

# Welcome to Chief Kanim Middle School Student Handbook 2019-2020



**"Empowered Students – Safe Schools – Engaged Families"**

## **Snoqualmie Valley Middle Schools Mission Statement**

Inspiring academic and social growth through collaboration, exploration, and innovation to prepare students for life.

### **SVSD Vision:**

To become the best School District in Washington State by any measure.

### **SVSD Mission:**

Our mission is to educate all Snoqualmie Valley children to prepare them for college, career, and citizenship.

## **Important Numbers**

<b>Principal</b>	<b>Michelle Trifunovic</b>	<b>425-831-8229</b>
<b>Assistant Principal</b>	<b>Mark Allen</b>	<b>425-831-8230</b>
<b>Principal's Secretary</b>	<b>Tanya Alter</b>	<b>425-831-8228</b>
<b>Attendance/Registrar</b>	<b>Cheri Enevold</b>	<b>425-831-8227</b>
<b>Nurse</b>	<b>Jennifer Dagleish</b>	<b>425-831-8248</b>
<b>Counselor</b>	<b>Amy Benolkin</b>	<b>425-831-8239</b>
<b>Counselor</b>	<b>Jenn Hemker</b>	<b>425-831-8238</b>

Please take the time to share this handbook with your parents so they also understand our expectations and procedures. The handbook can also be found on the Chief Kanim Web Page.

**Review of this handbook serves to inform all students about expectations, policies, and rules at CKMS.**

## Basic Information about Chief Kanim Middle School

### Communication with School Staff

#### 1. Instructions for calling school or leaving a message:

- For the main office, please call (425) 831-8225
- For attendance, please call (425) 831-8226.
- You can call staff members at their direct numbers. Please refer to the school website for individual phone numbers and email addresses.

#### 2. To contact a teacher:

- Email the teacher. (Strongly recommended.)
- Leave a brief message on the teacher's voice mail extension. Be sure to leave your name, your student's name, your phone number, and the reason for the call.

#### 3. To set up a meeting with the teacher:

- Contact the teacher directly.
- Make an appointment – **drop-ins are not allowed.**

#### To ensure a safe and orderly school environment, CKMS will:

- Teach the policies and expectations as outlined in the handbook.
- Enforce the school policies.
- Establish communications between parents, students, and staff.

### Homework Philosophy Statement:

Homework contributes toward building responsibility, self-discipline, and lifelong learning habits because it builds a bridge between home and school. The CKMS Staff believes that homework is an essential part of every child's learning experience.

Homework includes but is not limited to . . .

- Additional practice of skills
- Review of concepts taught that day
- The completion of work not finished in class
- Work on long-term projects
- Reading
- Preparing for the next day

Students may have failing grades due to not completing homework assignments and studying. Therefore, we recommend that all students schedule a regular routine for completing homework. On average, students should anticipate having 60-90 minutes of daily homework.

Research supports:      45-60 minutes for 6<sup>th</sup> Grade  
   60-75 minutes for 7<sup>th</sup> Grade  
   75-90 minutes for 8<sup>th</sup> Grade

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# Chief Kanim Middle School Expectations

At Chief Kanim, we implement Positive Behavioral Interventions and Supports (PBIS). We focus on acknowledging students for great behavior, great work; and strive to reinforce when people do what is expected.

Our school-wide implementation consists of:

- Explicitly teaching and showing P.R.I.D.E.
  - **P**erseverance
  - **R**espect
  - **I**ntegrity
  - **D**emonstrate Safety
  - **E**xcellence
- Acknowledging positive behavior at a ratio of 5 to 1
- Recognizing students through a variety of means: assemblies, student of the week cards, Hawk PRIDE Bucks, school-wide goals with rewards, etc.

## **Behavior Expectations - General**

1. Be Positive!
2. Show PRIDE (Perseverance, Respect, Integrity, Demonstrate Safety, Excellence) in everything you do
3. Walk at all times in the building
4. Act and speak with respect to peers and adults. Profanity and obscene gestures are not tolerated.
5. Electronic devices may be used only before or after school, during lunch, or at the supervising teacher's discretion.
6. Consume all food and drink in the Commons or at the discretion of your teacher. Pick up after yourself, discarding food and containers in garbage cans.
7. Honor the dress code.
8. Respect all school property and the property of other students.
9. Be on time to school. Doors open at 7:20 a.m. Students need to be in their seat by 7:50 a.m. when the bell rings to begin class.
10. Refrain from public displays of affection.
11. Use a hall pass when in the hallways during class time.

