
7th & 8th Grade Girls' Basketball
(7th 7-8:30 a.m., 8th 3:30-5:15)

October 24th	Practice begins
October 26th	Last day to clear
December 15th	Season ends

LATE WINTER SEASON:
7th & 8th Grade Boys' Basketball Jan 8-Mar. 9
(7th 7-8:30 a.m., 8th 3:30-5:00)

January 8th	Practice begins
January 10th	Last day to clear
March 9th	Season ends

7th & 8th Grade Girls Bowling Feb.5- March 27

February 5th	Practices begin
February 7th	Last day to clear
March 27th	End of Season

SPRING SEASON: April 9-May 24
6th, 7th, & 8th Grade Boys' & Girls' Track (3:30-5:00)

April 10th	Practice begins
April 12th	Last day to clear
May 25th	All Star Track Meet CRHS

ATHLETIC FEES AND TRANSPORTATION

Each sport a student joins has a $20 fee. This does not include the $10 ASB FEE that must be paid also. These fees and the Athletic Clearance process is online and must be completed prior to the student turning out to practice. Transportation is provided to games, but is not provided back to school. Athletes must be picked up from the off-site game/competition location.

SOCIALS

Alki has 2 All-School Socials throughout the school year. The socials are supervised and take place right after school until 5:00. Buses are provided at 5:00 to take students home. Activities include dancing, volleyball, basketball, refreshments, video games, and miscellaneous games. The socials generally require casual school clothes, but occasionally students will dress for specific themes as designated by the social committee. Specific guidelines for SPECIAL social dress will be sent home if necessary.

IF A STUDENT HAS SERVED an IN-SCHOOL or OUT-OF-SCHOOL SUSPENSION IN THE PRECEDING 30 DAYS HE/SHE WILL NOT BE ALLOWED TO ATTEND THE SOCIAL.

LEADERSHIP GROUPS

There are many opportunities for students at Alki to establish a positive culture and effect positive change in the school. Students may choose to be involved in one of the leadership groups that meet regularly throughout the year to serve the various needs of our school.

Alki Student Council is an elected council that represents the Alki student body. They meet with an administrator once a month to discuss Alki students' ideas, questions, and concerns.

Students Taking A New Direction (STAND) is our prevention club here at Alki. STAND classroom representatives help plan prevention activities throughout the year as well as distributing information on the negative effects of drugs, alcohol, and other destructive decisions. STAND reps meet during lunch time once or twice a month.

Alki Leadership is a 7th and 8th grade elective class that students apply and are recommended for. The Leadership class works all year long on activities such as Student Chest Drive and other fundraisers, all-school socials, and Spirit Weeks.

ALKI "GIVENS" Daily Student Expectations

- Be in your seat when the bell rings.
- All electronic devices are turned off and out of sight.
- Remain seated until the bell rings and your teacher dismisses you.
- No arguing with adults.

ATTENDANCE-alki.attendance@vansd.org

All students enrolled in Vancouver Public Schools are expected to be at school and in class on time.

Excusing an Absence

Absences may be excused for the following reasons: (R5113)

- Illness, a doctor's note is required if a student is ill for five (5) or more days in a month, unless the principal, for good cause, waives the requirement;
- Health care appointments;
- Emergencies, including but not limited to a death or illness in the family;
- Religious or cultural activities, including observance of a religious or cultural holiday or participation in religious or cultural instruction;
- Participation in a district or school approved activity or instructional program as approved by the principal;
- Court, a judicial proceeding, or serving on a jury;
- Absence related to the deployment activities of an active duty military parent or guardian;
- Absences related to a student's homeless status;
- State recognized search and rescue activities;
- Absences related to visitations for apprenticeships, technical school, post-secondary education, or scholarship interviews;
- Absences resulting from a disciplinary or corrective action (short or long term suspension or expulsion); and
- The principal (or designee) and parent or emancipated student mutually agree upon an approved activity. The school cannot excuse absences for trips taken by students unless these trips involve direct supervision by the school or the family.
- Prearranged absences that the principal (or designee) and parent agree upon on approved activity. The school cannot excuse absences for trips taken by students unless these trips involve direct supervision by the school or the family.

Absences must be excused by a parent within three days after the student absence in one of the following ways:

- Call the attendance line at 313-3220; or
- Send an e-mail to alki.attendance@vansd.org; or
- Enter the absence into Skyward Family Access; or
- Send a written note to the attendance office

It is the responsibility of the student or parent to arrange for any needed make-up work.

Unexcused absences will result in an automated phone call notifying the parents of the absence.

Truancy

Children between the ages of 8 and 18 years of age are required to attend school. Truancy is when a student is not in school and the absence is unexcused.

After three (3) unexcused absences, the school will schedule a conference with the student and parent.

After five (5) unexcused absences, school officials will enter into an attendance agreement and plan with the student and parent.

After seven (7) unexcused absences in a month, or ten (10) in a year, the student will be referred to the Office of Student Welfare and Attendance to file an initial petition with the court.

Tardy Policy

A student is tardy when he/she enters the classroom after the tardy bell and within the first fifteen (15) minutes of class time. It is considered an unexcused absence if the student is more than fifteen (15) late to class. Teachers will address the first four tardies before referring to administration for progressive discipline.

