

# ENVIRONMENTAL & ADVENTURE SCHOOL 2018-2019

8040 N.E. 132<sup>nd</sup> St., Pod 5  
Kirkland, WA 98034  
Phone: (425) 936-2355 Fax: (425) 825-0921

**School Hours:** 8:30 a.m. – 3:05 p.m. (M, Tu, Th, F)  
8:30 a.m. – 1:35 p.m. (Wednesday)  
**Half Days:** 8:30 a.m. – 11:35 a.m.

**Office Hours:** 8:00 a.m. – 3:30 p.m.  
**Website:** [www.lwsd.org/school/eas](http://www.lwsd.org/school/eas)\*  
*\*new website coming fall 2017...*

## Administration & Office Staff

Victor Scarpelli	Principal	<a href="mailto:vscarpelli@lwsd.org">vscarpelli@lwsd.org</a>
Brian Healy	Lead Teacher	<a href="mailto:bhealy@lwsd.org">bhealy@lwsd.org</a>
Colleen McLaughlin	Office Manager	<a href="mailto:cmclaughlin@lwsd.org">cmclaughlin@lwsd.org</a>
Laura Bartoletti	Program Coordinator – CSP, Excursions, Volunteers	<a href="mailto:lbartoletti@lwsd.org">lbartoletti@lwsd.org</a>

## Teaching Staff

Marie Andrada	Language Arts, Social Studies, Math	<a href="mailto:mandrada@lwsd.org">mandrada@lwsd.org</a>
Nancy Gibson	Spanish	<a href="mailto:ngibson@lwsd.org">ngibson@lwsd.org</a>
John Hamilton	Art, Fitness, Spanish, Camp Director	<a href="mailto:jhamilton@lwsd.org">jhamilton@lwsd.org</a>
Brian Healy	Science, Lead Teacher	<a href="mailto:bhealy@lwsd.org">bhealy@lwsd.org</a>
Michelle Minato	Language Arts, Social Studies, Math	<a href="mailto:mminato@lwsd.org">mminato@lwsd.org</a>
Marcus Rose	Science, Math, STEM	<a href="mailto:mrose@lwsd.org">mrose@lwsd.org</a>
Marianne Sitcov	Spanish	<a href="mailto:msitcov@lwsd.org">msitcov@lwsd.org</a>

