

Welcome to Chief Kanim Middle School Student Handbook 2009-2010

You are part of the Chief Kanim Hawk learning community. In order for everyone to get along in a community, the community has set rules and expectations that the members follow. By reading this handbook you will know how our community works and what behaviors we expect from every Hawk.

Snoqualmie Valley Middle Schools Mission Statement

Snoqualmie Valley Middle Schools are committed to a safe community environment in which all students will have the opportunity to experience intellectual, social, emotional, and physical growth.

Academics~Arts~Activities

Chief Kanim Middle School Philosophy

"Focus on Children - Improve Learning - Value Growth"

At CKMS, we believe that...

- **A school must be a safe place for all students and staff.**
- **Developing character and appropriate behavior is a learning process.**
- **School climate is enhanced by requiring appropriate student behavior.**
- **All students can show positive behavior.**
- **Students are responsible for their behavior and actions.**
- **Effective discipline is progressive and consistent.**
- **Parents are an integral part of the student, school partnership.**

Please take the time to share this handbook with your parents so they can 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.

Communication with School Staff

1. Instructions for calling school or leaving a message:

- Call (425) 831-8225 and leave your message
- For attendance please call (425) 831-8226.
- You can call staff members at their direct numbers. Please refer to the Share Point staff roster located in our school website for individual phone numbers and email addresses.

2. To contact a teacher:

- Write a note in your student's Hawk Agenda.
- 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.
- Email the teacher. (Strongly recommended.)

3. To set up a meeting with the teacher:

- Contact the teacher directly.
- Make an appointment – drop-in's are discouraged.

To ensure a safe and orderly school environment, the CKMS Staff 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; for these reasons, and 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

Most students with failing grades are not adequately 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 homework daily in their academic classes.

Research supports: 45 – 60 minutes for 6th grade
 60 – 75 minutes for 7th grade
 75 – 90 minutes for 8th grade

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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.

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 share point regularly.

For consistency of reporting and ease of interpreting, CKMS uses the following letter grades and numerical equivalents:

A 93-100 =	4.0	C 73-77 =	2.0
A-90-93 =	3.7	C- 70-73 =	1.7
B+ 87-90 =	3.3	D+ 67-70 =	1.3
B 83-87 =	3.0	D 63-67 =	1.0
B-80-83 =	2.7	D- 60-63 =	0.7
C+ 77-80 =	2.3	I/F Below 60=	0.0*

**Educational experience has demonstrated that incomplete work is often one of the contributing elements in failure. An "I/F" will translate to an "incomplete and/or inadequate," and is therefore, unacceptable.*

Athletic Probation

Students participating in school sports programs (including drama) 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. Player will 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.
- 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

Parent/Guardian's Responsibilities are to:

- Emphasize to your child that school attendance is a priority.
- **Report an absence by calling the school (425) 831-8226 by 8:00 AM.**

- **Any child with 3 tardies (excused or unexcused) in one month will receive an administrative referral.**
- **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 2:35 PM to catch an activity bus.**
- **By 2:45, all students remaining on campus must be in a supervised club, sport, or other school-related activity.**
- 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 Share Point on school 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.
- Any absence longer than 5 days requires district approval.

Student's responsibilities are:

- 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.
- **Check Share Point while absent or on a vacation for assignments.**
- On the first day back to school, meet with each teacher about assignments, make-up work, or missed tests or quizzes.
- To participate in after school activities student must attend 3 full classes.

In the event of unexcused absences the administration will:

- On 1st unexcused absence, notify parent/guardian.
- On 2nd unexcused absence, request conference.
- On the 5th unexcused absence in a month, or 10 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).

Behavior Expectations - General

- Keep your school agenda in good shape all year and have it with you every day. Do not destroy it. It is an important academic tool.
- Use a hall pass when in the hallways during class time.
- **Walk at all times in the building.**
- Bring only school sanctioned items (pens, paper, etc.).
- Act and speak with respect to peers and adults. Profanity and obscene gestures will not be tolerated.
- Respect all school property and the property of other students.
- Use appropriate social behavior. Kissing and handholding are not appropriate at school. Hugs may last no longer than three seconds.
- Electronic devices may be used only before school in the Commons, during lunch, at Homework Club, or at the supervising teacher's discretion.
- Be on time to school. Doors open at 7:15 a.m.
- Consume all food and drink in the Commons. Pick up after yourself, discarding food and containers in garbage cans.
- **Student cell phones are to be turned off during school hours.**
- Honor the dress code.