First Tardy	Verbal warning.
Second Tardy	Verbal warning. Parent will be notified.
Third Tardy	Detention will be assigned. Parent will be notified.
Fourth Tardy	Student will be referred to school administrators. Detention or Friday School may be assigned based on tardy record in other classes. Parent will be notified.
Fifth Tardy	Student will be assigned Friday School and parent notified.
Ten Tardies	When a student reaches 10 total tardies for all classes in a Trimester, they will be assigned Friday School

Departing Early

Students are expected to remain on campus from the time of arrival until excused. Students who ride the bus are to remain on campus once they arrive.

Students who need to check out early for illness or appointments must report to the attendance office BEFORE leaving campus. Failure to do so will result in truancy, regardless of later returning to school with a note from a parent. Parents coming to pick students up from school must check in at the main office.

Students will not be released during the last hour of school unless prearranged and approved by the principal.

Attendance Codes:

U or W-Unexcused Absence
T or L-Tardy
D-Departed Early
O-Discipline related absence
I-In-school suspension
S-School excused absence
E-Excused Absence

Pre-Arranged Absences

At Alki, we understand that it is sometimes unavoidable that families will be gone during the school year and need to request prearranged absences for their children. Prearranged absences should be

made by contacting the attendance office, and students should notify their teachers of the absence as well. Students are encouraged to meet with each teacher to determine the best way to complete course requirements. Recognizing that planned classroom activities often change from week to week, it is best that students collect their prearranged assignments no more than one week before the absence. In addition, students may need to check out textbooks from the Media Center, as extra books are not available in many classrooms.

Some assignments, such as in-class activities (labs, simulations, etc.) will not be able to be pre-arranged, and must be completed upon the student's return. In addition, students should anticipate coming in before or after school when they return for classroom instruction, assessments, and individual assistance with assignments. Finally, after returning to school, students should check with their teachers to identify any additional assignments they may need to complete. As with all excused absences, students will have at least one day to make up work for every day absent.

Ultimately, it is our goal to have each student maintain the same level of learning prior to his/her absence with as little interruption as possible to his/her education.

BEHAVIOR RULES AND CONSEQUENCES

General School Behavior

DO'S

- **Do bring proper supplies to all of your classes. The teacher will tell you what these are the first day of class.**
- **Do be on time for all classes and prepared to learn.**
- **Do be an active, involved, and positive member of Alki.**
- **Do <u>clean up</u> after yourself in the cafeteria by recycling, putting garbage in the proper cans and putting trays in the dish washing room.**
- **Do participate in all the activities you can while at Alki. Besides being fun, they are an important part of your educational experience.**
- **Do bring change for the vending machines. Neither the office nor the cafeteria can give change. Also, the office phone is for emergencies only.**
- **Do get an acceptable pass from your teacher when leaving your classroom for any reason.**
- **Do keep all medication, even over-the- counter types, in the office with doctors' and parents' directions for use. <u>Students may not carry medication of any kind with them at school or share pills with others.</u>**
- **Do lock all personal items when using the locker room in PE or sports, Locks make lockers secure.**

DON'TS

- Don't bring **skateboards, Razor-like scooters, roller blades, or roller-skates.** Skating is not allowed on school grounds at any time and these items will be confiscated. You will not be allowed to store the skateboards in the office.
- Don't leave school grounds after you arrive without permission. Alki is a closed campus; leaving without permission is considered a truancy.
- **<u>Don't bring valuables to school that you can't afford to lose,</u>** such as: Personal electronic devices (Cell phones, I-Pods, MP3 players, lap tops, electronic games), large sums of money, trading cards, and valuable jewelry. **<u>These are high theft items</u>** <u>and</u> **<u>the school is not responsible if they are lost or stolen</u>**. They will be confiscated if they prove to be a problem.*
- **<u>Don't give any medications, vitamins or pills of any type to any student.</u> <u>Don't take medications from any student</u>**
- Don't loan textbooks or library books to other students. They are your responsibility, and you will be fined if it is lost.
- **<u>Don't share your personal computer password or gym locker combination with anyone.</u>**
- **<u>Don't use cell phones at school</u>** (during school hours) Once school begins, cell phones are off and put away. They may be used at lunch for games and music <u>but may not be used</u> at lunch for <u>calling or texting unless you get permission from staff</u>**. <u>They will be confiscated if they are used inappropriately.</u>** ***Confiscated items will be held in the office and may have to be picked up by a parent. Continuous violations are subject to discipline*.**

INAPPROPRIATE OBJECTS

Objects that are not conducive to the learning environment or cause distraction to the school setting are inappropriate (toys, **aerosol sprays**, balloon bouquets, etc). These may be taken from students and placed in the office until the end of the day. Please do not have them delivered to the school.

PERFUME, SCENTS AND SPRAY DEODORANTS

Some members of the Alki community are very sensitive to strong odors. Therefore, it is important to use very little or no scent in school. **Aerosol deodorants and other body sprays are not to be brought to school**. Roll-ons and stick deodorants are preferable and their use is encouraged.

PASSING BEHAVIOR

Students are to conduct themselves in an orderly, safe manner when passing through or around the building. <u>No running or physical contact</u>, stay to the right in hallways and doorways, keep hands, feet, and objects to yourself, and please use quiet voices.

PERSONAL SAFETY DEVICES

Personal safety devices such as mace, pepper spray, and stun guns are not allowed in school or on school buses due to the potential for injury to students through misuse or accidental discharge. These items will be considered <u>dangerous weapons</u> and will be handled accordingly.

PUBLIC DISPLAY OF AFFECTION

Any public display of affection beyond hand-holding is not appropriate to the school setting and is subject to discipline.