## Adjunct Staff

Amy Lofquist	Wednesday Electives Coordinator	<a href="mailto:wed.electives@gmail.com">wed.electives@gmail.com</a>
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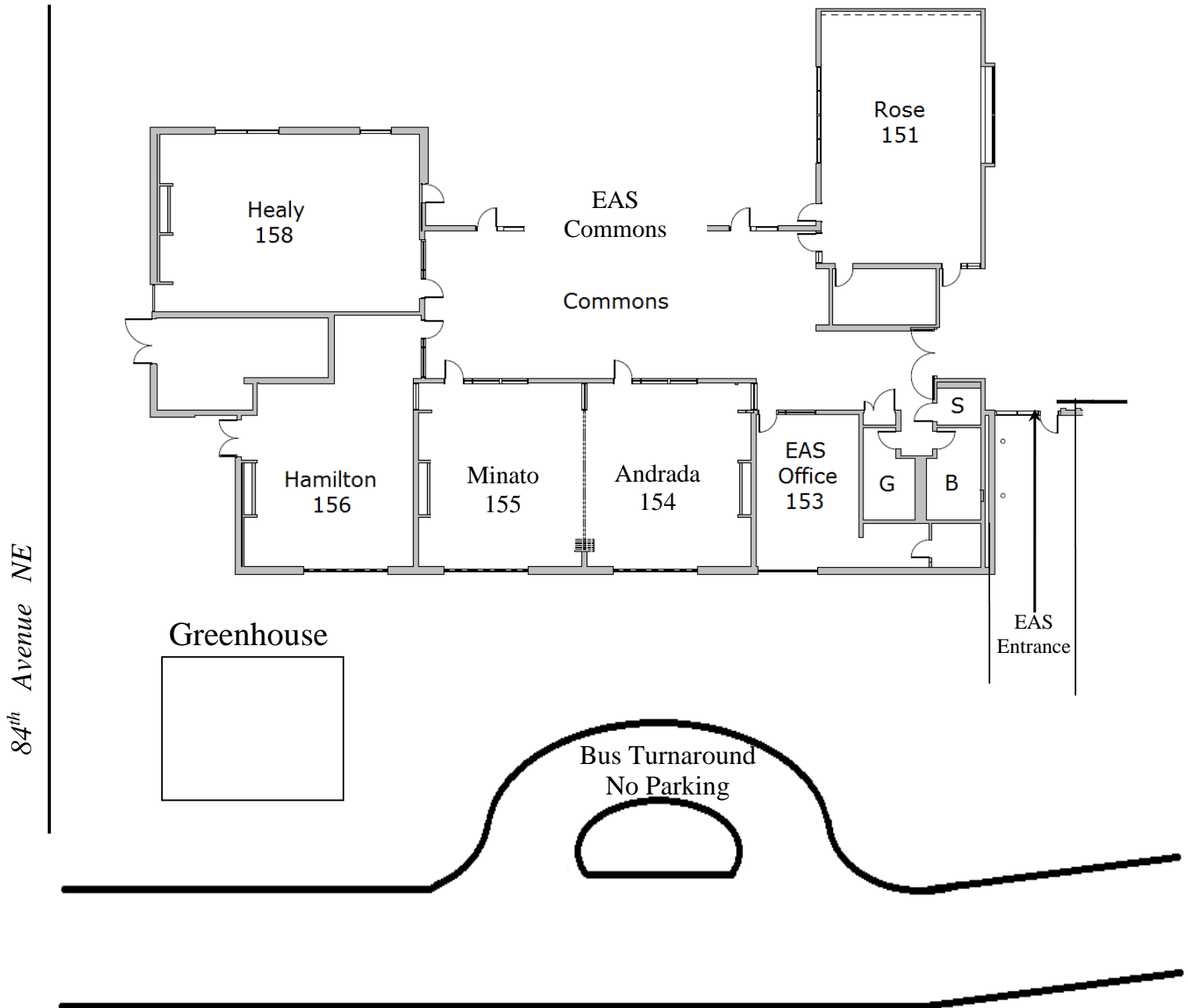
*This planner belongs to:*

