

**Shuksan Middle School**

**Student Handbook**

**2016-2017**



*Middle School Matters!*

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## Principals' Message

Our goal is *your* success. We want Shuksan to be an environment that is positive, peaceful, and purposeful to prepare you for high school and high quality options after graduation. We look forward to listening to you and your ideas for making Shuksan Middle School an exciting place to learn. We are dedicated to serving you, the staff, and your families. We look forward to supporting you in your academic, social and co-curricular pursuits. We will see you in your classrooms and in the hallways. We are honored to serve as your administrators.

### Shuksan Staff Core Beliefs:

We believe in learning that is engaging and challenging.

We believe in treating each other with respect and integrity.

We believe in a safe and welcoming school.

### Keys to Success at Shuksan

*Our Goal: Your Success!*

1. **Work hard; Be nice**
2. **Attend school all day, everyday**
3. **Work at your best level towards meeting standard everyday**

Name \_\_\_\_\_

Team \_\_\_\_\_

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***The whole is greater than the sum of its parts!***

**THIS WE BELIEVE**

1. Our purpose is student learning.
2. Our leadership is based on service to students, staff, and families.
3. We are relentless in doing whatever it takes to ensure student well-being and success.
4. Working as a team enables us to accomplish great things.
5. We are continually learning from everyone around us.

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# Shuksan



# Scholar

**Become a Shuksan Scholar!** As part of our Positive Behavior Intervention and Supports (PBIS) system, we will honor you for all the things you do right. This includes attendance, citizenship, and academic work which we know are the top three predictors of your successful graduation from high school. Be nice to others, show up every day to school, and work hard. It will pay off! One of the ways we recognize student achievement is through our Shuksan Scholar awards assemblies for each grade level. We host these assemblies twice a year.

Shuksan students earn awards for:

**1. Attendance:**

- a. Perfect Attendance: 100% attendance for a month
- b. Students can earn the award for the months September to May

**2. PRIDE Citizenship:**

- a. Each student is in a team. We call these teams: *Shaw, Lopez, Chelan, Skagit*, the 8<sup>th</sup> grade team, and our *elective* teacher team. Classroom and elective teachers from each team will vote for one male and one female student four times a year to receive the following awards:

<b>Shuksan Community P.R.I.D.E</b> <i>What we work toward</i>	
<b>P</b> <sub>erfect</sub>	"We care about safety and learning."
<b>R</b> <sub>espect</sub>	"We treat others as we would like to be treated."
<b>I</b> <sub>ntegrity</sub>	"We are honest because it is the right thing to do."
<b>D</b> <sub>etermination</sub>	"We work hard by doing what is expected."
<b>E</b> <sub>xcellence</sub>	"We go above and beyond in all we do."

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## Earn a Cougar Pride Award!

