



**Kopachuck  
Middle School**

*"Home of the Coyotes"*

***This agenda belongs to:***

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/TOWN \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE \_\_\_\_\_

STUDENT NO. \_\_\_\_\_



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# KOPACHUCK MIDDLE SCHOOL

## MISSION

**Perseverance** in achieving our goals  
**Responsibility** in our school and community  
**Integrity** in our work and actions  
**Diversity** in our acceptance of all  
**Excellence** in all we pursue

### *PEOPLE YOU SHOULD KNOW:*

<b>Administrative Staff</b>	Principal.....Miss Heidi Fedore Assistant Principal.....Mr. Nate Hudac
<b>Counseling Staff</b>	Counselor A-K.....Mrs. Rachel Gilchrist Counselor L-Z.....Mrs. Andrea Grafmiller School Psychologist.....Ms. Kathie Wade
<b>Office Personnel</b>	Office Manager.....Ms. Katri Rahkonen Attendance Secretary.....Mrs. Leslie Miller Bookkeeper.....Mrs. Laura Learned Health Technician.....Mrs. Sue Walker Nurse.....Ms. Sheena Denney Library Technician.....Ms. Debbie Michalke

### *IF YOU NEED HELP OR INFORMATION, YOU'LL FIND IT HERE:*

<b>Main Office</b> 530-4100	Attendance, lockers, lost and found, withdrawal from school
<b>Bookkeeper</b> 530-4112	Fees, fine payments, supplies, PE uniforms
<b>Health Room</b> 530-4124	Illness at school, medications, sports physical paperwork
<b>Counseling Office</b> 530-4132 Last Name A-K 530-4133 Last Name L-Z	Personal, social and academic concerns, student schedules, tutoring
<b>Food Service</b> 530-4114	Breakfast/Lunch programs
<b>Library</b> 530-4122	Books, reference materials, Chromebooks

**GENERAL INFORMATION TOPICS – ARRANGED ALPHABETICALLY**

<p>Absences</p>	<p><b>Please call the main office (253-530-4100) no later than 8:45am in order to excuse your student’s absence.</b> You may leave a message on the voice mail system which can be accessed 24 hours a day if the phone lines are in use. Be sure to leave your student’s first and last name, the date of the absence, your relationship to the student, and the reason the student is absent. We are required by law to report students with three or more unexcused absences.</p> <p><b>Early Dismissals:</b> Please send a note with your student and have them bring it to the main office in the morning. Your student will then receive an “Early Dismissal” note to give to their teacher when they need to leave class. This system can help you avoid having to wait for your student and/or be late for an appointment.</p> <p><b>Homework Requests for Sick Students:</b> Homework may only be requested if the absence from school reaches at least three consecutive day. <b>Please contact the main office for an overall homework request by 8:45am so teachers have time to gather materials.</b> Homework should then be available in the main office for pickup between 3:00 – 4:00pm. Parents can email teachers from the Kopachuck website (<a href="https://kms3x.psd401.net">https://kms3x.psd401.net</a>) or via the Portal app (<a href="https://psd401.net/how-to-use-parent-portal">https://psd401.net/how-to-use-parent-portal</a>). Students should always check teacher Schoology pages and websites for up-to-date homework assignments whenever they are absent, including absences lasting less than three consecutive days.</p> <p><b>Extended Absences:</b> When your student will be absent due to non-health related reasons (such as vacation) for 3 or more days, we request a written note from parents <b>at least one week prior to the absence</b>, stating why your student will be absent and the dates the student will be absent. <b>Please have the student bring the note to the main office secretary and your student will receive a pink Intended Absence Form for all of his/her teachers to sign for release.</b> After teachers, parent/guardian, and the student have signed this form, it will need to be returned to the secretary in the main office for attendance purposes. The student is responsible to get all homework assignments, classwork and tests from their teachers before they leave or when they return to school. This applies to extended absences throughout the school year and at the end of the school year.</p>
<p>Accidents</p>	<p>Every accident in the school or on the school grounds, and at any event sponsored by the school should be reported immediately to the staff person in charge. Every reasonable attempt to contact the student’s parent/guardian will be made if a serious injury occurs. Staff will use professional judgment to determine whether or not to call emergency services.</p>
<p>Associated Student Body (ASB)</p>	<p>The Associated Student Body (ASB) is the governing student organization of Kopachuck. Student leaders are involved in planning activities such as dances, spirit weeks, and service projects. Your ASB Executive Board for the 2020-21 school year are:</p> <p><b>Faith Berry</b>  <b>Kelsea Cowart</b>  <b>Cole Fischer</b>  <b>Payton Heim</b>  <b>Kendall Herr</b>  <b>Frankie Meachem</b>  <b>Violet Novak</b>  <b>Ben Skiffington</b></p>

