

Shuksan Middle School

Student Handbook

2018-2019



Middle School Matters!

Message from Shuksan Staff

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 students and families. We look forward to supporting you in your academic, social and co-curricular pursuits. We are honored to serve as your Shuksan staff!

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 _____



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.

Shuksan Scholars



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:

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

2. PRIDE Citizenship:

- Each student is on a team. We call these teams: *Shaw, Lopez, Chelan, Skagit*, the 8th grade team, and our *elective* teacher team. Classroom and elective teachers from each team will select students twice a year to receive the following awards:

Shuksan Community P.R.I.D.E.	
<i>We work toward...</i>	
P _{peace}	"We believe in being kind, resolving conflicts, and learning from our mistakes."
R _{espect}	"We honor each other by showing care, concern and consideration for one another's needs and feelings."
I _{ntegrity}	"We tell the truth, we are reliable, and we do what we say we're going to do."
D _{etermination}	"We believe that ability is developed through dedication and hard work."
E _{xcellence through} E _{ngagement}	"We do our best work by challenging ourselves and others, and by taking ownership of our learning."

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 showing P.R.I.D.E, demonstrating exceptional effort or showing significant improvement. 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 or to folders located in any classroom. 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 semester basis. Take a look below at all the positive ways you can be recognized at Shuksan. Show your PRIDE!

Daily

Weekly

Bimonthly

Monthly

Semester

Paw Prints:
For
Demonstrating
PRIDE

Positive
Calls Home:
For
demonstrating
PRIDE,
excellence or
improvement.

Grade-level
Spirit
Assemblies:
For showing
kindness and
hard work

Cougar
PRIDE
Breakfast:
For doing
something
extraordinary

Shuksan
Scholar
Assemblies:
For attendance,
PRIDE,
excellence and
improvement

Student Rights and Responsibilities

Student Rights: Students have certain rights that cannot be denied by the school or the district. The school or the district set reasonable limits on those rights in order to meet the district's responsibility to educate students. Policy 3200

Student Responsibilities: Bellingham Public Schools commits to empower every child to discover and develop a passion, contribute to their community, and achieve a fulfilling and productive life.

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.
- Behave in a manner that will not disrupt your education or the education of others.
- Follow the rules of the district, our school, and co-curricular activities.
- Accept reasonable consequences for breaking school or district rules.
- Identify yourself if asked to do so by school employees.
- Dress appropriately for school and school activities in a manner that does not disrupt the educational process or impact 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 you have damaged.
- Refrain from public displays of affection.
- Use positive and professional school language.
- Students may receive consequences 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 related to the operation of the district. Disciplinary actions may include restorative practices, verbal or written reprimands, verbal or written notification to parents, suspension, expulsion, loss of privileges to attend district-sponsored activities, and loss of riding privileges on district-sponsored transportation. Students who are suspended or trespassed are not permitted to access Shuksan Meadows Park. Student property is subject to search, if reasonable suspicion exists that a student has prohibited items in their possession.

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.



Harassment, Intimidation and Bullying

Shuksan is committed to a safe educational environment for all students, employees, volunteers, and families, free from harassment, intimidation, or bullying. "Harassment, intimidation, or bullying" means any intentionally harmful act—written, verbal, or physical—motivated by race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity, mental/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 Snapchat, Facebook, Instagram, YouTube, and other social media).

Physical Aggression/ Fighting

Fighting will not be tolerated under any circumstances. Students who choose to engage in fighting will receive consequences from the school, and they will be expected to make things right by repairing relationships that have been harmed. *Fighting* is defined as "mutual participation in an incident involving physical violence." Physical aggression or assault is defined as "actions involving serious physical contact where injury may occur e.g. hitting, punching, hitting with an object, kicking, hair pulling, scratching. Etc.) Students and families should be aware that acts of physical assault may be referred to the Bellingham Police Department.

Alcohol, Tobacco and other Drugs

It is illegal for persons under the age of 18 to possess, use, sell/distribute or be under the influence of alcohol, tobacco (including vaping,) or other drugs. If a student is found to be in possession of or under the influence of any illegal substance or paraphernalia associated with drug use, the student will be referred to the school prevention/intervention specialist for evaluation. Further action may be required and may include but not be limited to suspension.

