

Kamiakin Middle School

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Joe Joss, Principal
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Liz Fenton, Counselor
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Micki Skutvik, Counseling Secretary

Lele Teo, Athletic Director

Amanda Cahill, Activities Coordinator

Website: <http://schools.lwsd.org/kams>

Building Hours 7:30 - 3:45

Visitors to Kamiakin are required to report to the main office upon arrival. Persons who are not Kamiakin students or district staff are not allowed on campus during school hours without permission. After check-in, visitors are issued a guest badge. The badges allow staff to quickly identify legitimate guests to the school. **Students not attending Kamiakin are not permitted as guests during the school day.**

❖ *Academics*

Materials and supplies

Students are responsible for a notebook, paper, pencils, pens, highlighters, and a backpack to carry school supplies. Individual teachers will provide a more detailed list for class, and some classes may require lab fees or supplemental materials/costs.

Laptop responsibilities

The Mobile Access for Students program provides each student in grades 6-12 a laptop computer for their educational use both at home and at school. The use of this tool is designed to enrich the learning environment while allowing students to develop skills, knowledge and attributes needed to be proficient digital citizens. Students are expected to follow the district's Acceptable Use Policy (AUP) outlined in the Technology Code of Conduct (p. D-13).

Textbook responsibilities

In addition to laptops, you may be issued textbooks and other learning materials. It is your responsibility to take care of the books issued to you. You and your parents/guardian will be responsible for the cost of replacing lost books that have been issued to you and for any damage that your book may sustain throughout the school year.

Homework policy

We believe that all homework should have a purpose and will be typified by one or more of the following:

1. Practice: Work on specific skills so that mastery may be obtained.
2. Preparation: Work to get ready for the next class session, such as reading, note taking, answering questions, etc.
3. Extension: Work which asks the student to go beyond simple recall or knowledge. Skills or concepts mastered are applied to new situations requiring thought and time beyond the classroom.
4. Creative: Long- range work requiring days or weeks to complete, calling on the student to integrate many skills to create the finished product.

At the middle school level we feel a responsibility to help develop the "whole child," which means that extra curricular activities, family time, church functions, and other important events must be considered. Parents and other family members are an important extension of the classroom teacher; we urge them to become involved in the scheduling of homework time and to monitor the child's completion of assigned work. Please call or email if questions arise as to the extent or type of homework assigned.

Grading

Each teacher has his or her own grading system and will make you aware of what that is within the first weeks of school. In general, however, grades will be awarded and counted for the GPA (grade point average) in the following way:

A	4.0	C	2.0
B+	3.3	C-	1.7
B	3.0	D+	1.3
B-	2.7	D	1.0
C+	2.3	F	0.0

You will receive grade reports every nine weeks (at the end of each quarter). You may track your students' academic progress on **Skyward**. In addition, your student will bring home an "Achievement Guide" telling you how they are doing halfway through each quarter.

❖ *Associated Student Body*

A variety of extra- curricular activities are offered to students of Kamiakin Middle School. Participation in one or more of these activities will help to enrich your school experience. You are encouraged to pay attention to the daily bulletin announcements regarding athletic teams, homework club, dances, dress-up days, special contests and club meetings. We invite you to join any of the activities that interest you.

ASB membership

All students receive an identification card with their picture on it. When you purchase an ASB membership, you become a member of the Associated Student Body and you will have an ASB sticker on your identification card. Being an ASB member allows you to participate in interscholastic athletics, join intramurals and clubs, and/or run for school offices. Having an ASB membership also entitles you to a reduced charge for school dances, special events, and home athletic contests at Juanita High School. The cost of an ASB membership is \$25.00. If you need to replace your student identification card, see Mrs. Hocking in the Student Office. A \$5.00 replacement fee will be assessed.

Yearbooks

The yearbook is a picture record of the student body, staff, teams, clubs, activities, and special events that have occurred during the year and everyone enjoys signing each other's yearbook during the last week of school. Students are encouraged to pre-purchase their yearbook early in the year as yearbooks are not always available in the spring.

