

**Alki Middle School
1800 NW Bliss Road
Vancouver, WA 98685**

Administrator(s): Mark Cain, Principal
Doug Warner, Associate Principal
Scott Sartorius -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 procedures for administering discipline within each school. These policies and procedures are designed to involve the parents and community. The policies and procedures 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

Vancouver Public Schools is an equal opportunity district in education programs, activities, services, and employment. The 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. The district provides equal access to the Boy Scouts of America and other designated youth groups. The district complies with Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, 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. 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](tel:360-313-1000): ADA–Kathy Everidge; Title VII, 504–Daniel Bettis; IDEA–Daniel Bettis; Affirmative Action–Kathy Everidge; Title IX Elementary–Kristie Lindholm; Title IX Secondary–Executive Director for Middle Schools and for High Schools–Jim Gray; Athletic Equity–Jim Gray. This notification can be provided in the appropriate language for communities of national origin and minority persons with limited English language skills by contacting [360-313-1250](tel:360-313-1250).

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

<http://alki.vansd.org/>

Alki Bell Schedule See Planner for other bell schedules. Below is Tuesday-Friday

<u>CLASS</u>	<u>TIMES</u>
Warning Bell	8:55
1st Period	9:00 -9:50
2nd Period	9:53-10:41
3rd Period	10:44-11:32
1st Lunch (7 th & 8 th)	11:35- 12:05
4 th Period (2 nd)	12:08-12:55
4 th Period (1 st)	11:35-12:22
2nd Lunch (6 th and 7 th)	12:25-12:55
5th Period	12:58 -1:46
6th Period	1:49 - 2:37
7th Period	2:40 - 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 out-of-school 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 24-October 19

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 24th FB,VB, XC& Flag- Practice begins

September 2nd Last day to clear

October 19th Season ends

EARLY WINTER SEASON: Oct.2-Dec.15

7th & 8th Grade Wrestling (3:30-5:15)

7th & 8th Grade Girls' Basketball

(7th 7-8:30 a.m., 8th 3:30-5:15)

October 24th Practice begins

October 28th Last day to clear

December 14th Season ends

LATE WINTER SEASON:

7th & 8th Grade Boys' Basketball Jan. 9-Mar. 3

(7th 7-8:30 a.m., 8th 3:30-5:00)

January 9th Practice begins

January 13th Last day to clear

March 11th Season ends

7th & 8th Grade Girls Bowling Feb.6- March 27

February 6th Practices begin

February 11th Last day to clear

March 27th End of Season

SPRING SEASON: April 10-May 25

6th, 7th, & 8th Grade Boys' & Girls' Track (3:30-5:00)

April 11th Practice begins

April 15th Last day to clear

May 26th All Star Track Meet CRHS

UNIFIED SPORTS

Unified Basketball begins Feb. 28th, end Mar. 29th

Unified Soccer begins April 24th ends May 24th

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. *A student must be in attendance for four periods to attend a Social.*

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.

National Junior Honor Society-Is an academic merit-based school service organization that is made up of 7th and 8th grade students with a cumulative GPA of 3.5 or higher. Membership in NJHS is a commitment and a member is required to complete 10 service hours during the school year. Students are invited to join at the end of their 6th and 7th grader year.

Alki Leadership is an Elective Class. The Leadership Class works on activities such as Student Chest Drive and other fundraisers, all-school socials, the Talent Show and Spirit Weeks.

Daily Student Expectations/Givens

- Keep Hands and Feet to self
- Use appropriate language and noise level
- Respect personal space and property of others.
- Help maintain a clean campus

- Follow adult directions

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:

- 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.

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 in one month, state law (RCW 28A.225.020) requires that we contact parent to identify barriers and supports available to ensure regular attendance.

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 disciplinary action.

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 may be assigned based on tardy record in other classes. Parent will be notified.

Fifth Tardy When a student reaches 5 tardies to one class, they will be assigned After School Detention.

Ten Tardies When a student reaches 10 total tardies for all classes in a Trimester, they will be assigned After School Detention.

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 from class until parent arrives in the office to check them out.

Attendance Codes:

U Unexcused Absence

T or L-Tardy

D-Departed Early

O-Discipline related absence

I-In-school suspension

S-School Related 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.

LATE WORK POLICY

Late work will be accepted school wide in the following manner:

1) If the purpose of the assignment, project, assessment or learning activity is to **assess the students' proficiency of the standard**, they will have multiple opportunities to demonstrate proficiency.