SERIOUS VIOLATIONS OF RULES

Serious violations of rules are listed in the Vancouver School District Regulations and Policies (section III of this handbook) along with disciplinary consequences. It is imperative that students and parents review these sections since these are items that usually result in suspensions (short and long term) and/or expulsion. In addition, the following are considered serious disruptive behaviors:

- Zero Tolerance: Student Misconduct (Drugs, alcohol, causing physical harm, weapons, or guns and firearms) R5146.1
- Serious or continued insubordination, non-compliance (defiance, lack of cooperation with an adult, not following adult directives or school rules) P5159.3
- Swearing, inappropriate language, insult, or abuse directed towards another student, teacher, or adult P5159.1, R5155
- Smoking, use and/or possession of tobacco products, cigarettes, tobacco look-alikes P5151
- Continued classroom disruption R5159.5, P5159.2
- Bomb threat P5159.1
- Disturbing school activities (includes in building, on school grounds, extra curricular, and off-campus events) P5159.2. P5159.1, P5159.5, R5154
- Harassment, intimidation, sexual harassment (includes inappropriate touching and de-pantsing) R5161, P5159.1
- Cumulative violations of school/District rules P5114.2
- Burglary, robbery, theft, extortion, blackmail P5159.1
- Bullying, intimidation P5159.6
- Assault, fighting P5159.1
- Damage, destruction of school property P5158

Depending upon the severity of offense and/or previous or similar offenses, consequences may include:

- Parents notified by phone or written note
- Law enforcement notified
- After School detention
- Exclusion from class
- Short-term suspension
- Long-term suspension
- Emergency expulsion
- Expulsion

TOY GUNS AND ANY KIND OF KNIFE

Toy guns, or any kind of knife should never be brought to school because of their potential use as weapons, used to intimidate, or use as a "look alike." If a student does bring them to school, it could result in suspension, emergency expulsion, expulsion from school, expulsion from district, and/or arrest.

ATHLETIC DISCIPLINARY ACTIONS P5135

- Violations of training rules regarding use of tobacco, drugs, alcohol
- Inappropriate/unsportsmanlike behavior
- Unexcused absences from practices/contests
- Failure to meet academic eligibility requirements. 1 or more F's

Depending upon the severity of offense and/or previous or similar offenses, consequences may include:

- Parents notified
- Probation
- Removal from current sports season,
- Removal from participation for school year

FIRE SAFETY P5159.1

- Possession of lighter or matches in school, on school grounds, or on school bus
- Igniting a lighter or matches in school, on school grounds, or on school bus
- Pulled Fire Alarm
- Firecrackers

Depending upon the severity of offense and/or previous similar offenses, consequences may include:

- Parents notified
- Law enforcement/Fire Marshall contact
- After School detention
- Suspension/suspension of riding privileges on bus
- Emergency expulsion
- Expulsion

BIKES

The school knows that some students rely on a bicycle as a means of transportation to and from school. Helmets should be worn when riding. Students are welcome to ride their bike on the public sidewalks, but may not ride them on school grounds or in the parking lots. Bikes should never be brought inside the school building or gymnasiums. Students should understand that riding a bike to school is a privilege and take full responsibility for **securing** their bikes in the proper area.

SKATEBOARDS

Because of Vancouver School district insurance and liability policies, students may **not** ride a skateboard, scooter or use rollerblades on school district grounds at any time. **They will not be stored in the office.**

DELIVERIES

From time to time a student may need to have a particular item dropped off for them at school. These will be distributed only during our lunch and after school call downs. However, because of the disruption to a student's academic day, commercial deliveries such as flowers, balloon bouquets, and pizza may not be delivered to school. Students may not order pizza (or other food deliveries) from school, or have them delivered to school.

DRESS AND APPEARANCE

We have to keep in mind that **modest dress is an expectation** at school, just as it is in a place of business. Inappropriate dress or appearance which causes the disruption of the educational process, or presents health or safety problems, **will not be permitted**. Any apparel or accessories with the following types of pictures or wording are not allowed:

- •Sexually suggestive
- •Gang related
- •Drug/alcohol/tobacco related
- •Vulgar or insulting
- •Ridicules or is harassing to particular people or groups

Certain classes, activities, or athletics may require prescribed dress and grooming. Shoes, however, are to be worn at all times.

When in doubt whether a clothing item is OK for school, students should check in the office. Students inappropriately dressed will be asked to change or call home for a change of clothes. If a student continues to wear inappropriate clothing, further disciplinary action is warranted. Below are guidelines that should help you if you are not sure:

BANDANAS AND BANDANA PRINT CLOTHING

Bandanas are not allowed to be worn in any fashion at Alki or at other VPS Schools. Bandana backpacks, clothing and clothing accessories are also not allowed.

SHORTS/SKIRTS

A general guideline for shorts and/or skirts is that the hemline is no shorter than the fingertips when arms are extended downward.

SHIRTS, TOPS

Shirts must be worn in school and on the bus. No skin is to be showing on back, belly or midriff area.

SLEEVELESS SHIRTS

Sleeveless shirts should cover most of the shoulder area. No undergarments should be visible. No spaghetti straps.This goes for boys as well with tank tops.

HATS

Hats are not allowed at Alki in the building except on Fridays and special Hat Days.

SAGGING PANTS

Ideally, pants should be worn at the waistline; no undergarments should be visible.

SHOES

Only hard soled foot apparel that is not distracting may be worn. No slippers or house shoes.