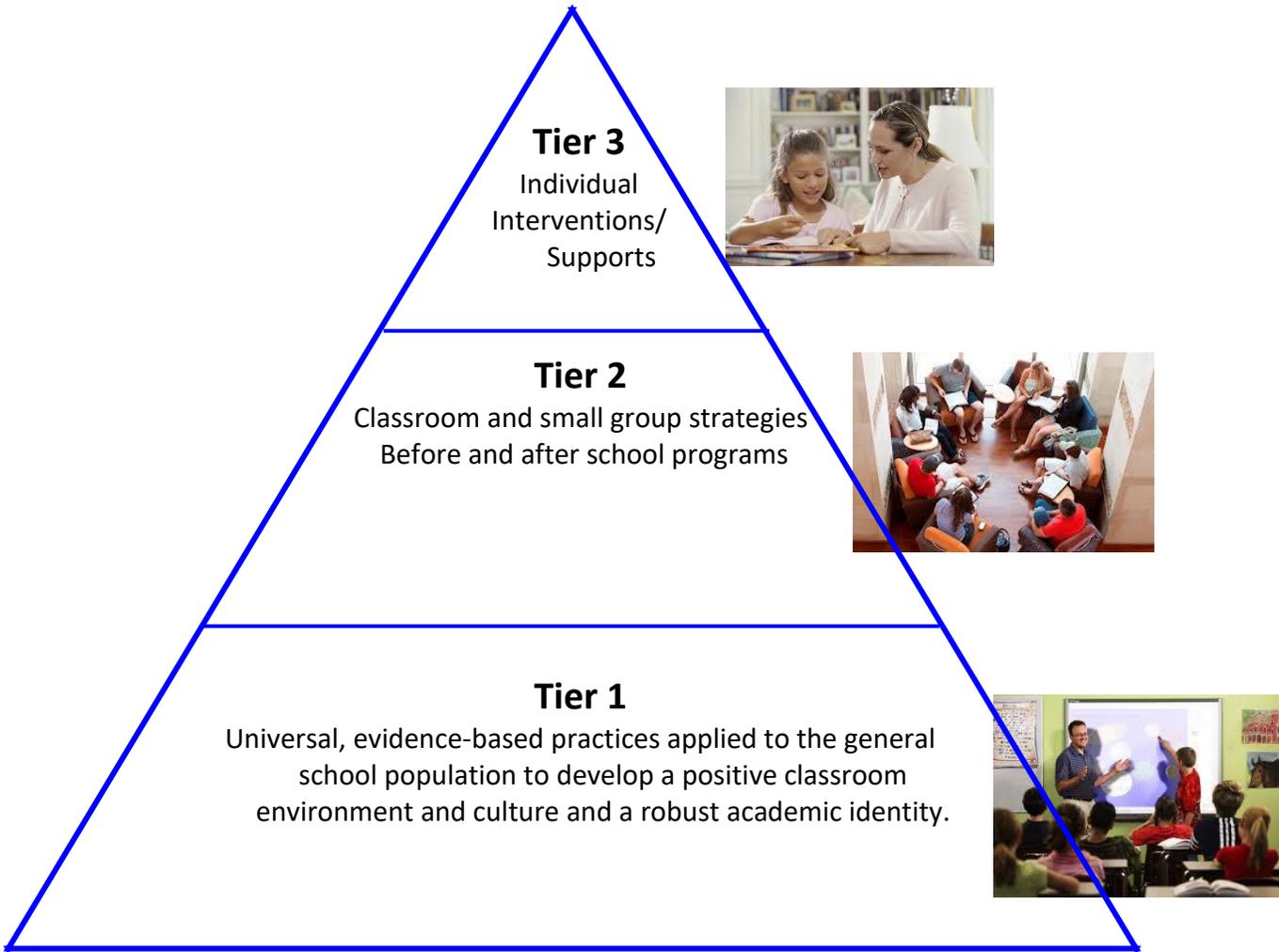
Technology Use

Beginning in the 2018-19 school year, all students will be issued a student laptop to be used as a key learning tool in all their classes. Students are expected to adhere to the responsible use policy (RUP) that can be found in Skyward. Because all students now have access to a laptop for academic purposes, **cell phones** are no longer needed to serve this purpose. Students who choose to bring cell phones to school must have them powered off and out of sight between 9:15 AM and 3:45 PM. In addition, **portable Bluetooth speakers** are not allowed on the bus or at school because students are able to connect anonymously and remotely to other students' devices causing unpredictable distractions.

Weapons and other Prohibited Items

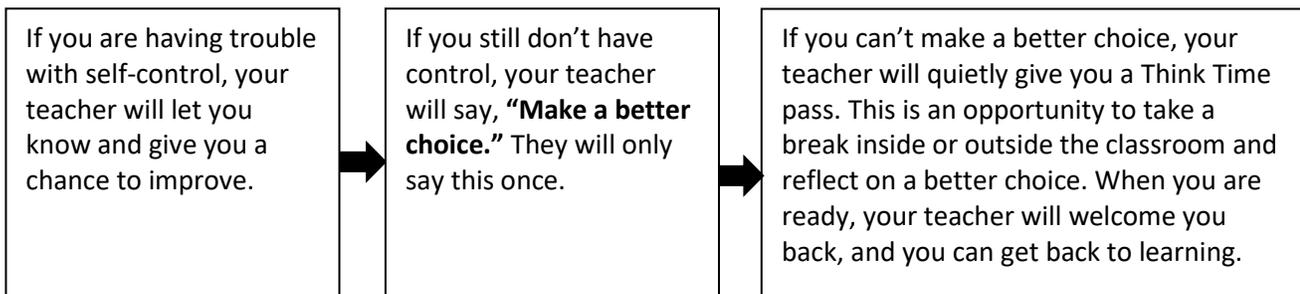
Please note that weapons are not allowed on school grounds; this includes pocket knives, leatherman tools and toy weapons. Other items that should be left at home include: laser pointers, shock pens, fidget spinners, bike/skateboard tools and other non-academic items.