- Students will be allowed to re-take or re-do assignments, projects, assessments or learning activities **at least one time**. Students may be required by the teacher to provide evidence of additional work prior to re-taking or re-doing the assignment, project, assessment or learning activity.
- Teachers may use their discretion to allow more than one attempt to re-take or re-do an assignment, project, assessment or learning activity given to assess proficiency of standard.

2) If the purpose of the assignment, project, or learning activity is for **homework** (homework is defined as practice to learn standards, preparation for future lessons, extension of learning, work to integrate skills and concepts, or to finish a class assignment at home), students will have **one week** from the date the assignment, project, or learning activity is due to turn it in for full credit.

- Teachers may use their discretion to allow more than one week to turn in a practice assignment late.
- If a student has an excused absence and needs more than one week beyond the due date to turn their work in, they will have at least as many days as they were absent to turn in the late work.

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 clean up 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. Students may not carry medication of any kind with them at school or share pills with others. Doing so will result in discipline.**
- **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/skateboarding 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.
- **Don't bring valuables to school that you can't afford to lose,** such as: Personal electronic devices (Blue-Tooth Speakers, Cell phones, AirPods (expensive headphones) lap tops, electronic games), large sums of money, trading cards, and valuable jewelry. **These are high theft items and the SCHOOL IS NOT RESPONSIBLE if they are lost or stolen.** They will be confiscated if they are a problem.*
- **Don't give any medications, vitamins or pills of any type to any student. Don't take medications from any student**
- **Don't loan textbooks or library books to other students.** They are your responsibility, and you will be fined if it is lost.
- **Don't share your district technology log in or gym locker combination with anyone.**
- **Don't use cell phones at school** (during school hours) Once school begins, cell phones are off and put away. They may be used at lunch for games and music **but may not be used at lunch for calling or texting unless you get permission from staff. They will be confiscated if they are used inappropriately.** *Confiscated items will be held in the office and may have to be picked up by a parent. ***Continuous violations are subject to discipline.***

UNAUTHORIZED USE OF IMAGES AND PHOTOS

Students may not take photos of staff or students and post them on the internet or place in a document. They also will not "lift" staff or student photos off the internet and post them without permission.

INAPPROPRIATE OBJECTS

Objects that are not conducive to the learning environment or cause distraction to the school setting are inappropriate (Blue-tooth speakers, 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 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. No running or physical contact, stay to the right in hallways and doorways, keep hands, feet, and objects to yourself, and please use quiet voices.

CELL PHONE GUIDELINES

Cell phones are permitted to be used before school, during lunchtime and after school. Teachers may allow Cell Phone use with permission during class-time. If a personal device is used without permission in class the teacher will ask the student to put phone in back pack. If the issue continues, phone will be taken and locked in the office. If the phone is taken again, parent will be notified of the continued violation of the rule.

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 dangerous weapons and will be handled accordingly.

PUBLIC DISPLAY OF AFFECTION-PDA

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 Procedures 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 will result in disciplinary action. In addition, the following are considered serious disruptive behaviors:

- Student Misconduct (Drugs, alcohol, causing physical harm, weapons, or guns and firearms)
- Serious or continued insubordination, non-compliance (defiance, lack of cooperation with an adult, not following adult directives or school rules)
- Swearing, inappropriate language, insult, or abuse directed towards another student, teacher, or adult
- Smoking, use and/or possession of tobacco products, cigarettes, tobacco look-alikes, vape pens, vaping.
- Continued classroom disruption
- Bomb threat
- Disturbing school activities (includes in building, on school grounds, extracurricular, and off-campus events)
- Harassment, intimidation, sexual harassment (includes inappropriate touching and de-pantsing)
- Cumulative violations of school/District rules
- Burglary, robbery, theft, extortion, blackmail
- Bullying, intimidation
- Assault, fighting
- Damage, destruction of school property

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

- Parents notified by phone or written note
- Law enforcement notification
- 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

- Violations of training rules regarding use of tobacco, drugs, alcohol, vaping
- Inappropriate/unsportsmanlike behavior
- Unexcused absences from practices/contests
- Failure to meet academic eligibility requirements. 2 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

- 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, consequences may include:

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

BUSSES and BUS NOTES

Students are required to follow all bus riding rules as outlined in Section B of this handbook.

If a student needs to temporarily ride a different bus or use a different bus stop they must present a note from their parent to the office for approval by lunch. A student will not be allowed to ride a different bus without an approved note. If the bus is in overload a temporary pass can not be granted.