Name \_\_\_\_\_ Phone \_\_\_\_\_

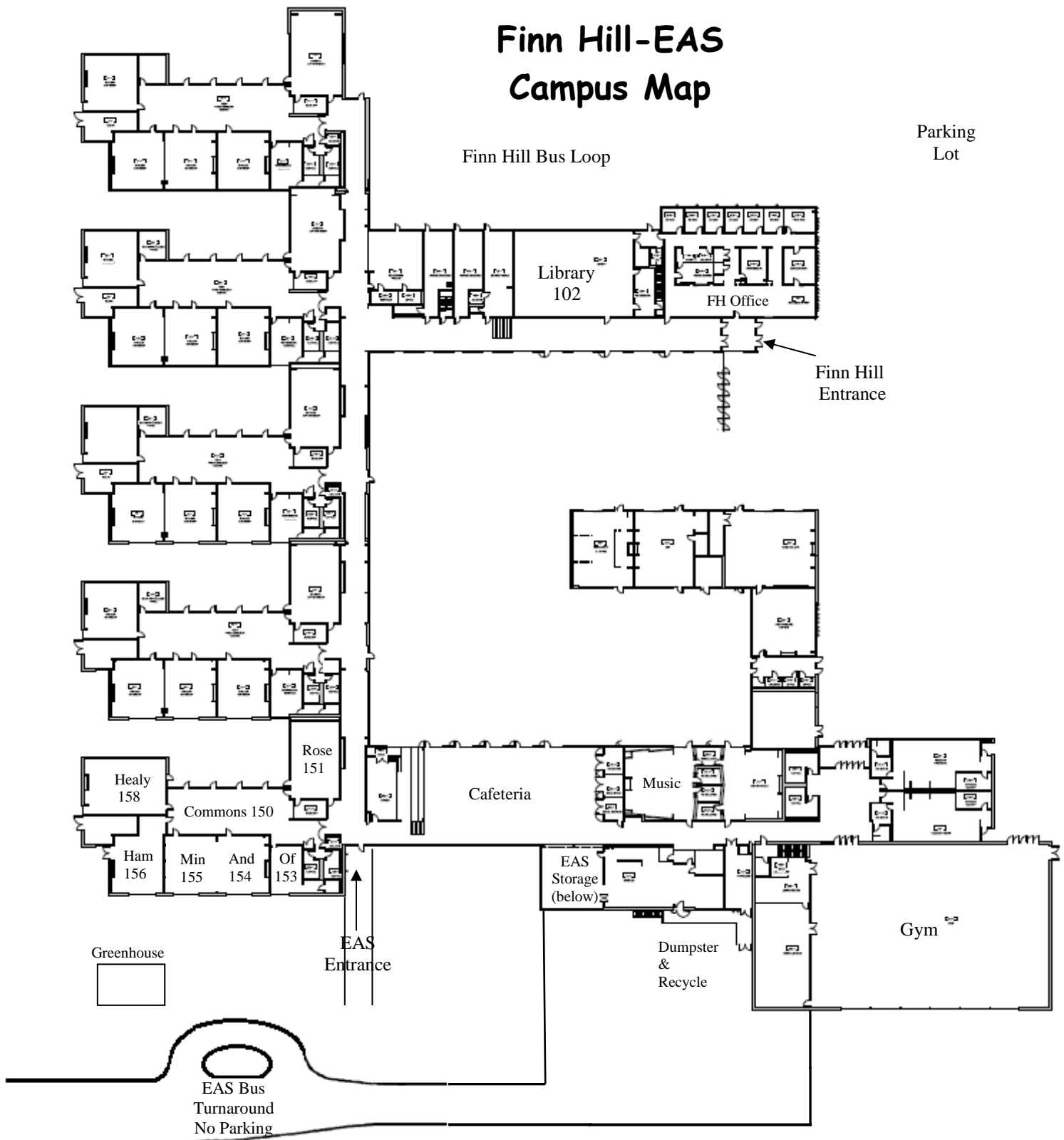
Address \_\_\_\_\_

City \_\_\_\_\_ Zip Code \_\_\_\_\_

# Environmental & Adventure School



# Finn Hill-EAS Campus Map



**Environmental & Adventure School**

## Student Information

### CLASS PREPAREDNESS

Students bring essential items to class, i.e., binder, planner, **charged** laptop, books, paper, pens/pencils, jump drives, art supplies, student ID card, etc.

### BECCA BILL

The State Legislature changed the Washington State Compulsory School Attendance and Admission Law, RCW 28A.225, also called the “Becca Bill” and LWSD Policy in 2000, with the goal of reducing the number of unexcused absences by students. This law requires a number of actions by schools. There are also implications for students and parents.

The law generally requires all parents, guardians or other legal custodians of juveniles, to ensure that children between the ages of 8 and 18 attend school, except under certain circumstances. Parents violating this requirement may be fined up to \$25.00 per day or ordered to perform community service at the child’s school, unless the parents can show reasonable diligence in attempting to get the student to attend school, or if the school fails to discharge its legal requirements.

### ADVISORY / COUNSELING

Each student will be assigned a teacher as an advisor and will meet with their advisory group daily. The focus of the advisory period is to build towards each student’s success. Teachers will monitor each advisee’s overall progress and offer encouragement, support, and assistance on academic, behavioral, and developmental issues. Building study skills will be a major emphasis of our advisory period. Teachers will also use this time to lead discussions on a variety of topics of special importance to students.