EMERGENCY PROCEDURES

Should an emergency or disaster situation ever arise in our area while school is in session, we want you to be aware that the schools have made preparations to respond effectively to such situations. Should we have a disaster during school hours, your student(s) will be cared for at this school. Our school district has a detailed disaster plan that has been formulated to respond to major and minor emergencies.

Your cooperation is necessary in any emergency.

1. Do not telephone the school. Telephone lines may be needed for emergency communication.
2. In the event of a serious emergency (earthquake for example), students will be kept at school until they are picked up by an identified, responsible adult who has been identified as such on a School District Emergency Information Card or SIS which is required to be filled out by parents at the beginning of every school year. Please be sure to consider the following criteria when you authorize another person to pick up your child at school:
   - •they are at least 18 years old
   - •they are usually home during the day
   - •they could walk to school, if necessary
   - •they are known to your child
   - •they are both aware and able to assume this responsibility
3. If students are to be kept at school, radio stations will be notified. If electrical service is not affected, information will be relayed via the VPS website, Flash-Alert or VPS Cable. .In addition, information regarding day-to-day school operations will be available by calling the District Office, 313-1000.
4. Impress upon your children the need for them to follow the directions of any school personnel in times of an emergency.
5. Students will be released only to parents and persons identified on the School District Emergency Information Card or SIS. During an extreme emergency, students will be released at designated release areas located on school campuses. Parents should become familiar with the school emergency procedures and be patient and understanding with the student release process. Please instruct your student to remain at school until you or a designee arrives.

Please discuss these matters with your immediate family. Planning ahead will help alleviate concern during an emergency.

Should an emergency or disaster situation ever arise in our area while school is in session, the building staff at Alki has made preparations to respond effectively. During an actual emergency or an emergency drill, students should follow all directions and conduct themselves in a serious manner.

Evacuation Plan

1. When the evacuation signal (verbal signal or fire alarm) is given, all students and staff should evacuate the building in an orderly manner.

2. Students and staff should report to their designated evacuation area. Students outside, in restrooms, or in transit should go to the nearest exit and continue to the closest evacuation area.

3. Staff should be sure that their teaching area is clear of all students. Also take a grade book or class list.
4. Upon arriving at the evacuation area, staff should account for students in their class.
5. Unsupervised students should be gathered together and supervised by a staff member.
6. Staff and students should remain in the evacuation area and await further instructions. Do not return to the building until the all clear signal has been given.
During an emergency, evacuation routes or meeting areas may be blocked. Staff and students should be prepared to use alternate routes or evacuation areas if needed.

Security Alert Plan

LOCK DOWN WITH INSIDE PASSAGE
1. The security alert will be signaled by the Alki Computer Alert System
2. A description of the concern will be given over the computer system if available (i.e. intruder, chemical spill, police action, etc) Inside passage lockdown teachers are to continue with normal IN CLASS activities.
3. All staff should check and lock exterior doors. All students should remain in their regular classes.
4. Any classes outside the building (Science, PE, etc.) should quickly move inside the building to their Inside Passage location. These classes will continue at the Inside Passage location.
5. If the alert is called during passing, all students and staff should go into the building immediately through the nearest open door. Students and staff should then continue to class using Inside Passage.
6. If the alert is called during lunch, all students and staff should go into the building immediately through the nearest open door. Students are to remain in the commons, gym, or great hall until the end of lunch. Then students and staff should continue to class using Inside Passage.
7. All students and staff should stay indoors until an announcement signals the end of the security alert.

LOCKDOWN

1. The security alert will be signaled by the Alki Alert System. This will sound a buzzer on staff computers which will deliver textually this message.

This is a LOCKDOWN. Please secure your classroom immediately.

2. A description of the concern may follow on the computer (i.e. intruder, chemical spill, police action, etc.)

Student Procedure

3. During class the students must follow the directions of the teacher. Students should sit on the floor in a "drop and cover" position.
4. If students are outside, or it is during passing/lunch, students should report to the nearest classroom where an adult is present.
5. During the lockdown there will be no passes. No one should leave the classroom.
6. Students should sit quietly until further directions are given.

All staff and students should remain in the lockdown until the "all clear" announcement has been given.

Student Release Procedures

During an emergency situation, students will be released to an identified parent/guardian only with picture identification.
In the event of an emergency situation, students will be released at the front door of the Great Hall. If the building has been evacuated, students will be released at the West End of the football field. Either area will be clearly marked with signs stating **"Student Release Point."**

<u>The Student Release Procedures will be as follows:</u>

1. A parent or guardian goes to the student release station and requests a student is released.
2. The parent or guardian presents valid picture ID (Driver's license, passport, etc.).
3. The student is brought to the release point.
4. The student is signed out on a sign-out sheet.
5. Students will not be released until a guardian arrives or it has been deemed that all students may be released safely.

Meeting Parents and Citizens

1. During an emergency, parents will be directed to the designated waiting area.
2. Members of the counseling staff, as well as one or more office staff, will report to the parent area.
3. When all students have been accounted for, parents will be directed to the Student Release area.