Bike, Skateboard, and Scooter Procedure

- Bikes, skateboards, and scooters are not to be ridden on school grounds.
- Lock skateboards, bikes, and scooters outside in the designated racks. Students must provide their own locks.

Each student riding a bike to school is required to:

- Wear a helmet (RCW 36.37.530).

- Park bikes in designated area. We recommend that locks/chains be used to secure the bike to the rack. Students are responsible for the security of their bikes.

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:

- Physically harms a student or damages the student’s property; or
- Has the effect of substantially interfering with a student’s education; or
- Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- Has the effect of substantially disrupting the orderly operation of the school.

Nothing in this section requires the affected student to actually possess a characteristic that is a basis for the harassment, intimidation, or bullying. “Other distinguishing characteristics” can include but are not limited to: physical appearance, clothing or other apparel, socioeconomic status, gender identity, and marital status. Harassment, intimidation, or bullying can take many forms including: slurs, rumors, jokes, innuendoes, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats, or other written, oral, or physical actions. “Intentional Acts” refers to the individual’s choice to engage in the act rather than the ultimate impact of the action(s).

This policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the educational environment. Other school policies or classroom/program rules may still prohibit many behaviors that do not rise to the level of harassment, intimidation, or bullying.

This policy is a component of the school’s responsibility to create and maintain a safe, civil, respectful, and inclusive learning community and is to be implemented in conjunction with comprehensive training of staff and volunteers, including the education of students in partnership with families and the community. The policy is to be implemented in conjunction with the Comprehensive Safe Schools Plan that includes prevention, intervention, crisis response, recovery, and annual review. Employees, in particular, are expected to support the dignity and safety of all members of the school community.

Depending upon the frequency and severity of the conduct, intervention, counseling, correction, discipline, and/or referral to law enforcement will be used to remediate the impact on the victim and the climate, and change the behavior of the perpetrator. This includes appropriate intervention, restoration of a positive climate, and support for victims and others impacted by the violation. False reports or retaliation for harassment, intimidation, and bullying also constitute violations of this policy.

The Principal (and agents) is authorized to direct the development and implementation of procedures addressing the elements of this policy, consistent with the complaint and investigation components of the Sexual Harassment policy.

Bus Procedures

- **Bus passes must be approved by the Principal. We must receive requests IN WRITING from the parent or guardian. Bring requests to the office before school begins or by noon, at the latest.**
- Ride assigned bus.

Bus Behavior

- Line up single-file behind the curbside yellow line.
- 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

There is a telephone in the office for student use. Cellular phones are to remain turned off and stored during the academic day and extracurricular activities. Students may use cellular phones before and after school outside of the building. Students who do not respect these rules will have their telephones confiscated.

1st Offense: Student's parent must pick up the cellular phone from the principal.

2nd Offense: Disciplinary action at the discretion of the principal.

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 at all times.
- Arrive promptly 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 your best effort.
- Show respect for everyone in the class.
- Cooperate with your teacher.
- Show respect for substitute teachers.
- Use your Hawk Agenda and Sharepoint to keep track of assignments and to manage your time.

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.

Clubs and Activities

Art Club

Golf Club

Homework Club

Jazz Band

Key Club

Knowledge Bowl

Math Club

Ski Club

Talent Show

*Other clubs may be added during the school year based on student interest

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 Sharepoint site
- Online Family Access for grade checks
- Weekly e-mail to parents from the principal

Computer Lab and Internet Guidelines

Chief Kanim has three computer labs. Each lab is fully equipped with projectors and color printers. To safeguard these investments, students are expected to:

General Expectations

- Return the Internet User Agreement Form with parent/guardian's signature to the office.

- Have an adult supervisor present at all times.
- Work at assigned computer.
- Computer settings are not to be changed.
- Precisely follow the teacher's directions when researching on the Internet.
- Gaming is not permitted.

Printing

- Print only with permission of the teacher.
- Stay seated. The teacher will retrieve your printed item for you.
- Immediately report printing errors/failures to supervisor. Do not click print again until the problem is fixed.
- Clean up your area and push in your chair before leaving.

User-Share Folders

- Student User-Share folders are limited to files that relate directly to classroom assignments.
- Unauthorized folders will be deleted.
- No downloading of games, jokes, sound clips, music, and executable files not related directly to classroom assignments.