### VISITOR POLICY

The staff at EAS is responsible for the safety and welfare of students when they are at school. Persons who are not EAS students, designated volunteers, or district staff are not allowed on campus during school hours. Visitors to Environmental & Adventure School are **required** to report to the office upon arrival to check-in. Students not attending EAS are not permitted as guests during the school day due to the student population and requirements for supervision.

### HOMEWORK POLICY

- Teachers will communicate homework expectations and grading system at the beginning of each year.
- Guided practice will be provided in class.
- Students will maintain an organized notebook and carry it to and from school.
- Satisfactory completion of homework is the student's responsibility.
- Teachers may assign homework over the weekend. Assignments will not be due the first day of school following a holiday weekend.
- Following an excused absence student and teacher will determine due dates for make-up work. It is the student’s responsibility to collect make-up work.
- Following an absence due to illness, a student has the number of days to make up work and tests equal to the number of days missed.
- When a student is absent and would like their assignments for the day they are out, they first contact a classmate, and then follow up with email to individual teachers (if necessary) with any questions about the assignment.
- In the case of a pre-arranged, non-illness absence, the student works with teachers in advance of absence to plan make up work and due dates.
- Students and parents are responsible for monitoring class grades via Skyward Gradebook.
- Teachers will inform parent(s) after a student's second missing assignment of a term.
- Parents are responsible for monitoring binder organization and checking student planners **daily** for posted assignments.
- A student who has more than 7 absences in a trimester may be required to return to their neighborhood school.

In case of extended illness (3 consecutive days or more) assignments may be requested through the School Office. **Please allow one day (24 hours from time of request) for materials to be prepared for you.** Requested work should be completed and handed in to the teacher when student returns to school.

### ACADEMIC INFORMATION & GRADES

The school year is divided into three trimesters with teachers posting grades to Skyward Gradebook regularly throughout each trimester. Parents can monitor student grades at any time through Parent Access. EAS does not issue report cards. At the end of each trimester, parents are asked to review final trimester grades with their student and acknowledge that they have done so by signing and returning a Trimester Grades Check Form. The purpose of this is to inform the student and parents of progress being made in school. At the end of each school year, families are mailed a comprehensive transcript of student grades for the year.

**IMPORTANT NOTE ABOUT GRADING AT EAS**

EAS has used standards-based grading (SBG) since 1999. This 4-point grading scale accurately communicates student performance based on national, state, and district standards. ***EAS does not use percentages to score student work, nor do we use letter grades.*** While the district will move to standards-based grading in the near future, Skyward is not yet able to support it, as it uses letter grades based on a percentage-scale.

To accurately monitor student performance in Skyward Gradebook, EAS students and parents must use the following chart to convert Skyward’s percentage grades into our 4.0-scale grades.

<b>EAS SBG Conversion Chart</b>			
<b>Proficiency Level Descriptors</b>	<b>Rubric Proficiency Score</b>	<b>Skyward Equivalency Score</b>	<b>Skyward shows this letter grade</b>
<b><u>Exceeds Standard</u></b> <i>Transfer of learning to more complex content and thinking (not new content), including deeper conceptual understanding and applications that go beyond what is explicitly taught in class.</i>	<b>4</b>	<b>100</b>	<b>A</b>
	<b>3.7</b>	<b>95</b>	<b>A</b>
<b><u>At Standard</u></b> <i>The standard/learning target: content, details, vocabulary, concepts, procedures, processes, and skills (simple and complex) explicitly taught in class.</i>	<b>3.5*</b>	<b>90</b>	<b>B+</b>
	<b>3.3</b>	<b>85</b>	<b>B+</b>
	<b>3</b>	<b>80</b>	<b>B</b>
<b><u>Approaching Standard</u></b> <i>Simpler content, details, vocabulary, procedures, processes, and skills, including foundational knowledge and concepts, explicitly taught in class.</i>	<b>2.5</b>	<b>75</b>	<b>C+</b>
	<b>2</b>	<b>70</b>	<b>C</b>
<b><u>Not at Standard</u></b> <i>With help, partial understanding of some of the simpler and more complex content, details, vocabulary, concepts, procedures, processes, and skills.</i>	<b>1.5*</b>	<b>65</b>	<b>D+</b>
	<b>1</b>	<b>50</b>	<b>D</b>
<b><u>No evidence of achievement</u></b> <i>No evidence provided (*Typically this reflects work that is not submitted)</i>	<b>0</b>	<b>0</b>	<b>F</b>
<b>*Demonstrates success at this content level plus partial success at the next higher level</b>			

