

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

Administrators: Alyssa Alvord, Principal  
Paul Lewis, Associate Principal & Athletic Director

**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**

Inspiring Learning.  
Growing Community.  
Each Student, Every Day.

**Notice of Nondiscriminatory Policy**

Vancouver Public Schools does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination: Civil Rights Coordinator, Janell Ephraim, 360-313-1000, [janell.ephraim@vansd.org](mailto:janell.ephraim@vansd.org); and Title IX Coordinator, Jeff Fish, 360-313-1000, [jeff.fish@vansd.org](mailto:jeff.fish@vansd.org); and 504 Coordinator, Allison Abernathy, 360-313-1000, [allison.abernathy@vansd.org](mailto:allison.abernathy@vansd.org) or by mail to Vancouver Public Schools, PO Box 8937, Vancouver, Washington, 98668-8937.

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## **VSD Policies & Procedures      Section B**

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

### **FOR MORE INFORMATION**

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

### **Alki Bell Schedule**

**Please see the district website**

# **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 \$25 fee each. **Students must be in attendance one half (4 full periods) of a school day to be eligible for contests and practice.**

**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 semester to participate without being placed on Academic Probation.**

**Students are not permitted to participate in after school activities on the day an out-of-school suspension is assigned and/or served.**

## **SPORTS**

### **Fall**

Boys & Girls Track & Field - Grades 6-8

### **Early Winter**

Girls Basketball - Grades 7-8

Boys & Girls Wrestling - Grades 6-8

### **Late Winter**

Boys Basketball - Grades 7-8

Girls Bowling - Grades 7-8

### **Spring**

Girls Volleyball - Grades 7-8

Tackle Football - Grade 8

Flag Football - Grades 6-7

Boys & Girls Cross Country - Grades 6-8

## **UNIFIED SPORTS (SPECIAL OLYMPICS)**

Unified Basketball-late winter/early spring

Unified Soccer-late spring

## **ATHLETIC FEES AND TRANSPORTATION**

Students must have an ASB card (\$15) and pay a \$25 per sport fee to participate. Fee payment and the online athletic clearance process 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.

## **ATHLETIC SPECTATORS**

Our sports competitions are family-friendly events. Students must attend with a parent or guardian (18+) who must remain at the event while the student is there. Adults may supervise ONE additional student. No re-entry is

allowed. Students without supervision will be asked to leave campus.

## **LEADERSHIP GROUPS**

There are many opportunities for students at Alki to establish a positive culture and effect positive change in the school. Students will have various opportunities throughout the year to help in serving 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.

## **ATTENDANCE-[alki.attendance@vansd.org](mailto: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:

- Physical health or mental health symptoms, illness, health condition, or a medical appointment. 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.
- 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 or a judicial proceeding;
- Absence related to the deployment activities of an active duty military parent or guardian;
- Absences related to 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
- Prearranged absence that the principal (or designee) and parent or emancipated student mutually agree upon. 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](mailto:alki.attendance@vansd.org); or
- Enter the absence into Parent Square; 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.

No later than the student's fourth (4th) unexcused absences in a month the district will enter into an agreement with the student and parents that establishes school attendance requirements.

At some point after the second (2<sup>nd</sup>) and before the fourth (4<sup>th</sup>) unexcused absence, the district will take data-informed steps to eliminate or reduce the student's absences. These steps will include application of the Washington Assessment of the Risks and Needs of Students (WARNS) or other assessment by the district's designated employee.

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 they enter 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) minutes late to class.

The attendance office will run a tardy report once per week and students will be assigned a lunch detention for every two tardies. Students who are regularly tardy may 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.

### 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. 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 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 schoolwide 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.
2. If the purpose of the assignment, project, or learning activity is for **classwork/homework** (practice to learn standards, preparation for future lessons, extension of learning, work to integrate skills and concepts), students will have **one week**

from the date the assignment, project, or learning activity is due to turn it in late for 50% 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 they will have at least as many days as they were absent to turn in work missed for full credit.

## BEHAVIOR RULES AND CONSEQUENCES

### 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

### General School Behavior

#### DO'S

- Do bring proper supplies to all of your classes.
- 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 get a 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.

#### DON'TS

- Don't bring **e-bikes, e-scooters, skateboards, razer-like scooters, rollerblades, or roller-skates.** Use of e-bikes/e-scooters and 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 without permission. Alki is a closed campus; leaving without permission is considered a truancy.
- **Don't bring valuables to school,** 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 these items are lost.
- **Don't share your district technology login.**

## UNAUTHORIZED USE OF IMAGES/PHOTOS

Students **may not take photos** of staff or students and post them on the internet or place in a document. They also may 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, fidgets, sports equipment, balloon bouquets, etc). These may be **confiscated** 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 inside voices.