LUNCH

Students must stay in designated areas during the 30 minute lunch period and wait until the bell rings before leaving for class. Maps and information on appropriate lunch areas and activities will be posted in the cafeteria and in all classrooms. Students are to stay in the In-bounds lunch areas. **Open containers of food should not leave the commons.**

Cafeteria Rules

- Stay seated in the cafeteria until you are ready to leave
- Clean up after yourself
- Put trays and garbage away; recycle milk cartons, aluminum cans
- Up to 10 people at each table. Administrator discretion.
- No throwing food or other objects
- Only take what you pay for (no theft)
- Stack chairs as instructed (generally the last lunch will have this responsibility)

Consequences, depending upon the severity of the offense and/or previous similar offenses, may include:

- Cafeteria clean up
- Lunch detentions
- Removal from certain areas for period of time
- Friday School
- Suspension

PATS ON THE BACK

By its very nature and purpose, much of this booklet deals with rules and the consequences of not following the rules. We would like to point out that most students are **responsible, considerate, polite,** and try their best to do the right thing in their day-to-day life at Alki Middle School.

The gratifying aspects of our school life are the positive rewards that are given to students. Some examples of rewards at Alki are:

Honor Roll

All students who maintain a grade point average of 3.3 or above for 1st and 2nd trimester are invited to our Honor Roll Recognition Celebration. Parents will receive an invitation for the Honor Roll Celebration which occurs at 8:00 AM.

Leadership Reward Events

STAND representatives typically participate in a special activity at the end of each year.

Presidential Academic Achievement Award

Any eighth grader who meets specific academic requirements (3.5 cumulative GPA or higher and high achievement on state or norm referenced tests) during his/her 7th and/or 8th grade years at Alki is given a special certificate signed by the President.

Teacher Rewards and Encouragement

Teachers at Alki go out of their way to let students know when they are doing a good job. Sometimes this takes the form of a verbal compliment, a pat on the back, a phone call home or a letter home.

Student Leadership

The Student Leadership class will develop activities throughout the school year that will honor and recognize students in a positive way.

SCHEDULE CHANGE POLICY

Our goal is to resolve any issues that may arise in the classroom with the least disruption to the student. Before a schedule change of any kind is considered the following steps must be taken:

1. Parent(s) should make contact with the teacher to discuss the issue(s) and come to an agreement on how to resolve the problem.
2. Provide a two-week window in which to measure the success of the resolution.
3. If the problem is not resolved, the parent may contact their son/daughter's counselor or administrator to discuss the issues.
4. The administrative team (counselor, administrator, and teacher) will meet to discuss further action and to decide if a change would be in the best interest of the student.
5. If a schedule change is warranted, the student will be placed in another class based on the student's schedule and classroom numbers. Please note that this may involve changing the student's entire schedule.

SCHOOL CLOSURE INFORMATION

During times of inclement weather, it may be necessary to delay or cancel school. The best source of information for school closures is the local radio, local television, and VSD website. Also you can call the VSD School Closure info line: 313-1401.

STUDENT MANAGEMENT SYSTEM

The student management plan at Alki is a comprehensive guide for behavior with a threefold purpose:

- To help students become responsible citizens of their families, communities, nation, and world.
- To maintain an environment where students can learn and teachers can teach.
- To provide a physically and psychologically safe environment for all students.

Level One: The Classroom The foundation of any student management is the classroom. Each teacher will:

- Send home information regarding their academic and behavioral expectations for their classrooms and their plan for handling students who do not meet these expectations.
- Post rules in each classroom.
- Establish specific safety and procedural expectations.

When concerns arise, the teacher will generally use the following interventions to encourage students to modify their behavior:

- Teacher/Student conference
- Phone call/note to parents
- Detentions
- Teacher/Parent conference
- Removal from class

In the event that teacher interventions fail to help students improve their behavior, then the student will be moved to level two.

Behaviors of a serious nature may necessitate immediate referral to an administrator.

Level Two: The Building Administrators If inappropriate behavior continues after teacher interventions, the student will be referred to a building administrator for after school detention, suspension, or expulsion.

- After school detention is held at Alki from 3:30-5:00 p.m. Students are expected to bring materials for a silent

study time. In addition, students will help with campus clean-up. There is no transportation provided.

• Short term suspension is 1-10 days; Long term suspension is 11 or more days.

In addition to the rules specific to Alki, students are also governed by the District and State rules and regulations found in Vancouver School District Regulations and Policies in the back of the handbook.

IF A CONCERN ARISES:

• If the situation involves a staff member, please contact that staff member first to discuss the issue.

• If the situation is one where a counselor might be of assistance, contact the counselor.

• The next in line for an appeal is an Associate Principal.

• If the parent or student has not reached a satisfactory resolution to the problem after following the preceding steps, contact the Principal.

• The next step for appeal would be the Chief of Secondary Education. In the event of an appeal of a suspension or expulsion, the Office of Student Welfare and Attendance should be contacted.

TECHNOLOGY ACCESS AGREEMENT & iPads

As you log on and use Alki's computer system, you are agreeing to abide by the following rules:

School Issued iPads: All Alki students are issued an iPad. Students are responsible for the safe return at the end of the school year. They must store it safely at all times. This means at LUNCH as well, do not leave your iPad unattended anywhere. DO NOT use it at a table where food or drinks can damage it. Use it responsibly. Nothing is private on the iPad. E-mails, search history, etc. is all subject to school review and monitoring. DO NOT do anything on the iPad that you would not want your parents to know about. DO NOT use it for social media, Online games, etc. DO NOT Download apps, or alter settings. IF you do so, you will be charged $5.00 to reset the device.

Conserving School Resources Do your part to conserve paper, printer supplies, and network file space. Print only one page at a time. Do not print directly from the internet; copy and paste the selection. Delete all files from your student folder that you no longer need.

No Games at School Never use the school internet connections to download any games from the internet.