Great Teaching with Strong 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!



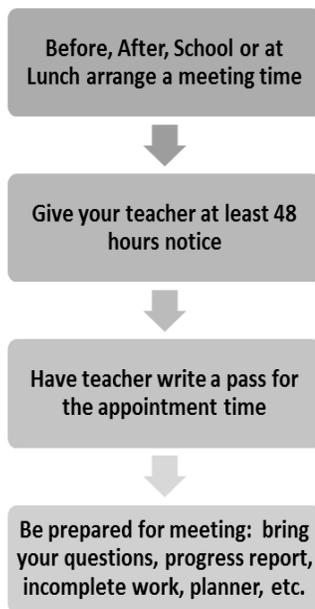
How do I advocate for myself if I need support from an adult?

ACADEMIC NEEDS

You might want to make an appointment with a teacher IF:

- you were absent and want to find out what you missed while you were gone
- you are missing stamps
- you want to re-take a test
- you are feeling overwhelmed or don't understand a concept

How do you make an appointment with a teacher?

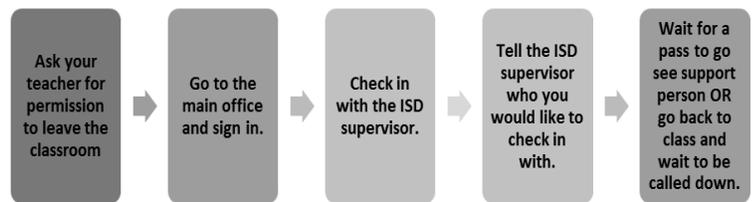


SOCIAL-EMOTIONAL NEEDS

You might want to make an appointment with a member of the support team IF:

- you need to talk to an adult about a conflict you are having with a peer
- You need to talk to an adult about a conflict you are having with an adult
- you have concerns about an issue at school or home
- you want to check in about attendance, tardies, or discipline
- You would like to schedule a restorative conference.

How do you make an appointment with a support team member?



The Student Support team includes the counselors, Dean of Students, Student Support Coordinator, Student Success Coordinators, and community mentors.



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.
- **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, or claiming someone else’s work to be your own, is wrong, and cheating may result in completing an alternative assignment and/or disciplinary action.
- **Conferences** – 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 one half-day, one full day, and one evening 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 afraid for yourself or someone else, please report this to a staff member. You also may fill out an incident report (green paper, available in the office). Please indicate whether or not you’d like a restorative conference. Shuksan staff will review the incident report and take any necessary actions. Students have the option of remaining anonymous while reporting unsafe behavior.
- **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 the registrar 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 all classes 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. One of the best ways for parents to stay up to date on how students are doing in school is to check their planner on a daily basis and contact teachers if you are not seeing a lot of stamps!

Attendance

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 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.

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 (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 who are tardy will receive a consequence.**

Use of Electronic Devices

Electronic devices, such as cell phones, I-pods and DS's are allowed **prior to 9:15am and after 3:45pm** dismissal, and should be powered off and out of sight throughout the school day. Wireless Bluetooth speakers and other potentially disruptive devices are not permitted on campus or on school busses to and from Shuksan.

Consequences:

1. **First Offense**--The first time a staff member sees or hears a student's personal device during the school day (phone or speaker etc.), the student will be required to turn in their device to the front office where they can pick it up at the end of the day.
2. **Second Offense**--A parent/guardian will be required to pick up the item.
3. **Subsequent Offenses**—The student will no longer be allowed to bring their personal device to school.

Dress Code

One of the outcomes of The Bellingham Promise is to develop students 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. Students are allowed to wear hats, but faces need to be uncovered. **Hoods are not allowed to be worn anywhere in the building.**
3. 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

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.



Before School Expectations

Before School – 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 time to prepare for the teaching and learning that will happen each day.



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 not available to students from 8:45AM-6:00PM (it is not Bellingham School District Property and is unsupervised for use during school programming hours).**

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 students 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.

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-12th 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.

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 classrooms, but if you must leave class, you need to 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 and water fountain 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



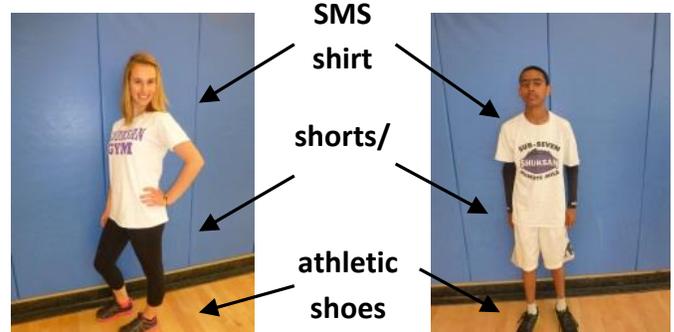
Lost and Found – Most lost items are left in the classrooms accidentally. If you lose an item please check the classroom first. If you still can't find it check in the office or in the lost and found.

Unclaimed items from our lost and found are given

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 personal technology devices) are securely locked up. **Use your locker!**



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.