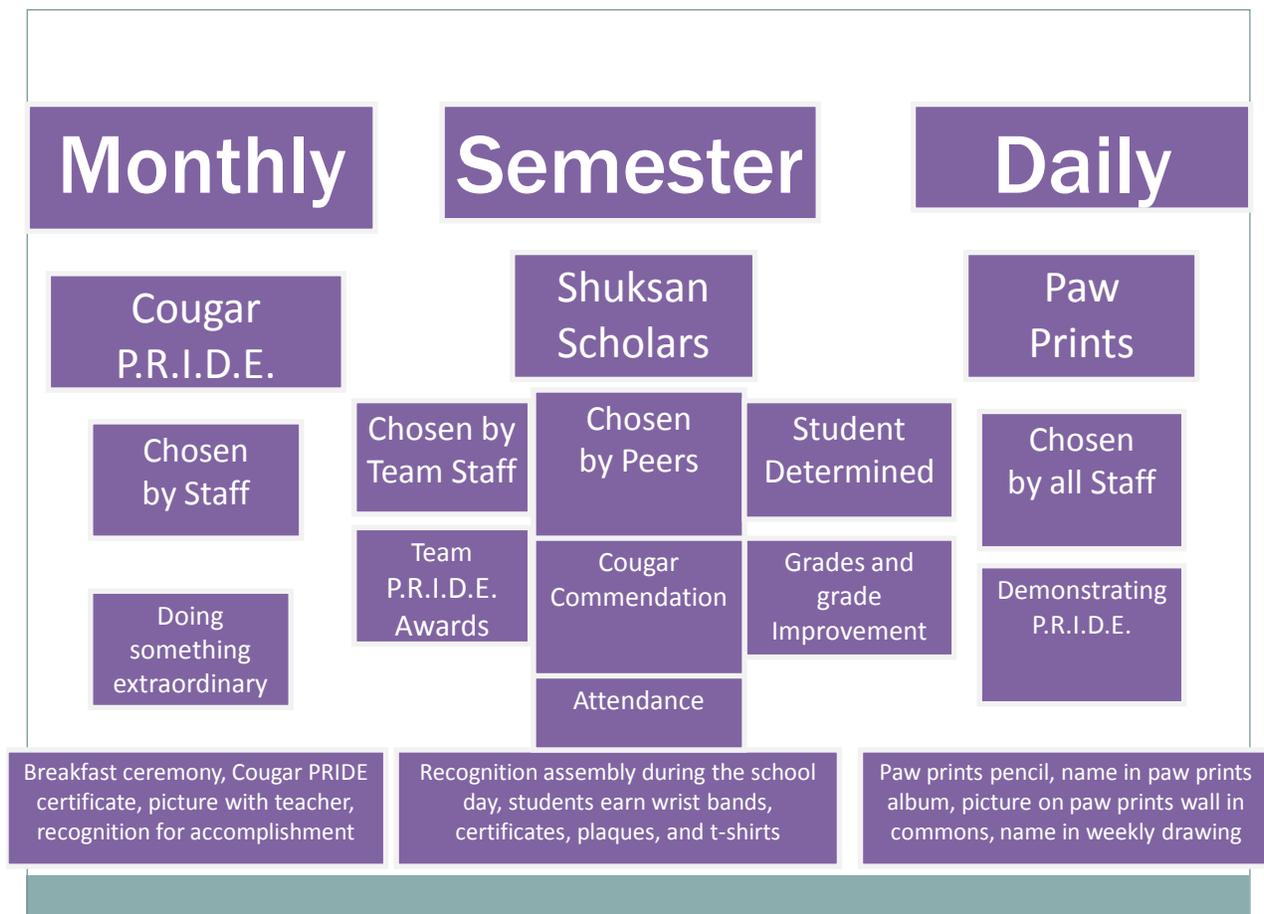
Each month we hold a special breakfast ceremony in our library to honor students with their parents, guardians, or other family members. Staff members can each nominate one student for exceptional effort or significant improvement. Students can also be nominated for exceptional turnarounds. Go above and beyond, strive for high achievement, and earn a special **Cougar Pride Award**.

**Paw Print Program!** Our staff loves catching students doing good things. Our Paw Print program is designed to honor students for every day behaviors. **Students who earn a Paw Print can turn in their Paw Prints during lunch, receive a pencil, and put their names in for a drawing. We will have a weekly drawing for awesome prizes!**



## Shuksan PRIDE!

At Shuksan, we focus on having clear expectations for student behavior in all settings of our school, and on recognizing all of the positive choices you are making on a daily, monthly, and quarterly basis. Take a look below at all the positive ways you can be recognized at Shuksan. Show your PRIDE!



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## Student Rights and Responsibilities

**Student Rights:** Students, as citizens, have certain constitutional rights that cannot be denied by the School or the District. The School or the District may, however, set reasonable limits on those rights in order to meet the District's obligation to educate. Policy 3200

**Student Responsibilities:** The Bellingham School District's goals are to provide students the opportunity to learn skills, acquire knowledge, and develop attitudes that will allow them to function as responsible and contributing adults.