Copyright Law Under no circumstance are you to install, store, or email executable programs using Alki computers without authorization from the system manager. This restriction extends to all executable files, including those with exe, zip, scr, com, bat, or pif extensions.

Plagiarism Students have access to a large variety of written work via technology (internet, CD-Rom, etc.). Under no circumstance should a student copy this work to submit as their own. Students will be taught the proper ways to quote and cite other people's work.

Vandalism Attempts to modify or crash the school network or any workstation will be treated as acts of vandalism. Damaging any school property is a crime and may involve prosecution. Deliberately and maliciously deleting the files of any other user will be grounds for disciplinary action.

Respecting Others Never use District issued technology to convey profanity, abusive language, derision, threats, racial or sexual innuendoes. Don't use someone else's school account and never allow others to use yours. Keep all passwords private and do not attempt to gain access to others. Students who share their folders and passwords with others will lose their own accounts.

Pornography Despite school district attempts to block these sites on the internet, new sites show up from time to time. If you ever encounter an inappropriate site, report it to a teacher immediately. Under no circumstances are you to seek these sites on the internet.

E-mail/messaging Do not use your school email account or your iPad to email other students about non-school topics. Do not "spam" groups of Alki students with emails that are non-school approved. You are not to use your E-mail as a way to "message" other students.

Getting Permission Students must have a teacher's permission before using a computer. To use the computers during, before, or after school, a student must have a pass from a teacher. Before and after school use also requires staff supervision.

Any violation(s) of these rules will result in the loss of computer privileges and may lead to other disciplinary actions as well.

All students will have access to use Technology available on the school district computers unless his or her parent fills out and sends in a VSD Middle School Student Internet Restriction Form

WHAT TO DO IF…

I get lost: Go to the nearest teacher or to the office to get help.

I forget my schedule: Get a pass from your teacher to go to the office or counseling center.

I get sick during the day: Report to class; tell your teacher, and you will be given a pass to the office to go to the health room. If you are at lunch, talk to a person on duty. If it is between classes, go to your next class and get a pass from that teacher.

I need to take medication during the day: Your parent must bring the medicine to school in the original container along with directions for use from your doctor. It will be kept for you in the office.

I am absent: Have your parent call the school saying you will be absent. On the day you return, bring a note from a parent or guardian to the attendance office as soon as you arrive to school. Absences must be excused by a parent phone call or note within 3 days.

I am late to school: Bring a note from home explaining why you are late and go directly to the attendance office to check in.

I have an appointment during the school day: Bring a note from home asking to have you excused and

explain why. Take it to the attendance office first thing in the morning to get a dismissal slip. When it is time to leave, show this to your teacher before leaving. **Parents must sign you out in the attendance office (leaving without signing out is considered a truancy).** If you return to school that day, be sure to check back into school at the attendance office.

I need to use the restroom: Restrooms are available in the gym, in the locker rooms, and on both ends of the cafeteria. Plan to use restrooms during Wellness class and lunch. If you need to use the restroom at other times, get a pass from your teacher first. There are also restrooms in the South House for use by sixth graders.

I want to go to the Media Center: Ask a teacher for a pass. Permanent passes for before school or lunch time use are available in the Media Center; ask for one before or after school or during passing time.

I have a concern or witness a problem during the school day: Classroom teachers, counselors, administrators, and office staff will all help students with problems and concerns. Options include:

1. Talk to your teacher and ask for assistance. If they cannot help you solve the problem, they will relay the concern to the appropriate person.
2. Fill out an appointment request slip in the office to see a counselor or administrator. You will be called down as soon as possible.
3. If the problem is truly urgent, ask your teacher to call the office to arrange for someone to see you immediately.

I need to make a phone call: Calls should be made during lunch times or before or after school. Office phones are available for emergency use only.

I want to ride the bus home with a friend: Bring a note from home asking that you be allowed to ride your friend's bus. **The note must be taken to the office before school or at lunch to be issued a bus slip.** The note must include the date and parent signature. **Because of overcrowding on the busses, this may be limited to emergency situations only.**

The Parent-School Compact :

The Student Learning Plan and Roadmap to Success
Meet all Title 1A Parent Compact Requirements

REMEMBER - EVERY ADULT AT ALKI IS HERE TO HELP YOU!

FOR MORE INFORMATION ABOUT ALKI AND OUR SCHOOL PROGRAMS VISIT OUR WEBSITE AT:
http://alki.vansd.org/

HALL PASS

Date	Time	Initials

HALL PASS

Date	Time	Initials

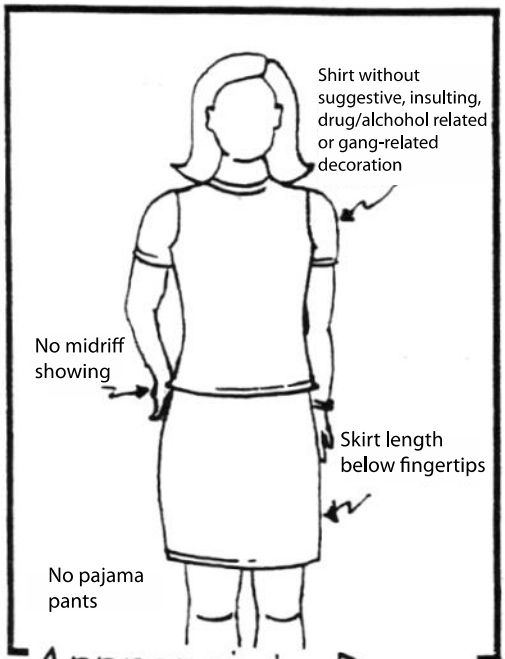
DRESS AND APPEARANCE

Modest and appropriate dress is an expectation at Alki Middle School just as it is in a place of business. Inappropriate dress or appearance which causes a disruption of the education process, or presents health/safety problems, is not permitted.

