

Kamiakin Junior High School

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Joe Joss, Principal
Wendy McCrain, Office Manager

Margaret Kinney, Assistant Principal
Lisa Hocking, ASB and Assistant Principal's Secretary

Debbie Lanzafame, 8th and 9th grade Counselor
TBA, 7th grade Counselor
Micki Skutvik, Counseling Secretary

Lele Teo, Athletic Director

Sarah Brown, Activities Coordinator

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

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, a binder with class dividers, Kleenex 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.

Textbook responsibilities

Kamiakin will provide you with the textbooks or learning materials you will need to study and learn required subject matter. Your responsibility is to take care of the books we check out to you. You and your parents/guardian will be responsible for the cost of replacing lost books that have been checked out 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 junior high 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 **StandardScore**.

CAPstone

Each ninth grade student will be responsible for completing a CAPstone project. This project will be introduced and researched in their social studies classes. Requirements include 15 hours of community service addressing the community need they choose, research, and a final presentation at our CAPstone night in May. Failure to complete the project may result in the loss of 9th grade year-end activities and a decreased academic grade for second semester.

❖ *Associated Student Body*

A variety of extra curricular activities are offered to students of Kamiakin Junior High. Participation in one or more of these activities will help to enrich your junior high experience. You are encouraged to listen carefully 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 card

By purchasing an ASB card you become a member of the Associated Student Body. The ASB card has your picture on it and also serves as an ID card. Being a member allows you to participate in interscholastic athletics, join intramurals and clubs, and/or run for school offices. Having an ASB card also entitles you to a reduced charge for the annual, school dances, special events, and home athletic contests at Juanita High School. The cost of an ASB card is \$25.00. If you need to replace your ASB card, the cost is \$5.00.

Annuals

The cost of the annual will be \$27.00 with an ASB card and \$30.00 without ASB. The annual 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 annual during the last week of school. Students are encouraged to pre-purchase their annual early in the year as annuals 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 May 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.

Interscholastic Athletics

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 junior high 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. Thirteen sports are offered during the year at Kamiakin; seven for boys and six for girls. Seventh grade students are eligible to turn out for all teams except football. With very few exceptions, boys must be in the eighth grade to play football.

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

1. Purchasing an ASB card
2. Completing an eligibility form with all the items listed below:
 - Parent permission
 - Physical exam or waiver
 - Verification of insurance
 - Emergency medical authorization
3. **Pay for participation fee (\$105/sport) or obtain a waiver**

Once a student has competed all of the above they will be given an eligibility card to present to the coach.

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.

Junior High Sports Seasons

<u>Season I (Sept.-Oct.)</u>	<u>Season II (Nov. - Jan.)</u>	<u>Season III (Jan. - March)</u>	<u>Season IV (April - May)</u>
Boys Football (8 & 9)	Girls Basketball (7,8,9)	Boys Wrestling	Boys Basketball
Boys Tennis	Boys Basketball (8 & 9)	Girls Volleyball (8&9)	Coed Track & Field
Boys Basketball (7)	Regional Basketball		Girls Tennis
Girls Badminton			Girls Volleyball (7)
Girls Softball			

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, talent show, assemblies and spirit weeks. Listen 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 Friday evenings from 7:00 - 9:00 p.m. 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. Doors will open at 7:00 p.m. and remain open until 7:30 p.m. for students to enter the dance.
3. Students must present a receipt and an ASB card at the door.
4. NO tickets are sold at the door; students must purchase tickets during the week prior to the dance.
5. Once a student enters the dance, s/he may not leave until it is over or until a parent calls for them at the door.
6. Dances are for Kamiakin students only. No guests will be permitted.
7. The school grounds are to be cleared of all students by 9:15 p.m.

❖ 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 with the attendance office. The student must have a note or the parent/guardian must call the attendance office to excuse the tardy.