## **DRESS CODE**

The purpose of the school dress code is to help students avoid wearing inappropriate clothing during the school day or any other school related functions. For example:

1. Hats/hoods are not to be worn on campus during school hours or other indoor school activities.
2. Clothing which is dirty or ragged is not acceptable. Holes in the knees are acceptable; anything above the knee is unacceptable.
3. Shirts, blouses, and tops are not to show the midriff (stomach area). Students must be able to move their arms freely without showing their stomach area.
4. Length of dresses, skirts and shorts are not to be shorter than mid-thigh (arms at side, end of fingertips for measurement). No see-through tights/ leggings without appropriate length over-garment.
5. Shorts which are not hemmed are not allowed.
6. Shirts and shoes must be worn at all times.
7. Appropriate footwear should be worn during Community Stewardship and all outdoor activities.
8. Clothing that promotes alcohol, drugs, tobacco, racism or sexism, profanity, offensive logos, sexual connotations and gang-related material is not permitted.
9. Students are not to wear clothing that is associated with gang memberships.
10. P.E. clothing is ONLY to be worn for fitness classes. (Students are required to change clothes for P.E.)
11. No sunglasses are to be worn indoors.
12. Pants must be worn at the waist. (No showing undergarments.)
13. Tank tops are not allowed. (A 3-finger or 1.5 inch diameter shoulder on a shirt is appropriate. No revealing undergarment straps. The neckline must be above the imaginary line from one armpit across the chest to the other armpit.)

Students not in compliance with these Dress Code guidelines will be asked to change into appropriate clothing before returning to class. Based on these guidelines, staff will use their **discretion** to decide on the appropriateness of students' dress. If a student continues to wear inappropriate clothing to school, further consequences may be applied.

## **ATTENDANCE 425-936-2355**

Students are required to attend every class unless properly excused. *Students must attend at least one half-day (three consecutive periods) before participating in any school activity/event (i.e.; athletic games, dances, field trips, etc.).* The staff strongly recommends avoiding vacations or other non-illness or non-emergency absences. The school calendar provides ample vacation days. Also, Wednesday afternoons are a good time to

schedule medical appointments and other early releases from the school day.

***It is important to remember that the three yearly excursions – Camp Hamilton, Spring Trips, and Bowman Bay – are essential components of the school's integrated curriculum and attendance is not "optional". All of the excursions have specific learning components that directly connect to district and state learning objectives. Students are assessed on their expeditionary learnings and these grades are included in all core classes (LA/SS/Science/STEM/Art).***

If a student receives 7 absences in a trimester they may lose class credit.

## **IN SCHOOL ILLNESS**

Parents will be notified if a student becomes ill or is injured while at school. Students with a fever of 100 degrees or higher must be picked up to go home. Students must be fever free for 24 hours before returning to school. There is no nurse regularly on duty. Any medications a student needs at school must be delivered to the school office staff to be administered, along with the fully completed Authorization for Administration of Medication Form. Students should immediately report any emergency, serious injury, or illness to a staff member.

## **TARDINESS**

A *tardy* occurs when a student arrives late to school or to any class. Medical appointments, a late bus, and before-school orchestra or band practice are valid excuses for tardiness.

## **EXCUSED ANTICIPATED ABSENCES**

Students may be excused for anticipated absences if the reasons are justified and the administration grants written permission before the absence occurs. The EAS Office must be notified in advance by student's parents if student will miss school due to an anticipated absence. Students are responsible for obtaining assignments/homework they will miss and for arranging make-ups with each teacher. **Prearranged Absence Forms** are used for this purpose and can be picked up in the EAS Office. Refer to **HOMEWORK POLICY** for a more detailed explanation.