Student Government

The students of Kamiakin are governed by an executive board made up of ten members and a student representative council (SRC) comprised of an elected student from each grade level. Through these groups students have input into the administration of school policies and procedures. These groups work to promote leadership, initiative and change through the student body. Elections for executive board are held in the spring for the following school year. It has an eight member board of directors and a secretary and treasurer. This group has the authority to make decisions on behalf of the ASB by means of voting at executive board meetings.

❖ *Kamiakin Athletics*

Interscholastic

Kamiakin offers a full participation athletic program and everyone who turns out plays. All students are encouraged to turn out. Participating in interscholastic athletics helps enrich your school experience by increasing your school spirit, increasing daily exercise and teaching you about the game and how to be a part of a team. Listen carefully for bulletin announcements that tell you when athletic turn outs begin.

Before you can turn out for any sport you must meet the district eligibility requirements. These include:

1. Purchasing an ASB membership
2. Completing eligibility forms with all the items listed below:
 - Parent permission
 - Signed Athletic Policy
 - Physical exam
 - Verification of insurance
 - Emergency medical authorization
3. Pay the participation fee (\$75/sport) or obtain a waiver for a reduced fee.

Academic eligibility is monitored by the athletic director. A student must be passing all classes to remain eligible without being placed on probation. If he/she is failing or in danger of failing, a letter is sent home at the beginning of the week notifying parents. This letter must be signed and returned in order for the student to continue to participate. If a student is failing for two (2) consecutive weeks he/she will remain on probation. If he/she is failing for three (3) straight weeks, then the student is suspended from all practices and games until the failing grade is raised.

Middle School Sports Schedules

Interscholastic Schedule - Four Seasons

Season 1	Season 2	Season 3	Season 4
B/G – X/C Gr. 6-8 w/JV	B-Basketball Gr. 7-8 w/JV	G- Volleyball Gr. 7-8 w/JV	B&G-Track Gr. 6-8 w/JV
B-Tennis Gr. 6-8 w/JV	G-Basketball Gr .6-8 w/JV	B&G-Wrestling Gr. 6-8 w/JV	G-Tennis Gr. 6-8 w/JV
G-Badminton Gr. 6-8 w/JV			B-Basketball Gr. 6
			G-Volleyball Gr. 6

Intramurals

The intramural program is designed to increase overall student participation by offering an additional three, short seasons. All students are encouraged to turn out. Participating in intramural activities helps enrich your school experience by increasing your school spirit, increasing daily activity, teaching you about the game and the value of being a part of a team. Intramural activities will be offered in three, two-week sessions, between the interscholastic seasons. **Dates and activities to be determined.**

Special activities and clubs

During the year a variety of special activities is sponsored by ASB and various groups and clubs. These include fund drives, paper and aluminum recycling activities, dress-up days, assemblies and spirit weeks. Pay attention to the daily bulletin for details announcing these special events and give your ideas for others to your SRC representatives.

School dances

Dances are held on Fridays; after school and in the evening. All school rules apply for student behavior and dress at school dances as they do for all school sponsored activities. The following procedures will be in effect at all dances:

1. Students are not to loiter on the school grounds prior to coming into the dance.
2. Students must present a receipt and a KaMS ID card at the door.
3. NO tickets are sold at the door; students must purchase tickets during the week prior to the dance.
4. Once a student enters the dance, s/he may not leave until it is over or a parent arrives in person to pick up.
5. Dances are for Kamiakin students only. No guests will be permitted.
6. The school grounds are to be cleared of all students 15 minutes after the dance ends.

❖ *Attendance*

Absence and Tardy Policy

All absences should be called into the office at **425-936-2401** within **48 hours** of the absence.

When a student comes in late for first period they must check- in at the attendance office. The student must have a note or the parent/guardian must call the attendance office to excuse the tardy.