Attendance policies and procedures:

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 ABSENCE/ 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 ten total absences (excused and/or unexcused) in a semester, the school may require documentation to verify the excessive absences. Unexcused tardiness to school will result in the assignment of detention or school service.

Illness

If your student becomes ill during the school day, they must check out through the health room and the attendance office so we can contact a parent/guardian before the student leaves campus. No student will be released from school without prior contact with a parent/guardian.

Leaving during the school day

Kamiakin, like all other junior highs 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. If you must leave the building because of illness or any other emergency, you must check out at the attendance/ISS office. When you return to school, you 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. For 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.

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

A bicycle rack is provided for those who wish to ride their bicycles to school. Keep in mind that bikes should be ridden safely and with a helmet according to good rules of the road. Students should lock bikes securely. 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. 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 advertising and graphics which are sexual in nature are not allowed, as well as other topics deemed **inappropriate by staff**.

- Pants: Worn at waist. No excessively torn or ripped pants. .
- Shorts: Hemmed and (as a guideline) must extend in length, past fingertips. **This also may apply if leggings are worn under the shorts.**
- Skirts: Must extend in length, past the fingertips. **This also may apply if leggings are worn under the skirt.**
- Shirts: Must extend over the waistband of pants, shorts or skirt, without being pulled down. No midriff will be exposed. Neckline of shirt must be appropriate for school setting, i.e. no cleavage showing. No part of the undergarment may be exposed. No revealing tank tops allowed; on male or female students.
- Hat: Hats are not allowed at school. Hats may not be worn, carried or visible at school.

Staff members will make final decisions regarding any clothing that may be disruptive to the educational process.

Class Fees

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

The following classes have fees attached:

Art, \$15.00

SciMaTech, \$15. 00

Family and Consumer Science, \$15.00

Physical Education, \$6.00 (shirt)

Fines

Any unpaid class fees, lost textbooks, 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, or take part in most school activities.

Students who need assistance with fee or fines should contact their counselor or Ms. Kinney

Insurance

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

Lost and found

Lost and found items are kept in the PE area. 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.

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 \$2.75. 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

The number of students receiving medications at school has been steadily increasing in the past few years. In order to better meet this need, the district has changed its procedures for administering 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.** In some classes, students will be given a textbook to keep at home in addition to a classroom copy to avoid having to carry too many books back and forth from home to school. Coats, jackets, large project materials, and bags will be left in bins in the cafeteria before school. The bins will be locked up until after school.

❖ Progressive School-Wide Discipline

Kamiakin Junior High 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 extended Homeroom activities once per quarter!!**

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

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. The student will choose to change the behavior. The teacher in the neutral classroom will review the written processing and ask the student to return to his/her classroom. The teacher will invite the student back in to the class.

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, including technology
- Being disrespectful

Lunch Detention:

A detention is served during the entire lunch period. Students will bring a sack lunch or a school sack lunch will be provided. Students serving a lunch detention will not be allowed to buy hot lunch, only a cold sack lunch.

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

- Receiving two processings in one day
- Chewing gum
- Violation of the cell phone/electronic rule
- Hat/hood violation
- 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 materials to class

- Being tardy to a class
- Using inappropriate language and gestures

Wednesday After- School Detention

A detention is served if a student has received multiple processings or lunch detentions. Also, if a student does not successfully complete a lunch detention, it will be converted to an after- school detention.

Parents will be notified by the school that the student will be serving a Wednesday after -school detention. If a student chooses to miss an after- school detention, they will be assigned a Friday School.

This detention may also be assigned for continual disruptive and/or inappropriate behaviors.

Friday School

Friday School is an extended detention on Friday after school from 3:00 – 6:00 PM. Parents will be notified that the student has been assigned to the detention. Student athletes will be subject to missing practices and/or games.

If a student chooses to skip a Friday School, or does not comply with the expectations, they will be assigned two additional Friday School sessions.

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 assistant 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.

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