Students have the responsibility to:

- Attend all classes every day on time, ready to work with the necessary learning materials, books, pencils, etc.
- Respect the rights of others and exercise self-discipline.
- Refrain from expressing personal prejudices against any individual or group.
- Conduct yourself in a manner which will not disrupt your education nor disrupt or deprive others of their education.
- Know and obey the rules of the District, our school, and co-curricular activities.
- Accept reasonable consequences for breaking school or District rules.
- Identify him or herself if asked to by District employees.
- Dress appropriately for school and school activities in a manner that neither disrupts the educational process nor threatens the health and safety of yourself or others.
- Respect the property of others, of the school, and the District, and be willing to make restitution for property that they have damaged.
- Refrain from public displays of affection.
- Use positive and professional school language.

Students may be disciplined if they fail to fulfill any of these responsibilities while at school; on the school grounds; on District-sponsored transportation; at any school-sponsored event; or in any other setting having a real and substantial relationship to the operation of the District. Disciplinary action may include restorative justice; oral or written reprimands; written notification to parents; suspension; expulsion; loss of privileges to attend District-sponsored activities; loss of riding privileges on District-sponsored transportation; and loss of privileges to publicly represent the District.

### Restorative Practices

Create opportunities for students to...

- Become aware of the impact of their behavior
- Understand the obligation to take responsibility for their actions
- Take steps towards making things right

Throughout this process students learn how to interact with and manage their relationships with peers and adults. They understand how their actions impact others and how to monitor future behavior. Restorative practices encourage accountability, improve school safety, help strengthen relationships, and create more positive outcomes for students and the school community.

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## Harassment, Intimidation and Bullying

Shuksan 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, verbal, or physical act, including but not limited to one shown to be motivated by any characteristic in RCW 9A.36080(3), (race, color, religion, ancestry, national origin, gender, sexual orientation, or mental or physical disability), or other distinguishing characteristics.

It is considered harassment or bullying when the intentional written, verbal, or physical act (including social media):

- 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.

*This includes communication and actions on or off campus both within and outside of the school day that disrupt the learning environment (including on Facebook, Instagram, YouTube, and other social media).*

### No Tolerance Fighting Policy

Fighting will not be tolerated under any circumstances. Students who choose to engage in fighting will receive severe consequences from the school. A *fight* is defined as "any act of physical aggression, directed toward another individual, with the intent of causing harm."

### No Tolerance Tobacco Policy

It is illegal for persons under the age of 18 to POSSESS tobacco products. If a minor person is found in possession of tobacco products including e-cigarettes or vaporizers, they may be reported to a representative of the Bellingham Police Department. Any police enforcement response to possession of tobacco will be in addition to consequences given by the Bellingham School District.

### School Computer Usage

This policy applies to all school computers. We are networked and have a wide range of software that can help students in their work. Students may not use their own thumb drives, etc., without first checking with the person in the lab to eliminate the spread of viruses through the system. Failure to use the computers appropriately will result in disciplinary action. Loss of privileges for up to one month (no use, no personal log-on, no internet or email or use only with supervision) are included, but are not limited to, the range of consequences for middle school computer violations in the Bellingham School District. **Prohibited activities include: sending/displaying offensive material, using obscene language, harassing, insulting or attacking others, including on Instagram, Facebook or YouTube.**

### Cafeteria

Breakfast and lunch are served daily in our cafeteria. *The cafeteria is the only place where food and beverages may be consumed during breakfast and lunch.* No food or open beverages are allowed in the halls, or other school areas. Opened beverage cans may not be carried through the halls. Individual teachers may allow snacks and/or beverages in their classrooms provided the empty packaging is disposed of appropriately.

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## Range of Sanctions Chart

Below and on the following page is a "Range of Sanctions Chart" taken from the Bellingham School District Board Policy 3200. The shaded areas show the range of discipline options sanctioned by the District.