## **EXCUSED UNANTICIPATED ABSENCES**

If a student is absent for unanticipated reasons, the student's parents must notify the EAS Office, either by e-mail to the office manager or by phone at 425-936-2355. If a student is absent for more than one day, the parents must notify the school before classes begin **on each day** that the student is absent. EAS students must provide physician documentation for absences exceeding

seven (7) days in a trimester and may be returned to their home school.

### **EARLY DISMISSAL**

Early dismissal must be arranged in advance. To arrange for an early dismissal, the student's parents must notify the EAS Office by email to the office manager, by telephoning 425-936-2355, or by sending a written note signed by the parent to school before the dismissal occurs. At the time of dismissal, the parent must come into the EAS office and sign out their student. EAS is a closed campus.

Other than for school-sponsored activities, students are not permitted to leave the school grounds **at any time** during the school day. Students who become ill at school may only leave when their parent signs them out at the office.

### **TRUANCY**

Absence from school or from any class without the knowledge and consent of parents or the school authorities is *truancy*. Any truancy may result in suspension from school.

### **MEDICATION**

ALL prescription **and** over-the-counter student medications to be administered during the school day or camp excursions require a completed district medication form (Authorization to Administer Medication) signed by both the attending physician **and** parent/guardian.

Medication orders for Epi-Pens and Inhalers should be written so that student can self-carry these items – this is particularly important for excursions.

ALL prescription **and** over-the-counter student medications must be delivered to the office by a parent accompanied by the completed Authorization to Administer Medication form.

All medication must be in its original container with the appropriate pharmacy label on prescription medications.

Students may not self-medicate without prior authorization from our district nurse.

Prior to our three excursions, our district nurse will review all student medications and district forms. Only medically necessary medications will be administered on excursions.

### **SPORTS, CLUBS AND ACTIVITIES AT FHMS**

EAS students may participate in Finn Hill Middle School sports and/or other clubs/activities that receive funding from Finn Hill's ASB. Any EAS student participating in sports or ASB funded activities at Finn Hill will be required to pay the Finn Hill ASB fee in addition to any other activity-specific fee.

### **COMMUNITY STEWARDSHIP PROJECTS PREPAREDNESS**

Community Stewardship Projects (CSP) is a class for which students receive academic credit. In order to participate fully and safely, students must be properly prepared for their field studies. For the safety of individuals and of the group, the following clothing and equipment should be brought to school for each stewardship session:

1. Layered clothing (light shirt **and** warm sweater/sweatshirt)
2. Warm coat (no windbreakers or sweat tops, please)
3. Warm pants (no shorts or sweat bottoms)
4. Rain gear (in addition to coat)
5. Close-toed shoes
6. Water bottle
7. Spiral CSP journal and pencil(s) in gallon ziploc baggie
8. Work gloves
9. Additional gear as required by instructor (e.g.- tools, muck boots, etc.)

We want students to be able to learn, while ensuring both personal and group safety. We expect each student to come prepared for weather that may be cold and wet. If individuals are not properly dressed for fieldwork, the instructors may deem it necessary to leave them at school for their own safety. This would result in loss of points for that day's field activity.

### **WEDNESDAY ELECTIVES**

The core mission of the W.E. program is to give students access to elective studies. Students have the unique opportunity to participate in a diverse array of elective classes on and offsite. W.E. try to offer classes from all categories each session to provide diversity that will appeal to all students.

Some classes cost nothing or only a nominal fee for supplies needed for the class. Other electives offered off campus include such activities as rock climbing, bowling, indoor soccer, candy making, cake decorating, etc. The fees for these activities for an EAS group are much less than what it would cost an individual.

A completed permission form to participate in Wednesday Electives classes is required for all students.