Excused absences

The school will determine whether absences or tardies are excused. Excused absences (based on Washington State Compulsory School Attendance and Admission Law, RCW 28A.225, also called the “Becca Bill” and LWSD Policy) include the following: *illness, medical appointments, family emergency, religious holiday, school-related field trips, suspensions, or other pre-arranged* absence. If insufficient reason for absence is provided, the absence will be considered unexcused.

Unexcused absences/Becca Bill

Any absence that has not been deemed excused by the school will remain unexcused. Examples would include: oversleeping, missed bus, traffic, homework, shopping, babysitting, planned trips not pre-arranged through the office, or other absences that could be planned outside the school day. As mandated by Washington State law, the “Becca Bill”, students who accumulate seven unexcused absences in 30 days or 10 unexcused absences in a school year will be referred to the King County Juvenile Court System. The Court may impose sanctions on the student and/or the parent or guardian.

Excessive absences or tardies

Because regular attendance is both an expectation and a critical component of school success, parents or guardians of students who exceed 4 unexcused absences in a semester will be sent a letter of concern. Parents/guardians and students who exceed 7 unexcused absences in a semester will be required to meet with the assistant principal; contact will be made with the LWSD Becca Coordinator for referral. If a student exceeds 10 total absences (excused and/or unexcused) in a semester, the school may require documentation to verify the excessive absences as well as any additional absences for the remainder of the year. Such documentation may include doctor’s notes.

Illness

If a student becomes ill during the school day, they must check out through the health room and the attendance office. No student will be released from school without contact with a parent/guardian. **Parent/guardian must come in the building to sign-out student.**

Leaving during the school day

Kamiakin, like all other middle schools in our district, has a closed campus. This means that students are not permitted to leave school at any time during the day without a pass from the office. For planned appointments during the day, students must bring a note from a parent/guardian prior to the start of the day to receive an early dismissal pass from the attendance office. The parent must come in the building to personally sign- out their student. When the student returns to school, he/she must sign in at the same office. Closed campus also means that once you have arrived at school in the morning, you may not leave, even if school has not yet started.

Leaving campus after dismissal

Once school has released for the day all students should leave campus unless they are taking part in a school sanctioned activity. **Students who do not ride a bus are asked to leave campus by 3:00.** There is no adult supervision outside of arranged school activities. The expectation from the administration is that students are not left to “hang out” on campus.

❖ *Kamiakin Nuts and Bolts*

Bicycles and Skateboards

A bicycle rack is provided for those who wish to ride their bicycles to school. Students should lock bikes securely. Keep in mind that bikes should be ridden safely and with a helmet according to good rules of the road. Skateboards are not allowed to be ridden on school grounds. Motor scooters are not allowed.

Cell phones and electronic devices

Students must place all electronic devices and headphones in their backpacks between 8:10 and 2:45, and all devices must stay off and out of sight*.

1st offense: Item will be confiscated and delivered to the student office. Item may be picked up by the student at the end of the day. Lunch detention will be assigned.

2nd offense: Item will be confiscated and delivered to the student office. Item must be picked up by a parent. Lunch detention will be assigned.

Further offenses will be handled by administrator.

*An individual teacher *may* choose to allow music devices in his/her classroom for a specific activity. The students **MUST** have all parts of the device and headphones put away in their backpacks before leaving that classroom or they will be subject to the above consequences.

Displays of affection

Kamiakin is our place of business, a place to teach and learn. Kissing, prolonged hugging, or other overt displays of affection are inappropriate and consequences may be given.

Staff members will make final decisions regarding inappropriate public displays of affection.