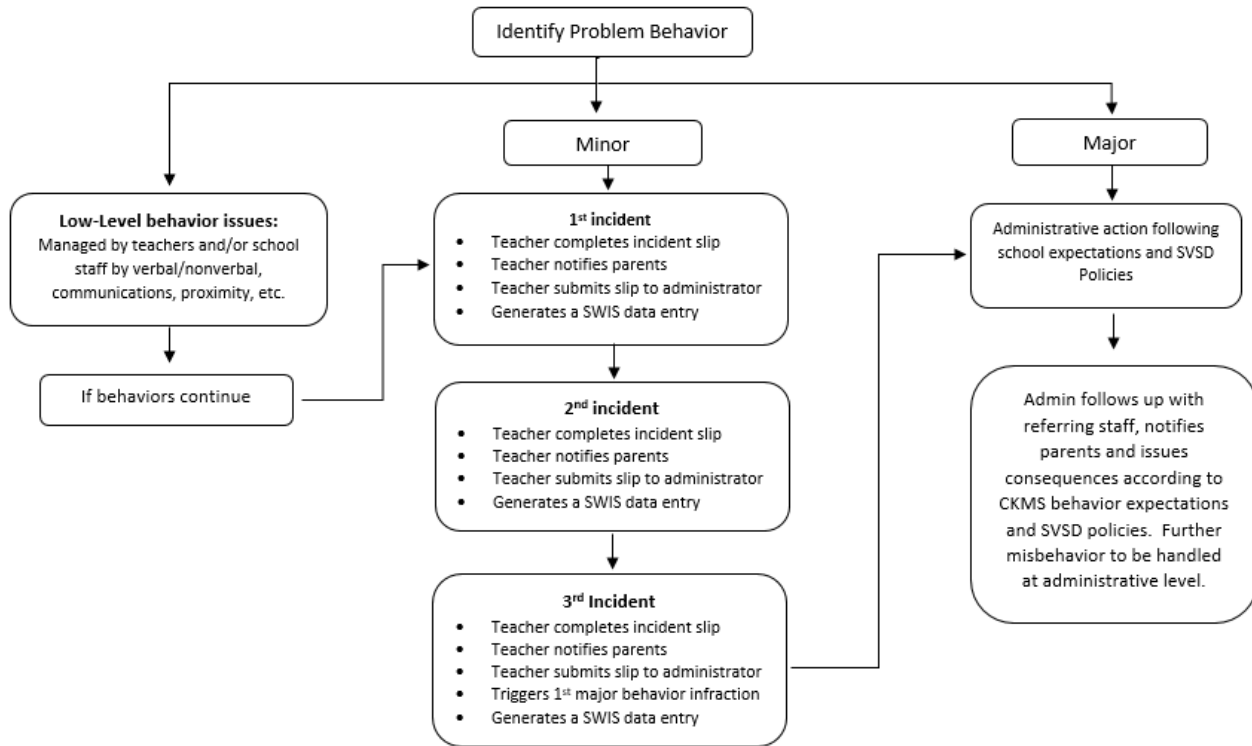
## **Classroom Conduct**

We expect each student to contribute to the classroom atmosphere in a positive manner. All students are expected to:

- Show a positive attitude – always!
- Be on time to class prepared to learn.
- Bring all necessary materials daily.
- Learn and follow the specific rules of each class.
- Participate in class activities – speak and listen when appropriate.
- Give every assignment/project/quiz/test your best effort (Do not be afraid to ask for help!)
- Show respect for everyone in the class.
- Cooperate with your teacher.
- Show respect for substitute teachers.
- Use your School Planner and/or teacher's websites to keep track of assignments and to manage your time.

# Chief Kanim Middle School Expectations (cont.)

Chief Kanim students are wonderful and consistently show expected behaviors and positive attitudes. However, students occasionally display unexpected behaviors that require adult attention. We strive to help students make the correct, positive choice, which keeps the learning environment intact, and students in class. Below is the general workflow when facing problem behaviors:



<p><b>Low-Level Behavior</b> (Small behaviors which don't meet school expectations, not necessarily disrupting learning environment)  <u>Possible Examples:</u></p> <ul style="list-style-type: none"> <li>• Off task</li> <li>• Tardy</li> <li>• Talking out of turn</li> <li>• Not prepared for class</li> <li>• Blurting Out</li> </ul>	<p><b>Minor Behavior</b> (Disrupts the learning environment)  <u>Possible Examples:</u></p> <ul style="list-style-type: none"> <li>• Skipping class</li> <li>• Multiple low-level behaviors</li> <li>• Dress code violations</li> <li>• Defiance/Dishonesty</li> <li>• Technology violation</li> <li>• Abusive/Inappropriate language</li> <li>• Property Misuse</li> <li>• Continually blurting out</li> <li>• Physical aggression</li> </ul>	<p><b>Major Behavior:</b>(Drastically distracts or makes the learning environment unsafe for other students)  <u>Possible Examples:</u></p> <ul style="list-style-type: none"> <li>• Multiple Minor problem behaviors</li> <li>• Aggressive physical contact</li> <li>• Bullying/harassment</li> <li>• Vandalism</li> <li>• Weapons</li> <li>• Drugs/Alcohol</li> <li>• Forgery/Theft</li> <li>• Profanity toward staff/students</li> </ul>
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### Academic Dishonesty

The most common forms of academic dishonesty are cheating and plagiarism. Cheating is behaving dishonestly in order to gain an advantage over others. Examples include, but are not limited to, looking at someone else's test paper or copying someone else's homework. Plagiarism is taking the ideas or writings of another and passing them off as your own. An example of plagiarism is copying and pasting internet articles without citations into a paper and turning the paper in as your own work. Students who plagiarize papers or projects, alter grades, lie, or otherwise cheat may suffer a reduction in grades, be required to redo the project, and/or face disciplinary action. Students who help other students cheat (by allowing them to copy their work) are also in violation of the rule.

### Assemblies and Assembly Behavior

Assemblies are a regularly scheduled part of the curriculum to promote pride and school spirit, as well as to provide alternate educational and enrichment experiences for students. Assemblies provide one of the few opportunities in school to learn formal audience behavior. Regardless of the type of program, courtesy demands that students be respectful and appreciative of participants and performers.

- Show a positive attitude at all times.
- Sit in your assigned area.
- Give your full attention to the speaker.
- Respond appropriately to the program.
- Enter and exit in a safe and orderly way as directed.
- Display appropriate behavior during the Pledge of Allegiance.