<i>Offense</i>	School Discipline	<i>Short term Suspension</i>	<i>Long term Suspension</i>	<i>Expulsion</i>
1. Arson				*
2. Assault/Battery	*	*	*	*
3. Burglary			*	*
4. Cheating	*	*		
5. Criminal Acts			*	*
6. Cumulative Violations		*	*	*
7. Defiance	*	*	*	*
8. Disruptive Behavior	*	*	*	*
9. Extortion, Threats	*	*	*	*
10. Fighting*	*	*	*	*
11. Forgery	*	*	*	*
12. Harassment	*	*	*	*
13. Illegal Substance			*	*
14. Inappropriate Affection	*	*		
15. Inappropriate Dress	*	*		
16. Intimidation or Interference	*	*	*	*
17. Lewd Conduct	*	*	*	*
18. Malicious Mischief	*	*	*	*
19. Possession of Stolen Property	*	*	*	*
20. Robbery		*	*	*
21. Theft	*	*	*	*
22. Tobacco		*		
23. Truancy: unexcused absence(s)	*	*		
24. Obscenity or Profanity	*	*	*	*
25. Vandalism	*	*	*	*
26. Weapons and Explosives				*

School Discipline (e.g. Detention, In-School Suspension)/Short Term Suspension (1-10 days)/Long Term Suspension (11-90 days). Expulsion (indefinite time)

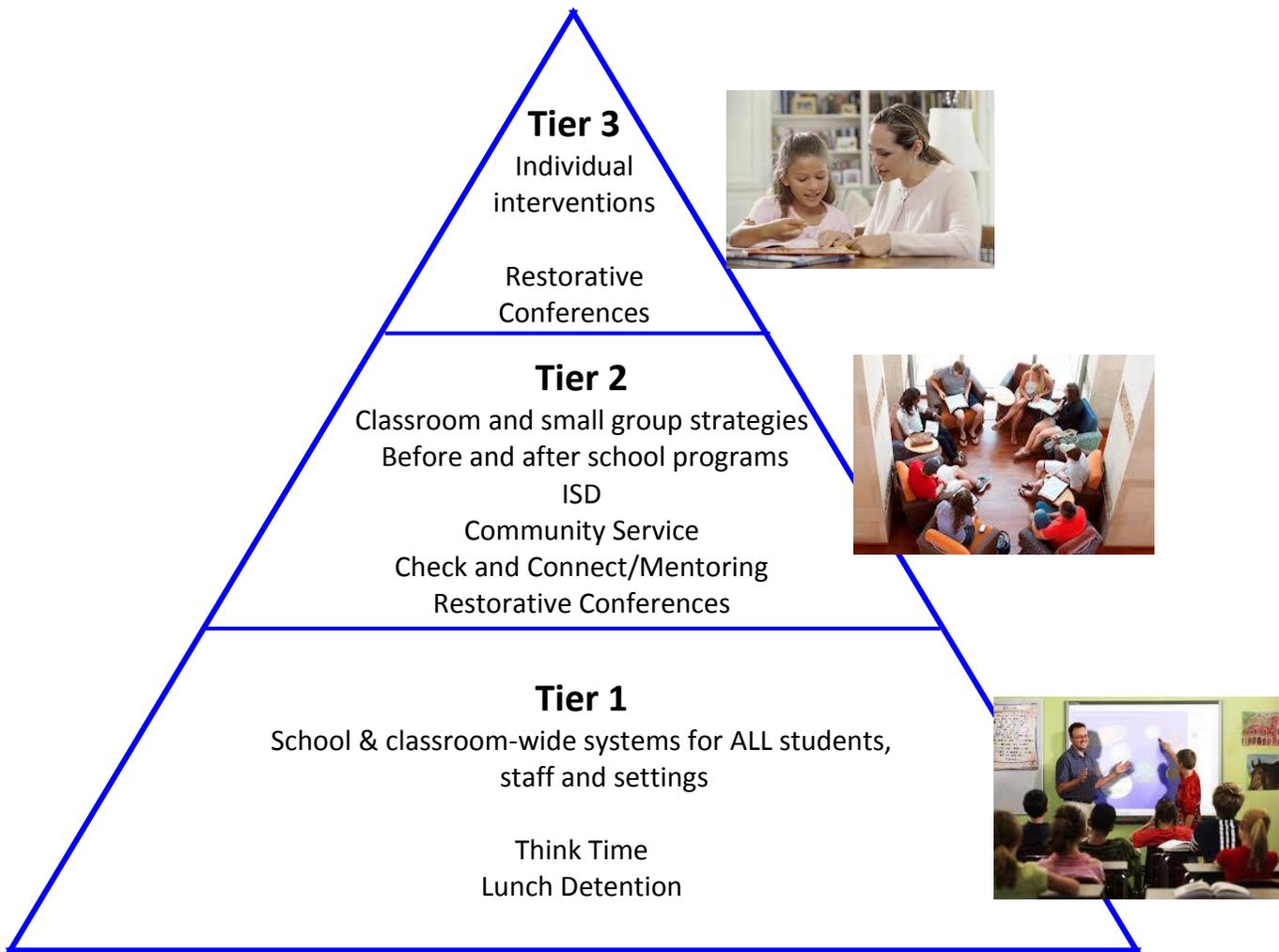
*The Bellingham School District policy manual is available in the main office at Shuksan Middle School and on the district website.*