### **DANCES**

- EAS dances are open to all currently enrolled students.
- Students must have a completed Student Dance Contract (signed by parent and student) to attend EAS dances.
- Students who miss school on the day of a dance will not be permitted to attend the dance.
- Students are not permitted to leave a dance early unless a parent comes to the door to pick them up.

## **FINES AND FEES**

**Books and Laptops** – no deposit will be charged for books and laptops, however if books/laptops are damaged in any way, fines will be levied against the student to whom the book is assigned. Lost books/laptops will be paid for by the student before another may be assigned. Students must return all books and the laptop they are issued.

**Classroom / Project Equipment** - Students are charged for materials used for personal projects or for equipment that is lost or broken due to neglect.

**Student ID (keep in binder!)** – Students will be issued a student ID card at the beginning of the school year. A \$5.00 replacement fee is charged for lost cards.

Student yearbooks will be held until all fines and fees are paid.

## **LIBRARY AND TECHNOLOGY**

EAS students have access to the Finn Hill Library. There are no fines for overdue library books, however, if library books are lost or damaged they must be turned in or paid for at the end of each semester or ASB privileges will be withheld.

The LWSD Technology Acceptable Use Policy (AUP) will be communicated to all families at the start of the school year. Misuse of any kind of technology at any network level is not allowed.

## **FOOD AND BEVERAGES**

Chewing gum is prohibited throughout the campus. Students consuming food and/or beverages in restricted areas (e.g., the library) will be subject to disciplinary action.

## **LUNCH PROGRAM**

Lunches may be purchased in the Finn Hill cafeteria. A standard lunch, salad bar, and a la carte lunches are available. Money may be deposited into student accounts in the cafeteria before school and during lunch, or cash can be used. Deposits to student accounts may also be made by credit card through LWSD Food Services. All students will be issued an EAS Student identification card at the beginning of the year, which provides access to their student account. **Students are required to present their ID card to purchase lunch through their account.** If the student loses or damages this card there will be a \$5.00 charge for a replacement. Students who are running low on funds or over-extended will be notified by the kitchen staff. **All students should be equipped to bring or buy their own lunch every day.**

Federal free or reduced meals are available for families in need of assistance. Forms are located in the EAS Office. Upon the return of a completely filled out form,

notification will be sent to student and parents who meet the criteria necessary to qualify.

Students eat lunch in the EAS Pod 5, cafeteria or designated outside areas. Students are expected to behave appropriately in all lunch areas. Throwing food or other objects and panhandling are not permitted. Students must clean up any mess they create before being dismissed by a lunch supervisor.

## **LOCKERS**

Each student is assigned a locker, which is issued without cost. Students are not to share lockers or locker combinations with others. The lockers must be utilized with care (avoid overstuffing, slamming doors or kicking with your feet). Students are expected to keep lockers clean, both inside and outside.

## **NUISANCE ITEMS**

Any item that is disruptive to the school atmosphere is not allowed at EAS. These include, **but are not limited to:** skateboards, fidget spinners, slime, laser pointers, etc. Such items will be confiscated.

**USE OF CELL PHONES AND PERSONAL MUSIC DEVICES IS NOT PERMITTED during school hours.** Students may use school phones with the permission of a staff member.

Prohibited items will be confiscated by the teacher and kept in the school office until the end of the following day. **\*\*\* EAS is not responsible for the loss of any of these items. \*\*\***

## **LOST AND FOUND**

Lost and found items are kept in a designated area outside the EAS office. Students are reminded to check "Lost and Found" when an article is missing. All unclaimed items are donated to a charity at the end of each trimester.

## **PERSONAL ITEMS**

EAS strongly advises that students bring to school only those items that are necessary and essential for learning. Personal items which are valuable, inappropriate, or may prove to be a nuisance should be left at home. EAS cannot be held responsible for damage to, or loss of, such items brought to school which are either not allowed by school rules, or unnecessary to the learning process. This includes items left in unlatched book bags or backpacks.