### Assessment Practices

It is the primary goal of Chief Kanim Middle School to provide each student with skills and knowledge necessary for academic success. To ensure the highest quality education, our teachers utilize a wide variety of instructional methods and assessment strategies. Parents and students are encouraged to familiarize themselves with each grade level and individual teacher's expectations, and their assessment practices. Check online grades and teacher websites regularly.

### Athletic Probation

Students participating in school sports programs must maintain passing grades of 60% or higher in all classes to participate in games/matches/performances.

- Any player with one (1) failing class will be placed on probation by administration. Administration will submit a list to coaches of probation players and the classes they are failing. Players may be allowed to practice but no games/matches until that player brings to the coach a note or progress report showing a passing grade. During the probation period the player will not travel to away games with the team.
- **Players are responsible for making sure their grades are passing and checking with teachers for this information.**

A player with two (2) or more failing classes will be suspended from the team. This means no practices and games/matches until the player has passing grades in all classes.

### **Grading players work**

- Teachers will work with the player on a fair timeline to grade the work.
- Coaches agree that the work must meet a standard and quality set by the teacher.
- Work may be graded at a reduced percentage if late or not accepted if the quality is poor.
- **Players/coaches cannot expect the work to be graded the day of the game/match.**

## **Attendance Policy**

Regular school attendance is necessary for mastery of the educational program provided to students of the district. Laws of the State of Washington specify that parents have the primary responsibility for ensuring the attendance of their students at school. The law further states that students shall be regular and punctual in attendance. Please check the Snoqualmie Valley School District website for more information on the district's attendance policies.

### **In the event of unexcused absences, the administration will:**

- On the third unexcused absence, you receive a letter from the Principal.
- On the fifth unexcused absence in a month, you will receive a referral to the Community Truancy Board (CTB) or attendance contract will be created for the student
- On the seventh unexcused absences in a month, or 10<sup>th</sup> in a school year, CKMS will file a truancy petition with the King County Juvenile Court (a copy will be sent to the parent/guardian).
- Truancy letters are mailed home for 3 days, 5 days, 7 days and 10 days.

### **Parent/Guardian's Responsibilities are to:**

- **Report an absence by calling the school (425) 831-8226 by 8:00 AM.**
- **Note that CKMS is a CLOSED CAMPUS. All non-students must check-in our office when arriving. Students are not permitted to leave and return to campus after 2:44 PM to catch an activity bus.**
- **By 2:55pm, all students remaining on campus must be in a supervised club, sport, or other school-related activity.**
- Emphasize to your child that school attendance is a priority.
- Any absence longer than 5 days requires district approval – there is a Planned Absence form on our website.
- If you did not call and report the absence before school begins, write and send an excuse with your returning student.
- Request all early dismissals in writing to the office. Students must turn them in at beginning of the day. This policy is to minimize class disruptions.
- Call the office if you need to pick up your student during the school day.
- Check teacher website or contact teachers directly by phone or e-mail about missed homework.
- Send signed note for late arrivals. (tardy)
- Try to schedule vacations that coincide with school breaks.
- Pre-arrange with office unavoidable absences.

### **Student's responsibilities are:**

- Understand the teacher's communication method; it may be Skyward, Schoology, or website.
- When you are absent you are responsible for making up assignments, missed quizzes or tests.
- On the first day back to school following an absence, meet with each teacher about assignments, make-up work, or missed tests or quizzes.
- Attend all classes promptly and regularly.
- Bring an excuse or permission slip signed by a parent or guardian for all late-arrivals or early dismissals.
- Check in with the attendance secretary when arriving late.

## **Backpacks**

- Backpacks are to remain in lockers during school day.

## **Bike, Skateboard, and Scooter Procedure**

- Bikes, skateboards, and scooters are not to be ridden on school grounds.
- Bikes are locked outside in the designated racks. We recommend that locks/chains be used to secure the bike to the rack. Students are responsible for the security of their bikes. Students must provide their own locks.

## **Bullying, Cyber Bullying, Harassment, Sexual Harassment, and Intimidation**

Chief Kanim Middle School is committed to a safe and civil educational environment for all students, employees, volunteers, and patrons; free from harassment, intimidation, or bullying. “Harassment, intimidation, or bullying” means any intentional written, electronic, verbal, or physical act, including but not limited to one shown to be motivated by any characteristic in RCW9A.36.080(3) ~ race, color, religion, ancestry, national origin, gender, sexual orientation, or mental or physical disability ~ or other distinguishing characteristics, when the intentional written, verbal, or physical acts See more detail under Snoqualmie Valley School District Policies.

## **Bus Procedures**

- Bus routes are assigned by transportation – contact their office for your assigned route (425) 831-2020
- Bus passes must be approved by the office. We must receive requests **in writing** from the parent or guardian – texts and phone calls are not accepted. Bring requests to the office before school begins or by noon, at the latest. **No bus passes given on Fridays unless approved by transportation.**
- Ride assigned bus.

## **Bus Behavior**

- Behave respectfully and responsibly in the bus line and on the bus.
- Wait until the bus comes to a complete stop before boarding.
- Cutting and saving spaces is not permitted.
- Obey and respect the bus driver. Follow driver’s directions immediately.
- Respect all persons and property.
- Keep all belongings and parts of body inside the bus.
- Follow all school rules.
- Bullying in the bus line or on the bus will result in disciplinary action. (There are cameras on the busses.)