### Office Referrals

Discipline or behavior problems may be referred directly to administrators. Administrators have as their first obligation the safety of the students and staff of this school. When assigning consequences or behavior plans, the administrators balance the needs of the student to learn appropriate behavior with the needs of the entire school for a safe and orderly environment.

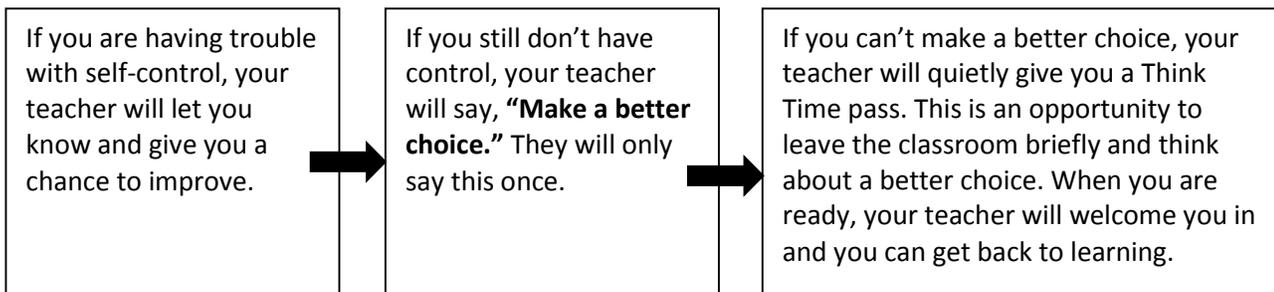
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# Strong Teaching and High Support



## Think Time Process:

We use Think Time at our school so our classrooms are great places for students to learn and for teachers to teach!



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## Academic Expectations



**Grades** –Your attendance, behavior, and effort impact your grades. Our goal is to prepare you for high school and we know that *middle school matters*. Meeting standard and doing your best will be honored at Shuksan. Being smart is cool. You control how much effort you put into your classes and we are here to help you be successful. Always keep up with your assignments to make sure you are getting the practice you need to do well on assessments. Talk to your teachers about your progress and ask for help when you need it. Your progress will be posted on the [“Family Access”](#) area of Skyward, the school district’s database. Please check with the office for assistance in using “Family Access.” Progress reports will be sent home by teams the first Tuesday of every month.