## CELL PHONE GUIDELINES: See Policy (Page 15)

## 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 handholding is not appropriate to the school setting and is subject to discipline.

## NO FOOD/DRINKS IN HALLS AND CLASSES

Please finish all NON-water drinks in the cafeteria. Spilt sugary drinks lead to ants in the classrooms and stains

on the carpets. Eat all food in the cafeteria for the same reason. No glass bottles are permitted at school.

### **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. 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
- Lunch of after school detention
- Exclusion from class
- Short-term suspension
- Long-term suspension
- Emergency removal
- Expulsion

### **FIRE SAFETY**

Students are not allowed to:

- Possess or ignite lighters matches or fireworks in school, on school grounds, or on a school bus
- Pull fire alarms except in an emergency

Depending upon the severity of offense, consequences may include:

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

### **ATHLETIC CODE OF CONDUCT**

All student athletes must sign the Athletic code of conduct prior to participation in school sports. Violations of training rules

regarding use of tobacco, drugs, alcohol, vaping;

Inappropriate/unsportsmanlike behavior; unexcused absences from practices/contests; and failure to meet academic eligibility requirements may result in athletic consequences depending upon the severity of offense and/or previous or similar offenses, including:

- Parent notification
- Probation
- Loss of playing time
- Suspension for 1 or more games
- Removal from current sports season,
- Removal from participation for school year

### **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, use to intimidate, or use as a "look alike." If a student does bring them to school, it may result in suspension, emergency expulsion, expulsion from school, expulsion from district, and/or arrest.

### **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 or the parent may email the attendance office [alki.attendance@vansd.org](mailto:alki.attendance@vansd.org) 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 cannot be granted.

### **BIKES**

The school knows that some students rely on a bicycle as a means of transportation to and from school. Helmets must 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. Riding a bike to school is a privilege. Students are responsible for **securing** their bikes in the proper area. The school is not responsible for storing or locking student bikes or scooters. **Motorized scooters and bikes are not permitted on campus.**

### **SKATEBOARDS AND SCOOTERS**

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. However, because of the disruption to a student's academic day, commercial deliveries such as flowers, balloon bouquets, Pizza, Uber East, DoorDash may not be 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 harasses particular people or groups

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

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.

### **SHIRTS, TOPS**

Shirts must be worn in school and on the bus.

### **HATS AND HOODS**

Hats and hoods are allowed to be worn in and out of the building if ears are visible. Hoods must be down during

class.

### **SHOES**

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

### **BLANKETS and 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. Hats that look like stuffed animals are not allowed at school.

### **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 and district communication systems. In addition, information regarding day-to-day school operations will be available by calling the District, 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. Parents should become familiar with the school emergency procedures and be patient and

understanding with the student release process.

- 6) Please instruct your student to remain at school until you or a designee arrives.
- 7) **Please discuss these matters with your immediate family. Planning ahead will help alleviate concern during an emergency.**
- 8) **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.

### **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 a determined spot and look for signs that state “**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.

# Standard Response Protocol



## **HOLD** (*new terminology*)

**HOLD** is followed by the Directive: “**In Your Room or Area**” and is the protocol used when hallways need to be kept clear of occupants. Schools previously used Modified Lockdown for these types of incidents.

Examples of HOLD conditions:

- An altercation in the hallway
- A medical issue that needs attention
- Unfinished maintenance operation in a common area during class change



## **SECURE** (*previously Modified Lockdown*)

**SECURE** is followed by the Directive: “**Get Inside. Lock Outside Doors**” and is the protocol used to safeguard people within the building.

Examples of SECURE conditions:

- An unknown or unauthorized person on the grounds
- Dangerous animal on or near the grounds
- Police activity in the area



## **LOCKDOWN** (*same terminology*)

**LOCKDOWN** is followed by “**Locks, Lights, Out of Sight**” and is the protocol used to secure occupants quiet and in place.

Examples of LOCKDOWN conditions:

- Intruder
- An angry or violent parent, student or staff member
- Report of a weapon
- Active assailant



## **EVACUATE** (*Gas Leak - Evacuation*)

**EVACUATE** and may be followed by a location, is used to move people from one location to a different location in or out of the building.