**Any misconduct by a student, which in the opinion of the bus driver/ transportation management is detrimental to the safe operation of the bus or safety of the students on the bus, will be sufficient cause to suspend district transportation privileges.**

## **Cellular Phones and Electronic Devices**

Cell phones and other electronic devices are discouraged from being brought to school. However, if a student chooses to bring any of these items to school, then it is understood that the school is not liable for the theft, loss, or damage of items brought to school.

### ***Protocols for all electronic devices:***

- Electronic devices may used appropriately before school, during lunch and after school.
- Electronic devices may be used in classroom upon approval of the staff member in charge of the classroom
- When speaking to an adult anywhere on campus, including office staff, custodian, supervisors, and parents, student will unplug and remove ear buds/headphones
- Any electronic device should not be heard or be a distraction to the classroom environment. Any electronic device that is a distraction, used inappropriately, or without permission will be confiscated and turned in to the office.

### ***Consequences for violation of electronic device protocols:***

**First Offense:** Put/away out of site. If a staff member confiscates the electronic device, the student will pick it up at the end of the day. Student may be issued an incident slip.

**Second Offense:** Staff member will turn the phone into the office. Teacher will complete an incident slip. Student will pick up the phone at the end of the day. Parents may be required to pick up the device.



**Repeat Offense:** Student may be required to turn in phone to office each day for the remainder of the school year. There is a telephone in the office for student use.

### **Classroom and Instructional Concerns**

Please ask questions, resolve conflicts, or provide feedback directly to the key staff member.

- **First: Contact the classroom teacher.**
- **Second:** If your concern is not resolved, seek mediation with teacher, student, and administrator.

### **Communications**

CKMS offers several means of communication between staff and parents. All contact information can be accessed via the school web site:

- Teacher e-mail
- Teacher telephone
- Teacher Website or Schoology site
- Online Family Access for grade checks
- Weekly Friday e-mail to parents from the principal
- School website, District website, facebook and twitter

### **Computer Labs/Mobile Devices and Internet Guidelines**

#### **Technology and Electronic Devices**

Students are encouraged to keep in mind that expensive, personal electronic devices are at risk for theft. Students who choose to bring such devices to school do so at their own risk.

Technology use (including cell phones, computers, etc.) in the classroom is at the discretion of the teacher or staff member. Inappropriate use of electronic devices during the school day may result in their confiscation and/or disciplinary action.

#### **Camera and Recording Restrictions & Cyberbullying**

Students are prohibited from using cameras to document, instigate, or support undesirable behaviors, especially fighting. Students who use cameras for those purposes will receive the same disciplinary action as the students engaging in undesirable behaviors, such as fighting. No recordings (video or audio) or images of prohibited activities or inappropriate content may be shown at school. Students are also prohibited from engaging in online harassment of a student, or a group of students.

Teacher permission is required for use of any camera or recording device in the classroom. Students should obtain permission from individuals before making recordings or taking pictures of them. Violating confidentiality or privacy rights of another individual by taking unauthorized photos or video/audio recordings is subject to consequences ranging from student/parent conference, suspension, and notification to Children's Protective Services (CPS) and police.

#### **Student Passwords**

- Student passwords are to be CONFIDENTIAL and not shared with others.
- Students are 100% responsible for the contents of the Network User Share Account and Google Drive.
- Misuse of student passwords will result in disciplinary action.

#### **Inappropriate Material**

Any use that is considered sexually inappropriate, violent, or that may cause disruption of the network services is absolutely prohibited! This includes, but is not limited to all server management, remote access, "hacking type" applications, and all other software that is not legally licensed to CKMS. **Consequences will be applied and may include the student being locked out of their network account and/or possible criminal charges.**

## **Counseling Center**

Your school counselors are here for you! The student-counselor relationship is one based on mutual respect and confidentiality. School counselors work with parents or guardians, teachers and administrators to enhance your social, emotional and educational growth and may pertain to academic, personal/social and academic and career development issues. School counselors work in accordance with ethical standards identified by state and national organizations.

Counselors at Chief Kanim middle school provide an array of support services and guidance for students and their families. School counselors frequently serve as a communication link for students, parents, teachers and administrators on a variety of issues. ***If students would like to see a counselor, they are welcome to drop in before or after school and during lunchtime. Students can also schedule an appointment with the counselor during the school day by making an appointment or filling out an appointment slip found in the counseling center.***

### **Services provided by your school counselors related include:**

#### *Individual Counseling:*

Students at Chief Kanim Middle School are able to meet one-on-one with their school counselors to discuss academic, personal/social issues, and college/career planning.

Students are seen through: self-referral, request of the counselor, teacher referral, parent referral, administrative referral, or RTI team referral. *Counselors at Chief Kanim Middle school take student and family confidentiality very seriously. Conversations with school counselors are confidential. Like all school employees, we are mandatory reporters. We must break confidentiality if students reveal any of the following items: If someone is harming them. If they are harming themselves. If they are going to harm someone else.*

#### *Small group counseling:*

Small Group is offered by grade level and topics. These groups and topics are decided based on the needs of the students and by parent/teacher/school referrals. Typically, these groups take place during lunch or at a time that students will not miss core academic subjects or specialty classes. Each lesson is designed around both the Academic Content Standards and American School Counselor Association Standards. Some topics we cover in small group sessions are:

- Building self-esteem
- Improving peer relations
- Improving communication skills
- Coping with change, dealing with loss,
- Coping with stress,
- Study skills and organization
- Identifying and regulating emotions.

#### *Large Group:*

- Career/College Exploration
- Social Issues (peer mediation, etc.)
- Special Topics (bullying, harassment, etc.)