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.
- 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 a locked out network account and/or possible criminal charges.**

Counseling and Interventions

The counselor at CKMS helps young people whom are experiencing personal, social or emotional difficulties reaching success at school and in their lives. The counselor serves as a vital communication link for students, parents, teachers and administrators.

Students and parents are encouraged to utilize counseling services to:

- Help students make a transition to middle school and high school.
- Aid students in selecting appropriate classes.
- Support academic achievement.
- Provide an opportunity for students to resolve issues.
- Support students and their families during times of crisis.
- Provide students and their families with school and community resource information and referrals (mental health/academic).
- Develop support groups.
- Teach personal, social, and life planning skills to classroom groups.
- Work with classroom teachers to develop teaching strategies for at-risk students.
- Coordination and administration of annual standardized testing and interpretation of the results for students and their families.

Detention Policies

See Discipline Policies.

Discipline Levels and Consequences

The 3 Levels of Discipline

Level 1: Chewing gum, tardy, passing notes, not doing work in class, dress code violations, etc....

Consequences: Dealt with in class by teachers (i.e. stay late, clean desks, ISS lunch, review discipline policy, call home and talk to parents)

Level 2: Cell phone use, truancy, disrespectful in class, not doing class work, foul language/gestures, disruptive behavior, minor threats, rumors, gossip, bullying, cyber bullying, horseplay, not serving detention, 3 or more level 1 offenses, cheating, plagiarism, misuse of school equipment, forgery, etc.

Consequences: Sent out of class to office;

1st offense: 2hr Detention + interventions

2nd offense: ISS + a meeting with parents and team, and implementation of a behavioral plan (3 steps).

3rd offense: OSS + a meeting with parents and team.

Interventions available: Review discipline policy, individual or group counseling, anger management/conflict resolution training, mentoring, cross age tutoring, school service.

Level 3: Tobacco, fighting, major threats, forgery, racial slurs/incidents, sexual harassment, harassment/bullying, cyber bullying, pantsing, stealing, vandalism, 3 or more level 2 offenses, etc...

Consequences: Sent out of class to office;

Automatic OSS, meeting with parents and team, and a mandated intervention.

Intervention: Review discipline policy, individual counseling, tolerance training, sexual harassment training, anger management/conflict resolution training, mentoring, school service.

Level 3: Alcohol, Drugs, Weapons, Assault or 3 or more level 3 offenses.

Consequences: Sent out of class to office, Automatic emergency expulsion, with possibility of indefinite or permanent expulsion upon hearing.

Automatic meeting with parents and team to review recommendation for expulsion.

Mandated Interventions Options: Ongoing individual counseling, substance abuse/drug counseling, anger management training, meeting with King County Police Officer, etc....

**Administration, staff, and parents maybe consulted at anytime to discuss a referral and/or consequence.....*

Dress Code

In order to maintain an appropriate academic environment, students' clothing must not distract from the learning of others. Current fashion trends will not serve as the guideline for acceptable attire in the educational setting. Acceptable dress and appearance is that which is not offensive to others, and is non-disruptive or otherwise detrimental to the educational process, and does not endanger health and/or safety.

The following is not permitted:

- Coats worn in classrooms.
- Sagging pants will not be concealed under other clothing items or revealing underwear.
- Clothing that has a vulgar or offensive message, or references the use of alcohol, drugs, tobacco, gang affiliations, or sexual references.
- Pajama pants
- Hats, caps, bandanas, or hoods. (If attached to clothing, do not cover the head).
- Excessive amounts of perfume and cologne. Perfume cologne can cause respiratory difficulties and allergic reactions, and should be left at home.
- Excessive amounts of make-up which could disguise an individual.
- Sunglasses or goggles*
- Dog collars
- Wallet/pocket chains
- Choker chains
- Candy necklaces

Drug and Alcohol Policy

Substance use harms individual students' health, the health of our learning environment, and is illegal. Our school will discipline students who use, are under the influence of drugs/alcohol, or possess drug paraphernalia on or adjacent to school grounds, school busses or stops, and at school-sponsored events and activities. The sale of drugs/alcohol will result in extended consequences.

Discipline for drug/alcohol offenses may include suspension, referral for a substance use assessment, intervention recommendations, referral to law enforcement or emergency expulsion from school.

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.

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 students must have a current Interscholastic Sport Form, including:
- A current physical signed by their doctor (This physical will be good for 23 months.)
- Insurance information including the name of insurance company and policy or medical number.
- Student's personal information completed with a parent signature.
- All fines must be paid prior to turnout.

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 can not.

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.

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 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).