**Homework** –Homework will not only build and strengthen your knowledge or skills, but it is an important part of the learning process. You should read at least ½ hour every night. In addition you will have math homework Monday – Thursday. Homework should always be seen as an extension of the classroom work and is another way teachers prepare you for high school and quality options at graduation.

**Academic Honesty** –Our goal is to help build your skills to complete all graduation requirements when you get to high school. We want you to have quality choices when you graduate. Middle school matters. We can only do this if you are working hard at your own coursework. Every assignment helps us know what we need to do next to prepare you for high school. You need to complete your own assignments and cite the resources you use to gather information. Plagiarism is wrong and cheating may result in completing an alternative assignment and/or being subject to disciplinary action.

**Conferences (individual)** – Throughout the year, we will invite you and your family to school or we will call home to discuss your academics, attendance, or behavior. Additionally, there will be 2 half-days and one full day available for parent-teacher conferences in November. These conferences will be set up ahead of time. You and your family are welcome to request a conference at any time. Your attendance, behavior, and effort are key strategies to academic success.

## Student Support

**Incident reporting** – Shuksan is a safe place for teachers to teach and students to learn. If you see something that makes you feel unsafe for yourself or someone else, please report this to a staff member. You also may fill out an incident report (light blue, available in the office). Please indicate whether or not you’d like a restorative circle. The Administration will review the incident report and take any necessary actions.

**Health Issues** – We want you at school every day, but we understand that sometimes you may feel sick. If you are at school and not feeling well you should come to the front office with a pass. Someone there will help you. A student cannot have any medication in their possession at school. This includes both prescription and over-the-counter medication. Any medications must be checked in with the office and include either an [Authorization for Administration of Oral Medication at School](#) form or the [Self Administration of Oral Medication](#) form.

**Counselors** – Shuksan has two school counselors. In addition to many other duties, they are available to talk with you about a variety of issues both academic and personal. They are bound by professional conduct to keep these conversations private unless they have a concern for student, school or personal safety. To set up an appointment, please see Ms. Pryor in the counseling office.

**Stamping Program**-Each Shuksan student receives a planner at the beginning of the school year. All students are expected to write in their planners on a daily basis. Teachers in the four core classes (Math, Science, ELA, Social Studies) as well as some elective teachers will stamp planners every day. A blue stamp means the daily expectation was met. A red stamp means it was met, but not on time. A blank space means the expectation was not met.

**Administration** –Administrators are key student advocates focused on supporting students, staff, and families to have a successful experience at Shuksan Middle School. They look forward to working with you.

**Office** – The office is a place we often have guests and visitors. Be friendly and, if prompted by an adult, introduce yourself. The office is a place of business and requires a business type attitude.

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## Attendance

**Tardy Policy-** School begins at 9:15. If you arrive late to school please report to the attendance window for an admit slip. You will need a note or a phone call from your parent explaining the late arrival or it will be counted as unexcused/truancy (647-6878).

Our hallways are places for students to walk and talk. Please help each other arrive to class on time to support a positive teaching and learning environment. Students must be in class before the bell rings to be considered on time. Students who are tardy will receive a consequence.

**Attendance** – Success begins by showing up every day on time to class. We expect all students to attend school 95% or more of the time. This means a student can miss no more than 9 days of school in a year. If you are absent, please have your parent/guardian call the attendance line at **647-6878 within 48 hours** or else the absence will remain unexcused. If you miss more than one day, you can request work to be sent to the office where a parent, sibling or friend can pick it up. Homework must be requested by 10:00 a.m. to be ready by 3:45 p.m. Research shows that regular attendance is a key predictor of high school graduation. We want you here and learning every day so you have high quality options after high school.

**Use of Electronic Devices-** Use of electronic devices such as cell phones, I-pods, DS's, etc. are allowed **prior to 9:10am and after 3:45pm dismissal, and in the cafeteria during breakfast and lunch.** If you choose to use your devices during this time, please put them away before you enter the hallway.