#### *Sound Mental Health:*

- Offers individual behavioral health support to students

### **Dress Code**

The purpose of the dress code is to facilitate a school environment that supports teaching and learning and protects the health and safety of all students and staff. The dress code at Chief Kanim Middle School will be enforced. Students out of compliance with the dress code will be given the opportunity to change. Repeated violations may result in progressive discipline.

Clothing and accessories worn to school must meet the requirements below:

- Cannot advertise or advocate the use of alcohol, drugs, tobacco, weapons
- Clothing or accessories with spikes or other items deemed unsafe are not permitted
- Cannot display writing or pictures that are obscene, suggestive or negative
- Tops must cover midriff, chest and back
- Undergarments must go unseen at all times
- Shorts, skirts and dresses must be an adequate length (i.e. mid-thigh, tip of palm)
- Hats and hoods may be worn in classrooms upon approval of the teacher
- No sunglasses unless deemed medically necessary

### **Drug and Alcohol Policy**

Please see Snoqualmie Valley School District policies on the [District website](#) regarding the use of drugs and alcohol on school property. They are not allowed and there are significant consequences.

### **Early Dismissals**

Please send a note to the office with your student in the morning so an early dismissal slip may be written. This process minimizes class disruption.

A parent or emergency contact must sign the student out in the office before leaving. The parent/emergency contact person may be asked to show ID and need to be listed on the student's emergency contact list in Skyward. Upon returning the same day, the student must sign in with the Attendance Secretary prior to returning to class.

### **Eligibility for Activities**

The following items must be on file in the office before a student can participate in practices or play in games:

- All students must have a current ASB card.
- All fines and fees must be paid prior to turnout.

All students must have a current Interscholastic Sport Form, including: A current physical signed by their doctor (This physical will be good for 24 months.) Insurance information including the name of insurance company and policy or medical number. Concussion form and participation fee. Student's personal information completed with a parent signature.

### **Emergency Procedures**

*Your child's safety is of primary concern during an emergency. Therefore, the following information should be on file in the office:*

- A current Student Information/Registration Form. Remember to update phone, email, and address information as needed.
- Current Medical Emergency Notification and Confidential Medical Information Form.
- List of those persons who may pick up your child in the event that you are unable to.

*In the event of an emergency, it is essential that students adhere to the following procedures:*

**In case of a fire drill:**

- Proceed immediately, silently, and calmly to assigned location and get in alphabetical order.
- Remain quiet in assigned lines and follow teacher’s directions while attendance is taken.
- Follow same process on return to class, silently and calmly.

**In the event of an earthquake:**

- Drop under the cover of the classroom furniture.
- Listen for directions from the office or teacher.
- Move away from building, trees and other structures if outside.

**In the event of a lock-down:**

- Listen and follow all directions from teacher/staff member.
- Move to nearest classroom if you are in hall/commons/library.
- Remain calm and silent for duration of drill/event.

**In the process of leaving the school:**

- Check out through the office or designated area near back gate.
- Make certain students’ names are on the emergency notification slip if you are permitted to pick up students other than your own. (Parent/guardian).

**Fees and Expenses**

- Pay for all fees, uniforms, yearbook, and planner at the office window before school or at lunchtime.
- Please keep all your receipts as proof of purchase.
- Make all checks payable to Chief Kanim Middle School. Make out checks for the exact amount. Checks written for over the amount will be returned to the student.
- Online payments are available with a credit card.

**Required Costs:**

- Consumable fees           \$20
- Planner only               \$5
- CKMS PE T-shirt         \$5
- Sports/club participation fees (Vary)

**Optional Costs:**

- ASB Card                   \$20\*
- ASB replacement         \$7
- Yearbook                   \$30

\*required for sports and some club activities.

**ASB fees help provide for:**

- Grade level activities
- Socials
- Assemblies
- Clubs
- Music events
- Recognition Ceremonies
- Sports equipment/uniforms/stipends/awards

**Field Trips**

Field trips are privileges afforded to students. Students may be denied participation if they fail to meet academic or behavioral expectations. **Note: when the purchase of a ticket is required for the field trip, the ticket cost is NON-REFUNDABLE (e.g. Theater, End-of –Year Trips), unless the student is denied participation due to school imposed discipline.**

- Students attending a field trip must be passing all classes. Students must have all late or missing work turned in 2 full days prior to the field trip.
- All fines and fees must be paid prior to the field trip.
- No field trips will be taken during mandatory State testing days.
- Emergency medications must be on file along with doctor orders for student to attend field trips

### Fines

Students may not participate in school activities including sports and field trips if they have an unpaid fine. Fines will follow students through to high school if not paid.

### Hall Passes

Students are required to use a hall pass when out of class for any reason.

### Hallway Conduct

While traveling through the halls:

- Show a positive attitude at all times.
- Think safety – walk do not run, stay to the right.
- Use a quiet tone of voice when classes are in session.
- Keep your hands and feet to yourself.
- Keep the hallways free of litter.
- No roughhousing.

### Hawk PRIDE Bucks

**Hawk Bucks may be used for the following:**

1. Monthly grade level drawings and grab bag prizes.  
Early dismissal to lunch at teacher's discretion.
2. For classroom incentives (rewards at teacher's discretions).
3. Collect to reach a school wide goal.

\*All Hawk Bucks redeemed will be entered into monthly grade level drawings.

\*Hawk Bucks must have staff name and student name on them for redemption.