Dress code

Students are expected to wear clothes that are neat, clean and suitable for school and all school related activities. In order to facilitate learning for all students KaMS requires that student dress and appearance follow health and safety standards and not cause disruption to the learning environment. Students who do not follow these guidelines will be asked to cover up, change their clothing or go home, if necessary. Clothing that interferes with and/or distracts from the educational process will be subject to review. Objectionable graphics and wording, i.e. drug, alcohol or tobacco, violence, is sexually suggestive, or displays inappropriate pictures, writing or innuendo is prohibited. **Staff members will make final decisions regarding any clothing that may be disruptive to the educational process.**


- Pants: Worn at waist.
- Shorts: Hemmed and (as a guideline) must extend in length past fingertips. **This also applies if leggings are worn under the shorts.**
- Skirts: Must extend in length past the fingertips. **This also applies if leggings are worn under the skirt.**
- Shirts: Must extend over the waistband of pants, shorts or skirt, without being pulled down. Sleeveless shirts, drop shoulder tops, tank tops and low cut tops are not allowed. **No exposure of stomach, back, shoulders or undergarments is allowed.**
- Hats: Hats are not allowed at school or any other head coverings **except** those worn for religious purposes. This includes such items as hoods, sunglasses, or any other head coverings are not to be worn on the KaMS campus - indoors or outdoors. These items may be kept in the student office during the day or remain at home.
- Footwear: Shoes must be worn at all times and be appropriate for the activity.

Based on these guidelines, staff will use their discretion to decide on the appropriateness of student dress. Students wearing inappropriate clothing will be asked to cover up, change their clothes or be sent home. If a student continues to wear inappropriate clothing to school further consequences may be applied.

KAMIAKIN MIDDLE SCHOOL MINIMUM COVERAGE DRESS CODE

In order to facilitate learning for all students, KaMS requires that student dress and appearance follow health and safety standards and not cause disruption to the learning environment. Students who do not follow these guidelines will be asked to change their clothing, cover up, or go home, if necessary.

The clothed portions of this figure represent both the front and back areas of the body which must be covered in all positions (sitting, standing, bending, reaching) while attending school.



Upper TORSO:
Clothing must cover stomach, back, shoulders, chest and undergarments.

Lower TORSO:
Shorts, skirts and dresses must be longer than mid-thigh. Undergarments must be covered.

FEET:
Footwear must be worn at all times and be appropriate to the activity. Strapless shoes and high heels are discouraged for safety reasons.

Additional Guidelines

Clothing that promotes drugs, alcohol, tobacco, violence, is sexually suggestive, or displays inappropriate pictures, writing or innuendo is prohibited.

Any clothing worn in a manner identified as **gang-related** is prohibited.

Jewelry that can pose **safety hazards** is prohibited .

Exceptions to dress code standards may be made for PE or school activities.

Class fees

All fees are paid to the cashier in the student office by the end of the 2nd week of the semester.

The following classes have fees attached:

Art, \$20.00

SciMaTech, \$20.00

Family and Consumer Science, \$20.00

Physical Education Shirt, \$7.00, XXL \$10.00,

Fines

Any unpaid class fees, lost textbooks, lost or damaged laptops, unpaid charges for lost items etc. become fines.

Students who have unpaid fines will not be cleared to participate in athletics, attend dances,

receive a yearbook prior to the school year ending, or take part in most school activities.

Students who need assistance with fees or fines should contact their counselor or an administrator.

Insurance

Student accident insurance is available and applications may be picked up in the student office.

Laptops

The use of school provided laptops is a privilege and a serious responsibility. Students will be held fully to all expectations laid out in the district's Acceptable Use Policy (AUP) outlined in the Technology Code of Conduct (p. D-12). Students are expected to come to school with a fully charged and functioning netbook and charger. Should students encounter problems with their netbook, they are expected to visit the library before the start of class to document the problem. Students without a charged and functioning netbook, who do not have documentation proving that they have reported the problem, will receive a lunch detention. Recurring problems will cause the student to ascend the progressive discipline model outlined below.

Lost and found

Lost and found items are kept in the PE area and the cafeteria. Books, notebooks and all items with names in them are returned to the student. Valuable items such as purses, jewelry, etc., are kept in a safe place in the student office.

To help identify personal property, we urge you to put your name or initials on everything you might bring to school. Lost and found items will be kept for one month only. At the end of each month, we will donate all lost and found items to charity.