<p style="text-align: center;">ASB Card</p>	<p>As a holder of an ASB card you will receive a discount on your school yearbook and reduced admission to ASB activities.</p> <p>ASB cards are required for students participating in sports and clubs at Kopachuck.</p> <p>ASB cards are available at the Bookkeeper's Office, and the cost is \$20.</p>
<p>Attendance/ Tardy Policy</p> <p><b>Students must be in their seats ready to learn when the bell rings.</b></p>	<p>The staff at Kopachuck Middle School believes that regular school attendance makes a positive impact on student achievement. Schools are required by Washington State Compulsory School Attendance Laws to ensure regular school attendance for students. <u>Please refer to the Peninsula School District Student Rights and Responsibilities Parent/Student Handbook</u> (available on the district's website) for the district's policy on regular school attendance.</p> <p><b>Excused Absences:</b> Upon 10 excused absences, an informational letter is mailed home from school. Upon 20 excused absences, a second letter is mailed, and an attendance conference with an administrator, parent, and (optional) student is required. Upon 30 excused absences, a third party verification (e.g. doctor's note) is required for subsequent absences. Without third party verification, any absence beyond 30 days will be considered unexcused.</p> <p><b>Unexcused Absences:</b> After an unexcused absence, parents are notified via a phone call. After 5 unexcused absences total or 3 within one month, a letter is mailed home, and an attendance conference with administrator, parent, and student is required. <b>After 10 unexcused absences total or 5 within one month, a Truancy Petition is filed with Pierce County Juvenile Court.</b></p> <p><b>Tardies:</b> After 5 unexcused tardies in a trimester, a student receives a behavior infraction and consequence. A note or pass from a staff member, parent, or medical professional is required to excuse a tardy.</p>
<p>Backpacks/Book Bags</p>	<p>All backpacks and book bags need to remain in lockers during the school day. Each student will be issued a locker in which to store these personal belongings.</p>
<p>Bus Notes</p> <p><b>To ride a different bus home, a parent note must be turned in to main office prior to the conclusion of lunches</b></p>	<p>Parents write a note that includes your student's first and last name, the date, the first and last name of the person your student will be riding the bus with, and the bus number that both students will ride. Students must bring bus notes to the main office by the end of lunchtime, where they will receive a blue bus pass to give to the bus driver. <b>Students without a blue bus pass may not be able to ride another bus home after school.</b></p>

<p>Cell Phones and Personal Electronic Devices</p>	<p><b>Use of electronic devices during class time for purposes other than those pre-approved by the teacher, may result in the device being confiscated and held by administration.</b> Students are not allowed to send texts or make calls from their personal devices during the school day without receiving permission from a staff member first. Students are not allowed to take photos or videos at school without receiving permission from a staff member first.</p> <table border="1" data-bbox="537 348 1432 909"> <thead> <tr> <th data-bbox="537 348 979 401">Appropriate Times &amp; Locations</th> <th data-bbox="979 348 1432 401">Inappropriate Times &amp; Locations</th> </tr> </thead> <tbody> <tr> <td data-bbox="537 401 979 506">Before the 5 minute bell in the Commons (use of headphones is allowed) in the morning</td> <td data-bbox="979 401 1432 506">Restrooms and PE locker rooms</td> </tr> <tr> <td data-bbox="537 506 979 583">During class when and where the teacher designates use for learning</td> <td data-bbox="979 506 1432 583">During class without teacher permission</td> </tr> <tr> <td data-bbox="537 583 979 688">Photos &amp; videos with staff &amp; student permission</td> <td data-bbox="979 583 1432 688">Hallway, office, gym, library and nurse areas without staff permission (including wearing headphones)</td> </tr> <tr> <td data-bbox="537 688 979 800">After the dismissal bell and the end of the school day in the afternoon</td> <td data-bbox="979 688 1432 800">Taking any photos or videos WITHOUT staff and student permission</td> </tr> <tr> <td data-bbox="537 800 979 852"></td> <td data-bbox="979 800 1432 852">During lunch times</td> </tr> <tr> <td data-bbox="537 852 979 909"></td> <td data-bbox="979 852 1432 909">During emergency drills</td> </tr> </tbody> </table> <p><b>Bring electronic devices at your own risk.</b> Students are encouraged to lock their devices in lockers during the school day. If a student decides to carry an electronic device on their person, it must be stored out of sight and set to silent mode so that it does not become a distraction to learning.</p> <p><b>If the cell phone or personal electronic device is found to be in use during the day without permission, it may be confiscated.</b> On the first offense, the student may pick up the device from the office at the end of the day. On the second offense, the student will also be assigned a lunch detention. On the third or subsequent violations, the student will also be assigned an after school detention, loss of cell phone privilege, or other appropriate disciplinary action.</p>	Appropriate Times & Locations	Inappropriate Times & Locations	Before the 5 minute bell in the Commons (use of headphones is allowed) in the morning	Restrooms and PE locker rooms	During class when and where the teacher designates use for learning	During class without teacher permission	Photos & videos with staff & student permission	Hallway, office, gym, library and nurse areas without staff permission (including wearing headphones)	After the dismissal bell and the end of the school day in the afternoon	Taking any photos or videos WITHOUT staff and student permission		During lunch times		During emergency drills
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<p>Character Traits of PRIDE &amp; Behavior Infractions</p> <p>“Be A Part Of The Pack” Make Good Choices!</p>	<p>Our school believes that PRIDE character traits are extremely important in our daily routines and interactions with one another.</p> <p>These PRIDE values include:</p> <p><b>Perseverance</b> <b>Responsibility</b> <b>Integrity</b> <b>Diversity</b> <b>Excellence</b></p> <p>Students are responsible for demonstrating these values at all times, and students also have the right to expect others to demonstrate these values as well.</p> <p>Students who are not meeting Kopachuck’s PRIDE behavior expectations or the expectations in the PSD Parent/Student Handbook may result in an Incident Report that is referred to the main office.</p>														