\*Hawk Bucks cannot be traded or given to other students.

### Immunizations

- Each student is required by state law to have a signed "Certificate of Immunization" or "certificate of exemption" on file at school on or before the first day of attendance.

### Ill Students

- If your student has temperature of 100° or higher you will be asked to retrieve him or her from school. Please be sure to have current phone numbers for work, home, and cellular on file.
- If your student is ill during the school day, we will allow them to rest in the office for 15 minutes and then send them back to class. If your student shows signs of injury, fever and/or vomiting, we will call for a parent pick up.
- **If your student is ill in the morning, please keep him or her at home.**
- Fever free without use of fever reducing medication for 24 hours.

### Late Arrivals

Call the attendance line at (425) 831-8226 if your student is going to be late, or send a note with your student. Students must check into the office upon arrival. Parents may also come into the office and sign in a student. **Remember: three tardies in one month to first period could result in a 2 hr. detention.**

## **Library**

Volunteers staff the library. The library may be open to students on a walk-in basis before school and during all lunches depending on volunteer staffing. It is also available to scheduled classes, small groups and individuals during the school day.

For schoolwork only, the 30-library computer lab has internet access and a black and white printer available. Student use of library computers for non-school related activities will result in loss of library computer access for that student.

**No food or drink allowed in the library.** To maintain this quality facility, students need to respect all library materials and the library space. Disruptive or destructive behavior will result in loss of library privileges.

Library materials – including books, magazines, videos, DVD's – can be checked out for 2 weeks and renewed twice. No additional materials will be checked out to a student who has an item that is overdue. Students will be fined for items returned in damaged condition or items not returned. These fines are entered into the school finance system. Unpaid fines at the end of the school year will impact future high school sports and activities.

## **Lockers**

*Each student is issued a hallway locker to store coat and backpack during school hours and possibly a P.E. locker. Each student is expected to treat lockers with respect:*

- It is the student's responsibility to secure their items.
- Provide your own lock. Lockers are bent and broken when students carelessly yank the doors.
- Inform your teacher/custodian about locker problems.
- Report damaged/broken lockers to office.
- Provide your own lock for PE lockers.
- The school is not responsible for stolen/lost items taken from unsecured lockers.

## **Lost and Found**

Lost/found items are held for a limited time on the Lost and Found Cart and PE laundry room. Unclaimed items are donated to a charitable organization at the end of each quarter.

## **Lunch and Cafeteria Rules**

- Breakfast is available to students between **7:25-7:45 A.M.**
- Lunch is available at designated times.
- Parents may put money on student accounts directly with food services, in the office or via online payments (preferred method)
- Free and reduced lunch applications may be picked up in the office.
- Respect everyone's space in line (no crowding, saving, or cutting in line).
- ***During lunch, students will remain seated during the first 15 minutes.***

## **Medication Policies and Procedures**

- **An "Administration of Oral Medication at School" form must be signed by parent/guardian and physician for over-the-counter and prescription medicine.**
- Inhalers for PE require this form. The inhaler must have a pharmacy label and student name on it.
- All medication must be in the original container and labeled with student's name, dosage, mode of administration, and physician. Students should not transport medications to the school.
- Parents must notify the school if medications are needed during a field trip or our after school activity programs.
- Medication on file may not be available for after school activities/games off campus. Please make sure your student has his or her emergency medication available for those times.
- Students are not allowed to carry medication other than those with proper documentation from health care provider.

### **Messages for Students**

If possible, make arrangements for daily plans with your student before he or she leaves for school in the morning. If it is necessary for a message to be delivered to your student during the school day, call the office **before 2:00pm** at (425) 831-8225.

### **Nurse**

*Our district nurse is available upon request (425-831-8023) or direct CKMS health room line (425 831-8248).*

- **The nurse is in the building four day per week.**
- **If your student is ill in the morning, please keep him or her at home.**

### **PE Clothes/Equipment**

- PE uniforms are required for all students and include a PE shirt (available for purchase through the office and online payments), black shorts, and a pair of tennis shoes. Students will be instructed on Fitness Center Facility policies before using equipment.

### **Principal's Right to Amend**

The Principal and Chief Kanim Middle School retain the right to amend the handbook for just cause, and parents will be given prompt notice.

### **School Office**

The main office is open by 7:20 AM until 3:40 PM Monday through Friday during the school year. All school business should be conducted during this time. The school telephone number is (425) 831-8225. Messages may be left at this number after school hours.

### **Snoqualmie Valley School District #410 District Level Policy Information**

#### ***Arson and False Alarms***

Any student involved in activities such as arson, false fire alarms, false 911 calls, possession of and/or igniting fireworks or explosive devices will be subject to disciplinary action, which could result in emergency expulsion from school. The law considers arson and false fire alarms felonies. The school will contact the legal authorities.

#### ***Assault/Battery***

A student shall not attempt to cause or behave in a way that purposely, knowingly, negligently, or recklessly causes bodily injury to another person. Students acting with such behavior will receive school consequences, which may include the legal authorities.

#### ***Conduct: Civility Policy, SVSD #4011***

The Snoqualmie Valley School District Board of Directors encourages administrators, faculty, staff, students, volunteers, parents, and other community members to participate in maintaining a clear expectation of civil conduct and problem-solving throughout the school district. The Board does not condone uncivil conduct on school grounds, at school-sponsored activities, or online, whether by staff, students, parents, volunteers, or other District visitors. The basic purpose of this policy is three-fold:

- 1) To promote a work and learning environment that is safe, productive and nurturing for all staff and students, and to encourage the free flow of ideas without fear or intimidation
- 2) To provide our students with appropriate models for respectful problem-solving
- 3) To reduce the potential triggers for violent conduct, such as fear, anger, frustration and alienation—especially by making problem-solving procedures and alternatives to violence readily accessible to both youth and adults who need them.