Lunch expectations

Lunch time is a time to relax, visit with friends and get a break from schoolwork. Students will be asked to abide by some basic expectations. Students are expected to sit and eat lunch inside the cafeteria. Food and drink are not allowed outdoors, in the hallways, or in the classrooms. Once a student has food they must find a seat and remain seated until they are finished. **All students are expected to throw away their garbage at the recycling station.** Students are asked to keep the noise at a reasonable, inside level. There is absolutely no horseplay, running around or disorderly conduct allowed in the cafeteria; behavior expectations are the same as other areas of the building. Sports balls for outdoor use will be passed out 10 minutes after the start of each lunch.

Meal programs

Breakfast is served from 7:40 a.m. to 8:05 a.m. daily. Cost is \$1.50 with other items available. A standard (Type A) lunch or ala carte items may be purchased in the cafeteria. Students who bring sack lunches may purchase supplemental items. **Students must show ID card at time of purchase.** The price of a standard (Type A) lunch is \$3.00. Milk is also available for \$0.50. Free and reduced lunch applications may be picked up in the Student Office. Funds may be deposited into student accounts and by credit card through the LWSD Food Services at 425-702-3394.

Medication

We are asking for your assistance and cooperation with the following procedures:

- Whenever possible, medications prescribed three times daily (antibiotics) should be given at home, i.e. at breakfast, after school, at bedtime.
- The administering of medication at school should only be considered after all other solutions have been explored.
- In order for any medication to be administered at school (prescription or over-the-counter), a medication authorization form must be completed by the parent and physician.
- All medications must be in the original container with the appropriate pharmacy label.
- Self-medication by students will require an order from the physician and the approval of school nursing staff. Each request will be individually evaluated.

Securing personal belongings

Because Kamiakin does not issue lockers it is advisable for students to mark personal belongings with names and other identification. **Valuable items should not be brought to school.**

❖ Positive Behavior Recognition

Kamiakin staff recognizes exceptional student behavior, attendance and academic achievement, daily, weekly, and quarterly. Examples include:

- Paw Passes
- Pride Wall photographs of Paw Pass winners
- Weekly drawings and prizes
- Quarterly Breakfast of Champions

❖ Progressive School-Wide Discipline

Kamiakin Middle School is a positive place where we support one another in our attitude and behavior. A positive attitude and excellent behavior are expected, appreciated and rewarded. We celebrate our success at Kamiakin – we believe everyone can be successful! **Students who demonstrate exceptional respect, responsibility and pride in Kamiakin’s success will be rewarded with ongoing, positive incentives!!!**

Should a student make the choice to break the rules as outlined in the Kamiakin handbook or violate behavior expectations – there will be consequences to help the student reflect and learn, leading to better future choices.

Discipline steps include:

- Processing
- Lunch Detention
- After-School Detention
- Wednesday School
- Friday School
- Office Referral

NO WARNING is needed before a consequence is assigned.

Processing

Processing is a time to reflect on your disruptive behaviors. Students will go to a neutral classroom determined by the teacher. The student will reflect and write about his/her disruption on a form that has been made for the students to fill out and email to the sending teacher, parents, the associate principal, and other adults that may be a part of the student's learning team. The teacher in the neutral classroom will review the written processing email before having the student send it. An inappropriately completed processing form will result in a lunch detention. The student will now be ready to choose to change their behavior and will return to the sending teacher's classroom. The sending teacher will invite the student back in the classroom.

Choices which result in a processing include but are not limited to:

- Continually talking and distracting others
- Making inappropriate noises, comments, etc.
- Arguing with the teacher
- Misusing classroom materials
- Being disrespectful
- Coming to class unprepared for the day's academic activities

Lunch Detention: (each day during all lunches – 30 minutes)

A detention is served during the entire lunch period. Students will be escorted to the lunch detention room by a staff member. Students will bring a sack lunch or a school sack lunch will be provided and charged to their lunch account. Students serving a lunch detention will not be allowed to buy hot lunch, only a cold sack lunch. Students will remain seated and quiet the entire 30 minutes of lunch. During detention, students may work on homework or read, but they may not visit or talk with others, or use their laptops. Students who are disruptive in lunch detention will be assigned an automatic after school detention.