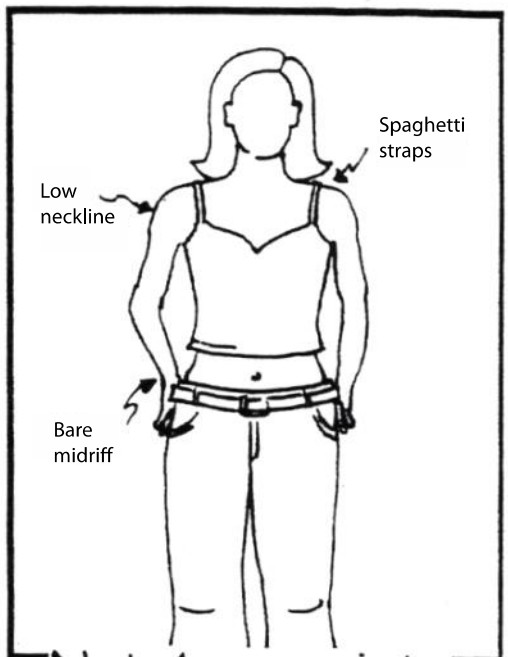
Apparel and accessories depicting, representing, and including (but not limited to) the following are **not** allowed: weapons, violence, drug/alcohol/tobacco-related, vulgarities, insults directed to a particular group (e.g. ethnicity, culture), innuendo, gang-related (per VPD Gang Task Force guidelines), and sexual suggestiveness.

Also **not** allowed in the building hats, hoods (except outside on cold days), or any other head gear (e.g., sunglasses), chains, long belts or bandanas (**any color**) or bandana print clothing; pajamas (including non-soled slippers); sagging pants; bare midriffs; short shorts/skirts (must be below fingertips); **.** Shirts with bare shoulders (from neck to tip of shoulder); halter tops; low necklines/armholes. **Shoes** are to be worn at all times. **Undergarments should never be visible.**

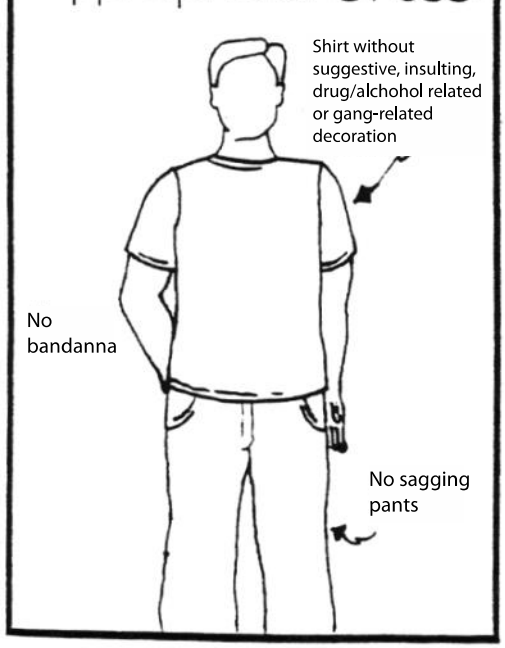
When in doubt if an item is OK for school, ask an administrator. Students inappropriately dressed will be asked to change or call home for a change of clothes. Repeat offenders will be subject to the steps of progressive discipline (e.g. phone calls home, detentions, and suspension).

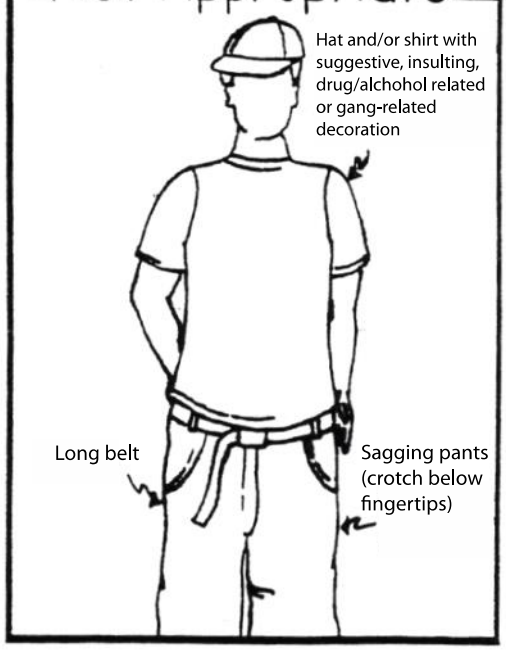


Appropriate Dress



Not Appropriate





Student Name: _____ Grade: _____ Student ID#: _____

VPS 1:1 TECHNOLOGY RESPONSIBLE USE AND SAFETY AGREEMENT

PURPOSE: Vancouver Public Schools (VPS) may issue students a one-to-one (1:1) technology device (typically an iPad or laptop that can be used both at school and at home) as a means to promote achievement and provide flexible learning opportunities. This agreement outlines VPS expectations for students and families issued a 1:1 device. In addition to this agreement, the use of district-provided technology requires students to abide by the VPS Technology Use Guidelines as stated in the Student Code of Conduct.