The Snoqualmie Valley School District's civility policy can be found on the district website at <http://svsd410.org/districtinfo/>.

***Drugs, Alcohol, and Tobacco Substance use harms individual student's health, & the health of our learning environment.***

Chief Kanim Middle School will institute the district's drug & alcohol policy. The Snoqualmie Valley School District's drug & alcohol policy can be found on the district website at

<http://sharepoint.snoqualmie.k12.wa.us/policies/Series%203000/Forms/AllItems.aspx>

- Students under the influence of drugs/alcohol/tobacco
- Possession of drug paraphernalia on or adjacent to school grounds, school buses or stops, and at school sponsored events or activities
- The sale or purchase of drugs/alcohol/tobacco

Discipline for drug/alcohol offenses may include suspension/expulsion, referral for a substance use assessment with a Chemical Dependency Counselor resulting in intervention recommendations, & or referral to law enforcement.

Use of tobacco by minors is unhealthy and illegal. Possession or use of tobacco products or paraphernalia by students is prohibited on or adjacent to school grounds, school buses or stops and at school-sponsored events or activities. Students using or in the possession of tobacco products &/or paraphernalia will be assigned school consequences that may include suspension, referral for an educational intervention, or referral for a substance use assessment (multiple offenses). Law enforcement may be notified.

### ***Extortion, Coercion, and Blackmail***

Obtaining money, property, or protection by violence or threats, or forcing someone to do something against his/her will using force, threats, or intimidation will result in school consequence.

### ***Forgery***

The forging of any signature on any letter to the school or on any school document will result in school consequence.

### ***Harassment, Intimidation, and/or Bullying***

Chief Kanim Middle School is committed to a safe and civil educational environment for all students, employees, volunteers, and patrons; free from harassment, intimidations, or bullying. The Snoqualmie Valley School District's harassment, intimidation and bullying policies can be found on the district website at <http://sharepoint.snoqualmie.k12.wa.us/policies/Series%203000/Forms/AllItems.aspx>

“Harassment, intimidation, or bullying” means any intentional written, electronic, verbal, or physical act that:

- Physically harms another student
- Damages another student's property
- Is so severe and persistent that it creates an intimidating or threatening educational environment,
- Substantially disrupts the orderly operation of the school

Harassment or bullying can take many forms, including: jokes, rumors, pranks, gestures, physical attacks, threats, or other written, oral, or physical actions. Harassment or bullying can be about many characteristics, such as race, color, religion, gender, sexual orientation, mental/physical disability, clothing, appearance, physical appearance, and many more. (RCW OA.36.080(3))

At Chief Kanim Middle School, our practice for handling harassment and bullying is for students to report to staff members if they are being bullied and/or harassed. We use teaching as a strategy for increasing student awareness about harassment. We attempt to work with students in a cooperative, problem-solving manner whenever possible. We may use mediation as a method to resolve conflicts between students, and teach students the social skill of assertiveness. Depending upon the specifics of the report, the following options may be considered: increased supervision, administrative warning, parent contact, official documentation, administrative discipline, and or referral to law enforcement.

Any person who insults or abuses a staff member anywhere on the school grounds while the staff member is carrying out his/her official duties shall be guilty of a misdemeanor. This crime has a fine of not less than \$10.00 or more than \$100.00 (RCW 28A.635.010).



Sexual Harassment is defined as “unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly as a term or condition of a student’s participation.
- Submission to or rejection of such conduct by an individual is used as the basis for the student’s participation or decision affecting the student.
- Such conduct has the purpose or effect of unreasonably interfering with the student’s school performance or creating an intimidating, hostile or offensive environment.

All schools and school districts are responsible for enforcing the state’s Bullying law. The Snoqualmie Valley School District’s bullying and sexual harassment policies can be found on the district website at <http://sharepoint.snoqualmie.k12.wa.us/policies/Series%203000/Forms/AllItems.aspx>. The chart below lists some, though not all forms of bullying and sexual harassment. All incidents of bullying and harassment will lead to disciplinary actions ranging from a warning (for first time and minor infractions) to detention, Saturday School, suspension or expulsion. It is crucial that all instances of bullying and harassment are reported to school staff immediately.

### ***Non-discrimination***

The Snoqualmie Valley School District complies with all federal and state statutes and regulations and does not discriminate on the basis of sex, race, creed, religion, color, national origin, age, honorable discharged veteran or military status, sexual orientation including gender expression or identity, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability. This holds true for all district employment and student opportunities. Inquiries regarding compliance and/or grievance procedures may be directed to the school district's Title IX/RCW 28A.640 Officer and Section 504/ADA Coordinator, Nancy Meeks, P.O. Box 400, Snoqualmie, WA 98065, phone 425-831-8015.

### ***Standards of Student & Staff Safety and Security***

The Board of Education has set forth rules and expectations addressing student, staff safety and security and the consequences for violation of these standards. Violations of the Standards of Student & Staff Safety, Security will warrant disciplinary consequences. The Snoqualmie Valley School District’s standards of student & staff safety and security policies can be found on the district website at <http://sharepoint.snoqualmie.k12.wa.us/policies/Series%203000/Forms/AllItems.aspx>

### ***Theft***

Students involved in theft or in possession of stolen property will be subject to school consequences. The student will replace or pay for the stolen items. Finding a lost item and keeping it constitutes theft. Legal authorities may be contacted.