Failures

Recommendations will be made during the last month of school based on your student's academic progress. These recommendations could include:

- Summer school
- Retention
- Placement in alternative programs within the district

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.

Required Costs:

- Consumable fees (paper/ink) \$20
- Science lab fee \$5
- Music fee (choir and band) \$12
- Agenda (6th & 7th only) \$4
- CKMS PE T-shirt \$5

Optional Costs:

- ASB Card \$15*
- ASB replacement \$7
- CKMS PE black shorts \$10
- Yearbook \$30

***Required if student intends to participate in sports, clubs or other after school activities.**

ASB fees help provide for:

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

Field Trips

Field trips are privileges afforded to students. Students can 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.**

Fines – Unpaid Fees

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.

Forgery

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

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 don't 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 open containers of food or beverage.

Hawk Bucks

Hawk Bucks may be used for the following:

1. Monthly pizza drawings.
2. Early dismissal to lunch at teacher's discretion.
3. During Sock Hop and end of the year prize raffles.
4. For classroom incentives (rewards at teacher's discretions).
5. For 10 Hawk Bucks students can rent a complimentary video at Video Nites in Fall City.

*All Hawk Bucks redeemed will be entered into trimester pizza drawings.

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

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

Homework Club

Monday thru Thursday—2:45 PM to 4:15 PM

Mrs. Ratcliffe. (425) 831-8239

Students meet in the library right after school. All students are welcome provided they have assignments to work on. It is not a “holding area” for students waiting for parent pickup.

Students work on homework and study with one teacher available to provide help with assignments. Transportation is available on After-school Activity Bus.

Immunizations

Each student is required by state law to have a signed “Certificate of Immunization” on file at school on or before the first day of attendance. Verify the following requirements:

- DTP (Diphtheria/Tetanus/Pretties) & POLIO: at least 3 doses provided that the last dosage was received on or after his/her 4th birthday.
- Tdap for 6th, 7th, 8th grade
- Chicken Pox Vaccine for all 6th graders. It is recommended for 7th and 8th graders.
- MMR (Measles/Mumps/Rubella): received on or after the 1st birthday.
- A second dosage of the Measles Vaccine is required prior to the 6th grade
- 3 doses of the Hepatitis B Vaccine for all students
- Religious/philosophical/medical exemption is allowed. However, in the event of an outbreak, the student may be excluded from school by order of the local health department.

Ill Students

- If your student has a 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 in the morning, please keep him or her at home.***

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 a student in. Remember: three tardies in one month results in a 2 hr. detention.

Students must attend at least one half of the school day (3 classes) to be eligible for after school sports and activities such as the play.

Library

The library is open to students on a walk-in basis before and after school and during all lunches, and to scheduled classes, small groups and individuals during the school day. For schoolwork only, the 16 station 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 is 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 will be entered into the school finance system.

Lockers

Each student will be issued a hallway locker and possibly a P.E. locker. Each student is expected to treat lockers with respect:

- The school is not responsible for stolen/lost items taken from unsecured lockers.
- It is the student’s responsibility to secure their items.
- Provide your own lock for both hallway locker and PE locker. Lockers are bent and broken when students carelessly yank the doors.

- Inform your teacher/custodian about locker problems.
- Report damaged/broken lockers to office.

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 trimester.

Lunch and Cafeteria Rules

- Breakfast is available to students between 7:20-7:40 A.M.
- Lunch is available at designated times.
- Breakfast and lunch credits may be purchased in groups of 10 or 20. Make checks payable to SVSD 410.
- Purchase tickets in the cafeteria before school (only 2 charges are allowed).
- 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).

Student Prices (subject to change)

- Complete breakfast \$ 1.90
- Complete lunch \$ 3.25
- Milk \$ 0.30
- Meal Ticket (20) \$65.00
- A la cart items Varies
- *During lunch students will remain seated during the first 15 minutes*
- During lunch students have the opportunity to go to the library, gym, black top or remain in the Commons.

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. They must be kept in lockers. The inhaler must have a pharmacy label and student name on it. The doctor must check "May Carry Inhaler" if student keeps it with them.
- 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.

Messages for Students

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. The school cell phone policy is strictly enforced. Parents should not communicate with students via texting or calling cell phones during school hours.

Nurse

Our district nurse is available upon request (425-831-8023).