*Special exceptions as designated by a teacher may be allowed.*

### Consequences:

- A. **1<sup>st</sup> offense** – A staff member will ask you to put your electronic device and/or ear bud speakers away.
- B. **2<sup>nd</sup> offense** – A staff member will submit an office referral and a lunch detention will be given.
- C. **Additional** offenses will result in Friday and/or Saturday school.

## Dress Code

Part of The Bellingham Promise, our strategic plan, strives to develop students and graduates who are *respectful and compassionate humans*. We want students to respect themselves and others. While we encourage individuality, the district's dress code aims to foster a positive and healthy environment.

1. Students should dress casually and comfortably for school, while wearing clothing that is well-suited for a school environment.
2. Clothing will cover torso, midriff and backside, and have sleeves or straps.
3. Head and faces will be uncovered. Appropriate headgear may be worn for warmth and protection outdoors, and inside for religious reasons or special circumstances.
4. Clothing, drawings, tattoos and accessories that display or promote negative messages are not permitted. These could include drug, gang, weapon, alcohol or tobacco-related information, obscenities, put-downs, stereotypes, sexual innuendo, offensive words or graphics.
  - A violation of the dress code will require a change of clothing.
  - Special circumstances will be considered on a case-by-case basis.

For more information about our dress code guidelines, please visit

[bellingshamschools.org/dresscode](http://bellingshamschools.org/dresscode)

**Fragrances** – Please keep fragrance bottles or sprays at home. Some members of our school community are bothered by or have allergic reactions to fragrances. This helps us have a comfortable learning environment for everyone.



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## Before School Expectations

**Before School** – Please understand that supervision at Shuksan does not start until 8:45 a.m. At 8:45 a.m. please enter the building and remain in the foyer, or you can go to the **library, cafeteria, or gym**. At 9:00 a.m. you are allowed into the grade level common areas. This allows our teachers to prepare for the teaching and learning that will happen each day. Breakfast is served every day starting at 8:45am in the cafeteria.



**Bicycles/skateboards etc.** – Safety is important for our community. We want everyone to feel safe to learn. Please leave your bike locked at one of the bike racks. Since you don't have a locker, we ask that if you ride your skateboard, etc., to school, that you turn it into the office to store for you for the school day. Sports equipment also needs to be stored in the office. Please label your items. **Shuksan MS is not responsible for lost or stolen items.**

**Closed Campus** –Shuksan is a closed campus. We have so much to do and little time to accomplish all that we want. Along with attending every day, once a student arrives at school he/she may not leave school grounds again until dismissal without a parent or supervising staff member. **The Shuksan Meadows Park behind the school is considered off campus.**

**Breakfast/Lunches** – Our cafeteria serves nutritious breakfast and lunch at the following costs for students:

Breakfast.....\$1.75  
Lunch.....\$3.00  
Milk Only.....\$ .50

**Free or reduced price breakfasts and lunches** are available for those children whose families meet Federal income eligibility requirements. Applications are available in the school office or at <http://bellingshamschools.org/department-owner/food-services/free-and-reduced-meals>

Reduced Price Breakfast.....FREE  
Lunch.....\$ .40

If purchasing a hot lunch you will need to enter the 4-digit number assigned to you into the keypad at the computer. **Note:** If a student does not have a lunch or

## After School Expectations and Opportunities



**After-School Expectations** – When the bell rings at 3:45 p.m. please head to your after-school activity. We want all students to be involved in as many activities as possible. Please continue to follow the same rules you do during the school day, after school. If you choose not to participate in an after-school activity, please leave school grounds as quickly as possible. Always treat staff and fellow students with respect and courtesy whether at school, on the bus, or in our neighborhoods. **If you are absent the day of an activity, you cannot attend or participate in that activity.**

**Transportation**-Transportation is provided for you to get to and from school. It is a privilege to ride the bus. If you do not demonstrate PRIDE, you may lose the privilege to ride the bus. Students cannot switch buses without a parent note and "pink slip" permission form from the school. **Pink slips are written ONLY before school or during lunches.** School rules apply on the bus and at the bus stops as they are an extension of the Shuksan campus.