### ***Vandalism***

The school defines vandalism as the willful destruction or defacement of school district property and/or staff property. Any student or students found vandalizing will be assigned school consequences and will pay for the damage or loss. (RCW 28A.635.060)

### ***Weapons and Dangerous Instruments***

Firearms/weapons are not allowed in school, at school-sponsored activities, on school grounds, facilities, or school provided transportation. Any student found using, possessing, or carrying any weapon or object that could reasonable be considered a weapon, violates Washington state law. This will result in an immediate expulsion for no less than one calendar year, including notification of parents and law enforcement. The expulsion may be modified by the school district on a case-by-case basis. (RCW 9.41.250 & RCW 9.41.270).

## Seasonal Sports/Club Opportunities

**Athletic Director: Mr. Lemming (425) 831-8262**

Chief Kanim Middle School offers a wide variety of sports for our students. We have a no cut policy. We strive to build strong fundamentals, teamwork, and enjoyment of the sport. All students are invited to join the team/activity at the beginning of each season. Please note that some extracurricular events are grade specific. Completion of the athletic clearance process is required to meet the eligibility standards.

### *1<sup>st</sup> Sports Season-Early September - October*

- Boys Soccer 7<sup>th</sup> and 8<sup>th</sup> grade-Varsity and JV
- Girls Volleyball 7<sup>th</sup> and 8<sup>th</sup> grade-Varsity and JV at each grade level
- Cross Country 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade

### *2<sup>nd</sup> Sport Season-Early November - mid January*

- Girls Basketball 7<sup>th</sup> and 8<sup>th</sup> grade-Varsity and JV at each level
- Wrestling 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade-Varsity and JV

### *3<sup>rd</sup> Sports Season-Mid January - March*

- Boys Basketball 7<sup>th</sup> and 8<sup>th</sup> grade-Varsity and JV at each level
- Girls Soccer 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade-Varsity, JV and 6<sup>th</sup>

### *4<sup>th</sup> Sports Season-Early April - Early June*

- Boys and Girls Track 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade
- Drama 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade
- Golf 6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup> grade

Clearance Process Required: To be eligible for participation in CKMS extra-curricular activities, a student must meet the following requirements:

- Have an annual ASB Membership (\$20)
- Complete participation and parental approval/release of liability card/emergency information form
- Pay required fee (Sports \$80/Clubs \$35)
- Physical exam/clearance card signed by physician (athletes only)
- Maintain eligibility academic standard of a 2.0 GPA and with no D's or F's
- Maintain a high level of acceptable behavior
- Maintain regular attendance
- Number of practices required per sport in accordance with WIAA and league requirements (athletics only)

Note: Sport team managers need to meet all eligibility requirements with exception of the Physical Form.

### **Club Activities (offered in previous years)**

Art Club (check website for times)  
Golf Club (spring)  
Ski and Board Club (winter)  
Drama (spring)  
Science Club (winter)

Key Club (fall/spring)  
Gardening Club (tbd)  
Dungeons and Dragons (tbd)  
Gay Straight Alliance (all year)

### Student Photos

Occasionally throughout the school year, photos of CKMS students may be used in newspaper articles or on our website. Unless the school office receives notification of denial from parents, CKMS will assume parent permission for photo usage. Please contact CKMS office staff at 425-831-8225 if you would like to receive the opt-out form for your student's file.

### Telephone Use

There is a telephone available for student use in the Commons before and after school, and during lunch. This phone is for local calls only. Long distance calls need to be made from the office. Students may use their devices before and after school and at lunch. Please be aware, some teachers do not allow devices in the classroom.

### Use of Security Cameras

The Snoqualmie Valley School District supports the use of video cameras throughout the school district to preserve district assets, enhance school safety and security for students and staff, and allow visitors access to district buildings. Security cameras are installed in public areas throughout district buildings, grounds and school buses. This supports the District's goals to foster a safe and secure teaching and learning environment, to ensure public safety for community members who visit or use school property, and to diminish the potential for personal or district loss or destruction of property. (Policy 6608)

### Use of Mass Automated Call-out Notifications

Snoqualmie Valley schools use an automated mass notification system (School Messenger) to contact families by phone regarding emergencies, unexcused absences, and other school-related information. The Federal Telephone Consumer Protection Act (TCPA) allows parents to opt out of receiving general information calls from the District and schools.

**Families who DO NOT want to receive general automated phone calls need to let their school office know in writing, by September 15 each year.** Please note that families who choose to opt out from phone calls may miss important information about their student(s).

### Visitors

To ensure the safety of our students and to best facilitate visitors, guests, or relatives, CKMS requires the following procedure:

- Sign in at the main office. Our new program is computer driven and requires a driver's license to sign in. The system prints a visitor badge. All volunteers and visitors should be prepared to allow extra time for signing in.
- Advise administration of any student visitors prior to visit.
- Students visiting students may only be on campus during lunchtime with approval.

### Withdrawal

*The office must process a withdrawal from school. The student must:*

- Provide a written notice of withdrawal with parent/guardian's signature at least two days prior to leaving.
- Pay any fines/fees to office. Afterwards, the student's school record will be released to the new school upon written request from the new school.
- Complete a withdrawal form and return completed form to office at the end of their last day and CKMS.
- Empty PE and regular lockers.
- Check in all books to teachers and to the library.