- **We do not have a nurse on the premises on a daily basis.**
- **If your student is ill in the morning, please keep him or her at home.**

Parent-Teacher Conferences

November conferences are scheduled for:

- Friday, Nov. 20 - 11:30-2:50
- Monday, Nov. 23 - 11:30-2:50
- Tuesday, Nov. 23 - 11:30-2:50 & 3:00-7:00

Parents & teachers may schedule additional conferences throughout the school year as needed.

PE Clothes/Equipment

- PE uniforms are required for all students and include a PE shirt*, black shorts, (2 pair) indoor and outdoor tennis shoes with laces, and a lock. (*See Fees & Expenses).
- Students need to complete a Fitness Center Facility Agreement 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 3:15 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.

Sports Opportunities and Seasons (SUBJECT TO CHANGE)

Athletic Director: Mr. Fowler (425) 831-8261

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. Listed below are the sports available and the time of the year we offer them. Our sports league does not offer 6th grade football, volleyball and basketball.

1st Sports Season-Early Sept.- October

Boys Football 7th and 8th grade-Varsity and JV

Girls Volleyball 7th and 8th grade-Varsity and JV at each grade level

Cross Country 6th, 7th and 8th grade

2nd Sport Season-Early Nov.- mid Jan.

Girls Basketball 7th and 8th grade-Varsity and JV at each level

Boys Wrestling 6th, 7th and 8th grade-Varsity and JV

3rd Sports Season-Mid Jan.- March

Boys Basketball 7th and 8th grade-Varsity and JV at each level

Girls Soccer 6th, 7th and 8th grade-Varsity, JV and 6th

4th Sports Season-Early April-Early June

Boys and Girls Track 6th, 7th and 8th grade

Drama 6th, 7th and 8th grade

Special Programs

The Life Skills Program

The Life Skill Program for 6-8th graders at Chief Kanim Middle School blends academic instruction, problem solving, communication, social skills, with pre-vocational activities and hands-on projects, while meeting the goals and objectives of each student's Individual Educational Plan.

Students receive individualized instruction in reading, writing, and math according to their needs. The emphasis is on learning strategies, using graphic organizers and other programs to provide structure for the skills each student is working to master. Real life activities such as reading schedules, directions, recipes, writing notes, lists, thank you cards and letters and measuring, calculating and scheduling are incorporated into the academic program.

Through role playing, games, stories and real life scenarios students will learn problem solving, communication, and social skills. Chief Kanim's school-wide focus on Thinking Skills, Thinking Behaviors, and a monthly Character Trait are also incorporated into the Life Skills curriculum when appropriate.

The Special Education Program

The Special Education Program is designed to provide a continuum of service offered to meet the diverse needs of special education students. Each student has an individual education plan (IEP) to guide his/her instruction. Special Education support may include:

- Pull out instruction at each grade level in reading, writing, and/or math
- Small group instruction within the classrooms lead by paraprofessionals
- Consulting with special education teachers to modify instruction for individual students
- Study/homework support during or after the school day.

The Highly Capable (Hi-C) Program

We follow state mandated standards to place students in our Hi-C programs.

English Language Learners

English Language Learners (ELL) offers Support to students who qualify in language acquisition and vocabulary building.

Student Intervention

CKMS wants to ensure that each student receives a sound academic foundation to build on in high school. Therefore, we require that any student who is earning an incomplete or failing GPA in any class makeup the work. This responsibility rests with the student who may be required to makeup the work by:

- **Remaining for Homework Club.**
- **Homework Lunch.**

If the student refuses to meet these requirements, he/she will receive a failing grade at the end of the trimester.

STUDENT PHOTOS

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

Support Strategies

- Progress reports for each student accruing a "I/F" will be sent 2 times each trimester or as necessary.
- Administrators, teachers, parents, and counselors will discuss the best course of action for each child.
- Parents will receive information concerning the district's summer academic program for students who continue to fail.
- Teacher Share Point Calendars.
- On-line grade program.
- After School Homework Club.
- Homework Lunch Program.

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 must have a hall pass in order to use the telephone. **No Cell Phone use during school hours.**

Visitors

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

- Sign in at the main office.
- Wear visitor badge at all times.
- Advise administration of any student visitors prior to visit.
- Students visiting students may only be on campus during lunchtime with approval.

Weapons

Firearms/weapons are not allowed in school, at school sponsored activities, on school grounds, facilities, or school provided transportation. If a student brings a firearm to school, it 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.

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 can be released to the new school.
- Complete a withdrawal form and return completed form to office at the end of their last day at CKMS.
- Empty PE and regular lockers.
- Check in all books to teachers and to the library.

NOTES