**BeATS Program** – BeATS is a before- and after-school program designed to build a family atmosphere, provide homework assistance, offer 1-on-1 and small group mentoring and build enrichment opportunities based on student interests. Please talk to Sean Flikke if you are interested in learning more about BeATS.

**Dinner Program**-Free meals are available to students (K-12<sup>th</sup> grade) Monday through Thursday evenings in the school cafeteria from 5:00-6:00 PM. Adult meals are \$4.00. All members of the community are welcome.

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## During the School Day Expectations

**Backpacks** –We do not have lockers for backpacks at Shuksan, so we encourage you to carry your backpack during the day so you are prepared with your materials. Please remove your backpack when you enter the classroom. Your teacher will tell you where to put it.



**Hall Passes** – Learning happens in the classroom not the hallway. If you must leave class, you must have a pass (check with your teacher for in-class procedures that will include signing out). Students in the hallway without a pass will be referred to an administrator.

**Hallways and stairway expectations-** The hallways are crowded during passing times.

You are expected to:

- use assigned staircase
- use the restroom closest to your classroom
- stay to the right at all times
- walk
- respect the space and property of others
- speak quietly and avoid profanity
- keep your hands and your feet to yourself



**Lost and Found** – Most lost items are left in the classrooms accidentally. If you lose an item please check the classroom first. If you still can't find it check in the office or in the lost and found. Unclaimed items from our lost and found are given to charity.

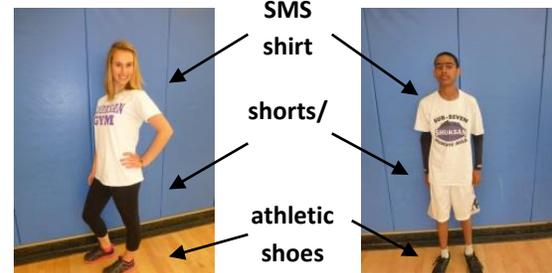
**Assemblies** –Assemblies are part of our educational offerings. They are an extension of our classrooms and a great way for us to learn together. Be involved and participate by listening when a presenter is speaking and be engaged in your own learning by following along. All of us are expected to behave in a respectful manner during student gatherings for performances or assemblies

## During the School Day Expectations

**Physical Education & Dress Code-** Most students will have PE every other day and are expected to dress down for class. You should wear a purple, gray, black or white athletic shirt, a pair of appropriate athletic shorts or sweatpants and appropriate footwear. **Your grade will be impacted if you choose not to dress down.**

Also, you will be given a locker with a built-in lock to keep your belongings safe. It is your responsibility to make sure your belongings (including your camera and cell phone) are securely locked up. **Use your locker!**

**Shuksan Middle School is not responsible for lost or stolen items.**



**Visitors** – It is important for all of us to be known. We keep ourselves safe by recognizing who belongs in our school community. **All visitors** must come to the front office, sign in, and pick up a visitor sticker. If you see a visitor in the building without a visitor's sticker, report it to the nearest staff member. The time we have for learning is important and because of this friends or relatives from other schools are not allowed at Shuksan. Adult visitors to class or lunchtime are not allowed without prior knowledge and arrangement of a parent, teacher and Shuksan administration. Only those adults listed on a contact information sheet can check students out of school.



**Telephones** –Students may **not use a cell phone** at school **during school hours without teacher permission.** There is a phone available in the office that you can ask permission to use. You may also use a teacher's phone with permission. Please wait until after school to make calls (or text) from your cell phone.

**Messages to Students** –Families, please do not call (or text) students on their cell phones during the school day. In an emergency, the office can send you a message over the phone, intercom, or a written note. We try to avoid classroom interruptions as much as possible.

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