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 GUIDELINES

Preserving a positive learning environment and assuring the safety and well-being of all students are primary concerns of the Alki staff. We have to keep in mind that **appropriate/non-objectionable dress is an expectation** at school, just as it is in a place of business. Any student dress and grooming which leads school officials to believe that such dress will:

- Disrupt, interfere with, disturb, or detract from the school environment, activity and/or educational objectives
- Create a health or other hazard to the student's safety or to the safety of others.
- Create an atmosphere in which other's well-being is hindered by undue pressure, behavior, intimidation, overt gesture or threat of violence.
- Imply gang membership or affiliation by written communication, marks, drawing, painting, design, or emblem upon any school or personal property or one's person.

Any apparel or accessories with the following types of pictures or wording are not allowed:

- Sexually suggestive
- 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 with an administrator.

If a Student's dress is objectionable Under VPS 3224P the principal will request that the student make appropriate corrections. If a student continues to wear objectionable clothing, further disciplinary action is warranted. Below are guidelines that should help you if you are not sure:.

SHIRTS, TOPS

Shirts must be worn in school and on the bus.

HATS

Hats are allowed to be worn in and out of the building. Students can wear hats in classrooms where permitted.

Hoods are not to be worn indoors.

SAGGING PANTS

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.

BLANKETS and LARGE STUFFED ANIMALS

Blankets are not to be brought to school. They are not to be worn as a coat. Stuffed animals (larger than the little ones that are attached to backpacks) are not to be brought to school. On certain Spirit Days we may allow blankets or stuffed animals.

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.**”

The Student Release Procedures will be as follows:

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 or drinks (water ok) 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)
- TAKE NO FOOD OUTSIDE!!!!!!!!!!!!**

Consequences may include:

- Cafeteria clean up
- Lunch detentions
- Removal from certain areas for period of time
- After School Detention

HONORING OF WOLVES

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 include 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 that occurs at 8:00 AM. .

President’s Award for Educational Excellence

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

President’s Award for Educational Achievement

This award recognizes 8th grade students that show consistent educational commitment but do not meet the criteria for the Educational Excellence award. The criteria is a 3.3 cumulative GPA or show exceptional achievement in a particular subject such as English, Math, Science, History, Visual and Performing Arts etc. or outstanding commitment to learning despite various obstacles.

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 an Alki Pride Award, a verbal compliment, a pat on the back, a phone call home or a letter home.

Student Leadership Elective Class

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. The change will be made at the next grading period. Please note that this may involve changing the student's entire schedule.
6. A change in electives must be requested in the first two weeks of starting the class. The student must request a change of elective form from their counsellor to begin the process.

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 to an alternate educational setting

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, they will refer the student to a building administrator who may assign detention, in-school suspension, or suspension.

- After school detention is held at Alki from 3:35-4:35 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 procedures found in Vancouver School District Procedures 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 Educational Director for Middle Schools. 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 Technology: All Alki students are issued a lap top. 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 lap top unattended anywhere. DO NOT use it at a table where food or drinks can damage it. Use it responsibly. Nothing is private on the lap top. E-mails, search history, etc. is all subject to school review and monitoring. DO NOT do anything on the lap top 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. **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. **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.

Academic Dishonesty P-3241 (Cheating) is: Copying someone else's work, allowing someone to copy your work, allowing someone to do your work for you, plagiarizing, or discussing test questions/answers with people that have not taken the test. Instances of Academic Dishonesty will be addressed and documented under discipline code P-3241 if discipline is assigned. **See Page 16 of the handbook.**

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 use a Google Shared Doc to communicate with other students unless it is curricular in nature.** 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.

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.

Student Name: _____

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.**
7. Keep the iPad in its school issued case.
8. **Return the device to school promptly if you un-enroll from the district!**

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, racist, 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.

6. Do not take pictures of videos of other students or staff without their permission.

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 intentionally reveal or post identifying personal information, files, or communications to unknown persons through email or other means.**
2. Bullying or harassment, including personal attacks or threats toward anyone using online resources, **is strictly prohibited and may lead to criminal charges.** *If you are aware of bullying or harassment, 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 created and/or accessed on district technology are not private and are subject to being viewed, monitored, and/or archived by the district at any time.

Parental/Guardian Monitoring Responsibility:

Despite the filtering measures detailed above, parents and/or guardians assume responsibility for monitoring their student’s activity on district issued devices and accounts during non-school hours and on non-student attendance days. Users are responsible for the appropriate use of the device and all accounts, applications, and services.

If information is collected that indicates activity outside of the acceptable use, that information will be reviewed with the student and/or parent/guardian during normal school business hours.