Choices which result in a lunch detention include but are not limited to:

- Receiving two processings in one day
- Receiving three processings in one quarter
- Arguing with the teacher
- Inappropriately completing a processing form
- Chewing gum
- Violation of the cell phone/electronics rule
- Dress code violations
- Using electronics during lunch except in the designated homework area of the library
- Having food/beverages outside of the cafeteria
- Disruptive behavior in hallways
- Interacting with a processed student
- Not suiting up in P.E.
- Not bringing required supplies to class
- Not having a charged and functioning netbook (unless the problem was already reported to the library)
- Not bringing their computer charger to class
- Being tardy to a class
- Using inappropriate language and gestures
- Lying to a staff member

After-School Detention (Mon, Tues, Thurs and Fri until 3:30)

An after-school detention may be assigned by an administrator for continual disruptive and/or inappropriate behaviors. Parents will be notified by the school that the student will be serving an after-school detention. Students will be escorted to the after-school detention by their sixth period teacher. If a student chooses to miss an after-school detention, they will be assigned a Wednesday-school detention. During detention, students may work on homework or read, but they may not visit or talk with others. Students who are disruptive in after-school detention

will be assigned an automatic Wednesday-school detention. On the third after-school detention in one quarter, the student will be assigned a Wednesday-school detention.

After-school detention will be assigned for (but not limited to):

- Two lunch detentions in a week
- Three lunch detentions in a Quarter
- Failing to successfully complete a lunch detention or skipping lunch detention
- Processing by a substitute teacher
- By an administrator for accumulated offenses, continual behavior concerns, continual tardies to class

Wednesday-School Detention (each Wednesday until 2:45)

A Wednesday-school detention is served if a student has received multiple processings, lunch detentions or after-school detentions. Also, if a student does not successfully complete an after-school detention, it will be converted to a Wednesday-school detention. This detention may also be assigned by an administrator for continual disruptive and/or inappropriate behaviors. Parents will be notified by the school that the student will be serving a Wednesday-school detention. Students will be escorted to Wednesday-school detention by their sixth period teacher. If a student chooses to miss a Wednesday-school detention, they will be required to meet with the associate principal to determine further consequences. A mandatory parent meeting will be held after a student receives a second Wednesday-school detention.

Wednesday-school detention will be assigned for (but not limited to):

- Failing to successfully complete an after-school detention
- Skipping an after-school detention
- Three after-school detentions in one quarter
- Assigned by an administrator for progressing through the discipline levels

Friday-School Detention (each Friday until 5:45)

Students who progress through the discipline levels above may be assigned a Friday-school detention by an administrator. Students who exhibit offenses such as hitting, harassment or truancy may also be assigned a Friday-school detention. Parents will be notified prior to their student attending Friday-school detention. Student athletes will be subject to missing practices and/or games. If a student chooses to skip a Friday-school detention or does not comply with the expectations, they will be assigned two additional Friday-school detentions.

Expectations during ALL detentions:

- Work on homework or read quietly
- Do not talk to others
- Do not put head on desk
- Do not use electronic devices

Office Referral

Consequences for office referrals will be determined on a case by case basis, by either the associate principal and/or the principal. Teachers, administrators and staff will not tolerate any behavior that interferes with or is detrimental to the operation of school, school sponsored activities or any other aspect of the educational process.

Choices which result in an Office Referral include but are not limited to:

- Fighting
- Harassment/bullying
- Vandalism
- Major disruptions (out of control behavior)
- Stealing

- Cheating
- Willful disobedience
- Disrespect (especially to a guest or substitute)

District policies regarding misconduct and discipline will be the guide for discipline decisions. District policies, behavior expectations, and Student Rights and Responsibilities can be found on the D-pages in this handbook.