Examples of EVACUATION conditions:

- Fire
- Gas Leak



## **SHELTER** (*previously Severe Weather*)

**SHELTER** - State the **Hazard** and **Safety Strategy** for group and self protection.

Examples of SHELTER conditions:

- Severe Weather
- Earthquake
- Hazardous Materials Incident

Examples of Safety Strategies may include:

- EVACUATE to SHELTER area
- Drop, cover and hold

## 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
- Put trays and garbage away; recycle milk cartons, and aluminum cans.
- Wipe down the table, raise your hand for a staff member to check your area & dismiss you.
- Max. 10 people at each table. Administrator discretion.
- No throwing food or other objects
- **DO NOT TAKE 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 1<sup>st</sup> and 2<sup>nd</sup> semester are invited to our Honor Roll Recognition Celebration. Parents will receive an invitation for the Honor Roll Celebration that occurs.

### 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 8<sup>th</sup> 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.

## 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:

Parent(s) must make contact with the teacher to discuss the issue(s) and come to an agreement on how to resolve the problem.

Provide a two-week window in which to measure the success of the resolution.

If the problem is not resolved, the parent may contact their son/daughter's counselor or administrator to discuss the issues.

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.

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.

## 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.

## 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 emotionally 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

If 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 4:00-5:00 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 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**

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

**School Issued Technology:** Alki students have access to school computers to complete classwork. Students are responsible to take care of these devices and to make sure they are returned in good condition after each use. Use them responsibly. Computers are not to be used at a table where food or drinks can damage them. Nothing is private on the lap top. E-mails, search history, etc. are 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 school devices 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 or play any games from the internet.

**Copyright Law** Under no circumstance 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 14 of the handbook.

**Artificial Intelligence (AI)** AI is a powerful tool that at times may add to students' skill and learning. Teachers will communicate when and how AI may be used in their class. The unapproved use of AI will be addressed as academic dishonesty.

**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 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 forgot 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 PE 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 lunchtime 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 online student statement form.
3. Come to the office and request a slip to see a counselor or administrator. You also may use email. You will be called down as soon as possible.

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.**

# 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*

### 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



Students have completed these tasks:

Alki Academic Honesty Policy turned in

Alki School/Family Compact Signed

Handbook received and read

### 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 Sky- ward, 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, cellphones, 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).
5. The use of **Artificial Intelligence (AI)**: Teachers may have different expectations for the use of AI in their classes. Students are responsible for following the AI guidelines outlined by each teacher and in each course syllabus. Submitting work generated by AI and representing it as your own original work is considered academic dishonesty. Students must properly follow teacher directions regarding when and how AI tools may be used for assignments.
6. **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.

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

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Student Signature

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Date

## **Alki Cell Phone Policy:**

**Rationale:** Our goal is to foster a focused learning environment where students can excel academically while developing essential skills for future success with minimal distractions from non-school electronic devices.

### **Definitions:**

**Emergency:** a serious, unexpected situation requiring immediate action

**Personal Electronic Devices (Devices):** any mobile phone or other portable electronic device that is capable of making and receiving calls or text messages, accessing the internet, listening to music, playing a video game or streaming or watching a video.

### **During Class:**

All Personal Devices must be turned off and stored in a secure box in the classroom from bell to bell unless explicitly approved by the teacher for a specific activity.

### **During Breaks:**

Students may use their devices during passing periods, lunch, and before or after school. Students need to use devices appropriately or other consequences will apply as outlined in our electronic misuse policy.

### **Parent Communication:**

If there is an emergency (see definition above) and you must contact your child immediately, please call the main office at **360-313-3200**. Otherwise, your child can respond before/after school, passing time or during lunch.

### **Expectations During Class:**

1. Students must store their devices securely (off or silenced) in the classroom lockbox.
2. If a student struggles to manage their device, the teacher may assign an alternative storage location during class such as the teacher's desk or office.

### **Expectations Outside of Class:**

1. Devices should not be used to record & photograph students
  1. Including but not limited to: fights & confrontations
2. Devices should not be used to share inappropriate content including but not limited to videos of fights, confrontations, videos & photos that were taken without consent.
3. Devices should not be used to search for inappropriate content

### **Interventions:**

1. **Verbal Reminder:** A gentle prompt to comply with the rules. An email will be sent home notifying them that the student did not follow the policy.
2. **Non-compliance** If a student does not follow the reminder the device will be removed and taken to the office. If the student refuses the student will be escorted to the office. Parents will be notified and discipline will be assigned. A re-teach of the expectations will be taught either before school, after school, or during lunch detention time.
3. **Repeated offenses:** Students will need to store the device in a locked cabinet in the office for the duration of the school day on a daily basis or not bring it to school. This will be revisited at the beginning of each semester to see if the student has earned the privilege back.