VPS expects that students will use district issued equipment responsibly. This agreement will help you understand appropriate use of both the technology and district network resources. VPS also expects that students will make a good faith effort to keep their 1:1 devices safe, secure, and in good working order. *This agreement includes the following specific responsibilities and restrictions.*

Student Expectations:

1. **Charge your 1:1 device at home every night** and bring it to school each day with a full charge.
2. **Communicate Responsibly!** Electronic communication must be conducted in a professional and academic manner, using appropriate language, and avoiding profanity and offensive or inflammatory speech.
3. **Back up important files regularly.** VPS maintains 1:1 devices with periodic updates. Students should save files in online storage to avoid accidental loss of data. *VPS cannot guarantee data loss will not occur and is not liable for such loss.* Ask for assistance if you do not know how to back up your files.
4. **Use technology for school-related purposes only**. Use for commercial or political purposes is prohibited.
5. **Follow copyright laws and fair use guidelines**. Only download/save music, videos, or other content related to specific assignments. Do not use your device to store personal digital content.
6. **Make your 1:1 device available for inspection by any administrator or teacher upon request.**

The following activities are prohibited:

1. Do not mark or deface your VPS issued iPad, laptop, or device case. Defacing includes use of stickers or tape.
2. Do not loan your 1:1 device, charger, or cord to anyone; do not leave your device in a vehicle or unattended at any time, and do not eat or drink while using your device.
3. Do not attempt to change or bypass the internet filtering, security, network/wifi settings, or any other device settings, including the installation of games or other unauthorized software.
4. Do not attempt to access systems beyond your authorized access. This includes sharing your account password for any system with others, or using another person's account and/or password.

5. Do not attempt to locate, view, share, or store materials that are unacceptable in an academic setting. **This includes, but is not limited to, pornographic, obscene, graphically violent, or vulgar images, sounds, music, language, video, or other materials.** The criteria for acceptability is demonstrated in the types of material made available to students in district provided learning materials & resources.

Hacking: Please note that "hacking" of any type, including the intentional introduction of malicious software (viruses), attempts to gain unauthorized network or system access, or attempts to disrupt normal network traffic, will result in district discipline and may lead to criminal charges.

Student Safety:

1. **Students should not reveal or post identifying personal information, files, or communications to unknown persons through email or other means**
2. Cyber bullying, including personal attacks or threats toward anyone using online resources, **is strictly prohibited and may lead to criminal charges**. *If you are aware of cyber bullying, please report it to responsible school personnel!*
3. All student 1:1 computing devices are configured to filter internet content and communications at school, at home, and on any other network.
4. While internet filtering is intended to restrict access to inappropriate or non-educational content, the district cannot guarantee that students will not intentionally or unintentionally access content that may be deemed unacceptable. If you access inappropriate content on your device, report it to school staff immediately.
5. All electronic communications, activities, and files accessed on district technology are not private and are subject to being viewed, monitored, and/or archived by the district at any time.

By signing this document, you agree to abide by the conditions listed above and assume responsibility for the appropriate and safe use and care of VPS district-issued technology. You understand that should you fail to comply with the terms of this agreement, access to 1:1 technology, the internet, and other digital content or services may be limited. Students may also be subject to disciplinary action as outlined in the VPS Student Code of Conduct.

Fiscal Responsibility: The district strives to limit the financial responsibility for families of students issued 1:1 devices. In cases of accidental damage, an iPad will be repaired up to two times per year at no cost to the family. If the device is lost or stolen, and the school determines that the student is not at fault, the replacement fines are $99 for an iPad, and $199.00 for a laptop. If a device is damaged, lost, or stolen due to willful negligence, the family may be responsible for the full cost to repair or replace the 1:1 device.

As the parent or guardian of _____, my signature indicates I have read and understand this Responsible Use and Safety Agreement and give permission for my student to have access to and use district-issued technology, including access to district provided digital educational programs, services and applications.

Parent Name: _____ Signature: _____ Date: _____

As the student, my signature indicates I understand this Responsible Use and Safety Agreement and will follow these guidelines while using district technology.

Student Name: _____ Signature: _____ Date: _____

Alki School/Family Compact

Where Our Legacy is Valuing Every Student

Alki Middle School Mission Statement:

Striving to create a learning environment that empowers every student by providing engaging academic programs and positive social experiences for all

Students have completed these tasks:

- ☐ iPad Assurance turned in
- ☐ Student Management letter turned in
- ☐ Handbook received and read

Alki Students will:

◊ Be safe: free from danger, risk, or injury to self and others throughout the school day

◊ Be responsible: dependable, reliable, trustworthy; connecting school and home by passing on information from one to another

◊ Be respectful: show high regard for others through honor, consideration, and appreciation

◊ Give effort: work to achieve goals by making a serious attempt and then continuing to try again and again

Alki Parents will:

◊ **Support a positive learning environment at home by:**
~ Establishing a time and place for homework and ensuring completion
~ Staying aware of my child's learning via Skyward, Canvas, student planner, etc.

◊ **Prepare my child for success at school by:**
~ Supporting regular attendance
~ Requiring adequate rest each night
~ Communicating with school when I have concerns and/or questions
~ Reading all school information to keep informed

Alki Staff will:

◊ Provide high quality curriculum and instruction

◊ Recognize individual student learning needs

◊ Maintain a safe environment that promotes student success

◊ Assist all students to improve their academic skills

◊ Teach and model appropriate social skills

◊ Provide engaging academic programming

Student signature	Parent signature	7th period teacher signature