Students riding bikes must wear helmets and have a lock and chain to secure bikes to the bike rack that is located outside of the EAS building entrance on the north side of the campus.

Pictures, words and symbols on, or in school and personal property that contain racist, sexist, gang, drug or alcohol related themes are inappropriate and will not



be allowed. Students will be asked to clean off, change or replace said items.

**\*\*\* EAS is not responsible for the safety/security of personal items brought from home to school. \*\*\***

### **BEHAVIORAL EXPECTATIONS OF STUDENTS**

We believe that student development occurs best within an atmosphere of mutual respect, and therefore any behavior that undermines this respect cannot be allowed. Teachers, administrators, and staff will not tolerate any behavior that materially interferes with or is detrimental to the orderly operation of school, school-sponsored activities or any other aspect of the educational process. School jurisdiction and authority include students conduct to and from school, at school, at bus stops, on busses, and at any school sponsored activity. Also included in the school's jurisdiction is any off-campus student speech or activity, **INCLUDING SOCIAL MEDIA**, which school authorities have reason to believe will interfere with the work of the school or impinge on the rights of other students or staff at school. Such acts, including but not limited to those listed below, shall be subject to discipline, including possible suspension and/or exclusion from school, and/or referral to law enforcement authorities.

### **CONSEQUENCES FOR RULES VIOLATIONS**

A progressive discipline approach attempts to relate the imposed disciplinary action or intervention to the severity of the offense and the number of times that offense or accumulated offenses has occurred. Students who violate a rule the first time face disciplinary action commensurate to the violations and a first occurrence. Second violations will result in severe disciplinary action. Repeated violations may result in severe disciplinary action, including suspension or expulsion. At each intervention step, the intent is to assist the student in identifying the problem, understanding what new behavior is necessary, and encouraging the student to accept accountability for his/her actions.

### **STUDENT RIGHTS AND RESPONSIBILITIES**

Middle School Students Rights and Responsibilities as outlined by LWSD are included in the following district pages (identified by page numbers beginning with A) in this planner.

In addition, EAS defines and includes the following:

**SCHOOL RULES APPLY DURING SCHOOL HOURS AND ALSO INCLUDE ANY SCHOOL SPONSORED ACTIVITIES (CAMPS, TRIPS, DANCES, ETC.)**

<p><b>Accomplices</b> Aiding and abetting in a wrong doing, i.e. inciting, taunting. Encouraging or planning a wrong doing.</p>	Lunch Time Detention
<p><b>Disrespect</b> Any behavior considered rude, defiant and /or insulting, directed toward a student, staff member, substitute, visitor or parent.</p>	Lunch Time Detention, Suspension, Letter of apology
<p><b>Inappropriate Language</b> Swearing and inappropriate gestures.</p>	Lunch Time Detention, Suspension
<p><b>Incendiary Devices</b> Possession and/or use of any object explosive in nature or that can be ignited (i.e. caps, smoke bombs, firecrackers, matches, lighters, etc.). This also includes stink bombs.</p>	Confiscation, Suspension, Expulsion, Police report
<p><b>Nuisance Items</b> Any item that is disruptive to the school atmosphere which has no bearing on your education is not allowed in classes. Including, but not limited to cell phones, iPods, (or any music playing device) laser pointers, skateboards, slime and fidget spinners.</p>	Confiscation, Lunch Time Detention, Suspension
<p><b>Personal Displays of Affection (PDA)</b> Inappropriate touching and/or actions which distract from the school environment including, but not limited to, kissing, prolonged hugging and sitting on laps.</p>	Lunch Time Detention
<p><b>Roughhousing/Play Fighting</b> Students engaging in play fighting, wrestling, or any other behavior that is unsafe.</p>	Lunch Time Detention, Suspension
<p><b>Spitting</b> Any/all spitting on any persons or their belongings or any part of our school.</p>	Lunch Time Detention, Suspension
<p><b>Tardy</b> Student not in his/her seat and prepared for class at the scheduled start of class, including Advisory classroom.</p>	Lunch Time Detention