IMPORTANT SAFETY NOTE: information obtained by school district officials, after school business hours, suggesting or indicating imminent danger to a person(s) will initiate a 911 report upon receiving that information. Building administration will contact the parents/guardians on the next school business day regarding the matter.

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. A police report must be filed by the family for all iPads stolen when off campus.

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.

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. I understand that the use of a district issued computing device and all accounts for the related services and applications are solely for educational purposes and I have no expectation of privacy because the district has a right to monitor, inspect, copy, review, and store information transmitted or received, at any time, without prior notice.

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. I understand that the use of a district issued computing device and all accounts for the related services and applications are solely for educational purposes and I have no expectation of privacy because the district has a right to monitor, inspect, copy, review, and store information transmitted or received, at any time, without prior notice.

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:

- Alki Academic Honesty Policy 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, trust-worthy; 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

Alki Middle School

Academic Honesty Policy

It is Alki Middle School's expectation that all students strive to become **principled** learners. Principled students act with honesty and integrity, with a strong sense of fairness. Only through original student work can understanding and mastery of academic content be truly measured.

Plagiarism, or the copying and use of someone else's work without proper acknowledgement, is not permitted, nor is it permissible for any student to allow another student to copy their work.

Plagiarism and cheating include but are not limited to:


1. **Collusion**: Allowing someone else to copy your work and submit it as their own
 - Collusion vs. Collaboration: collaboration occurs when a pair or group of students *work together* to complete a task.
2. **Misconduct**: Using unapproved materials during an assessment such as cheat-sheets, notes, or others' work
3. **Duplication of work**: Copying and submitting another's work as your own
 - Copying another student's assignment
 - Copying another's work, whether from a print or electronic source without giving credit
 - Paraphrasing (rewording) of another's work without giving credit to the author
 - Cutting and pasting sections of several pieces of others' work without giving credit
 - Recycling previously submitted work
4. Any other behavior that gives an unfair advantage to a student or that affects the results of another student (falsifying data, misconduct during an examination, creating artificial reflections).

Citations and original authorship: students will follow the guidance of the teachers when citing and acknowledging another person's original work. The minimum requirement for a citation includes: name of author, date of publication, title of source, and page numbers, as applicable.

Consequences of plagiarism/cheating: Assignments found to be plagiarized will earn a grade of zero. Students are allowed one chance in their middle school career to rewrite a plagiarized assignment. Any further instances of plagiarism will result in appropriate sanctions as needed.

I have read and understand the above Alki Middle School Academic Honesty Policy and understand the consequences if I don't follow the policy.

Alki Expectations

	Classroom	Hallways	Bathroom	Cafeteria	Library	Outside areas
Be Responsible	-Be In your seat and prepared to learn when the bell rings -Give effort and actively participate in your learning -Be prepared with appropriate supplies, books, materials and charged devices	-Always travel with a pass -Be where you're supposed to be	-Return promptly to class -Use only when needed -Use for intended purpose	-Clean up after yourself, and put trays, silverware and containers in proper places -Up to 10 people to a table -Take what you pay for	-Return materials in good condition and in a timely manner -Come with a pass -Use furniture and materials for their intended purpose	-Use equipment appropriately and return when done -When bell rings promptly clean up and return to class -Dispose of trash in garbage cans
Be Respectful	-Work cooperatively with others -Remain seated until the bell rings and your teacher dismisses you -Use all electronics and ear buds as directed (including school provided)	-Be aware of other classes around you -Respond politely to others Keep moving and keep hallways open	-Dispose of items in appropriate areas -Give others privacy -Flush when finished	-Handle your food appropriately -Welcome other students to your table -Touch only your own food	-Enter quietly -Keep food and drink put away -Wait your turn	-Respect Alki's landscaping -Be mindful of others when playing games -Show good sportsmanship when playing games.
Be Safe	-Leave the room only with permission from an adult -Use all materials as they are intended -Follow entrance and exit procedures	-Walk safely -Stay to the right -Keep your feet on the floor	-Report issues when found -Wash your hands -Keep water in the sink	-Follow lunch line guidelines -Stay seated unless dumping tray or going to the restroom -Follow dismissal procedures	-Follow appropriate tech safety expectations -Walk or sit once you enter the library	-Report any unsafe behavior to an adult -Stay within the boundaries -Stay on school grounds. Alki has a closed campus

GIVENS

Keep hands and feet to self

Use appropriate language and noise level

Follow adult directions

Respect personal space and property of others

Help maintain a clean campus