<p>Character Traits of PRIDE &amp; Behavior Infractions (continued)</p>	<p>An Incident Report leads to a consequence so that the student can:</p> <ol style="list-style-type: none"> <li>1.) Reflect on why the behavior happened</li> <li>2.) Repair damage and harm that occurred</li> <li>3.) Prepare for improved behavior in the future.</li> </ol> <p>Examples of consequences include written reflection, lunch detention, restorative action/restitution, after-school detention, loss of a privilege, or suspension from class.</p> <p>The consequence required depends on several factors including:</p> <ul style="list-style-type: none"> <li>• <b>Severity</b> - Did the behavior have a significant impact on the safety and security of our school? Did the behavior cause a significant disruption to learning? Consequences escalate based on the behavior's severity.</li> <li>• <b>Frequency</b> - Is there a pattern of repeated behavior in Incident Reports? Consequences escalate based on the behavior's frequency.</li> <li>• <b>Responsibility</b> - Does the person responsible for the behavior also demonstrate responsibility for repairing any harm that it created? Consequences may be lessened when commitment to repairing and learning is demonstrated.</li> </ul>
<p>Chromebooks &amp; PSD Possibilities Program</p>	<p>Every Peninsula School District student in 5<sup>th</sup> to 12<sup>th</sup> grades is assigned a Chromebook as a learning resource in the PSD Possibilities program. The goal is to foster a learner-focused environment where all learners have voice, choice, time for reflection, opportunities for innovation, opportunities for critical thinking, problem solving, self-assessment, and connected learning.</p> <p>Student responsibilities for these district-owned Chromebooks are detailed in the <u>PSD Possibilities Responsibilities Manual</u>, which can be found along with other helpful resources at the PSD Possibilities website (<a href="https://psd401.net/possibilities/">https://psd401.net/possibilities/</a>). In addition to these district-wide expectations, Kopachuck Middle School has the following school-specific expectations:</p> <ul style="list-style-type: none"> <li>• If a student forgets their Chromebook at home or if their device runs out of batteries, he or she may check out a loaner device from the Library for that day.</li> <li>• Students charge their devices at home every night and leave the power cords at home. If a student opts to leave their Chromebook at school overnight instead, it is his or her responsibility to pick it up from the Library before 8:10 AM and to return it to the Library before 2:50 PM.</li> <li>• Students are expected to store their Chromebook securely in their lockers when they are not in class. Chromebooks are not allowed in the Commons and Library during lunchtime without prior approval of a staff member.</li> <li>• After 5 instances of Chromebook irresponsibility (e.g. battery dies during school day, device left in a location other than locker or classroom, etc), a student will be issued an Incident Report and a lunch detention. These consequences escalate upon every 5 more instances that occur.</li> <li>• Damaged devices should be brought to the Kopachuck library. Students will be given a loaner device while their device is being repaired. Repair fees range from \$10 (first accidental damage) to full replacement cost \$323 (three accidental damages; any</li> </ul>

Chromebooks (continued)	<p>intentional damage). Please refer to the Responsibilities Manual for full list of repair fees.</p> <ul style="list-style-type: none"> <li>• Kopachuck’s Chromebook coordinator is our librarian, Ms. Michalke. Please contact her for any repair requests, storage needs, or loaner device pickup/dropoff.</li> </ul>								
Class Fees	<p>Class fees help pay for students’ consumable supplies in elective classes. Listed is the Peninsula School Districts fee schedule for this year. If you are enrolled in any of these classes, you will be assessed the appropriate fee(s). Fee waiver forms are available from the bookkeeper or school counselor upon request. All fees are subject to change.</p> <table data-bbox="537 499 1401 621"> <tr> <td>All Arts and Pottery</td> <td>\$25.00</td> </tr> <tr> <td>Band</td> <td>\$30.00 (+\$30 Percussion)</td> </tr> <tr> <td>Choir</td> <td>\$15.00</td> </tr> <tr> <td>Spanish 1</td> <td>\$20.00</td> </tr> </table>	All Arts and Pottery	\$25.00	Band	\$30.00 (+\$30 Percussion)	Choir	\$15.00	Spanish 1	\$20.00
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Closed Campus/ Restricted Areas	<p>Kopachuck Middle School is a ‘closed campus’. This means that students are not to leave campus during the school day or during any extra-curricular activities without permission from staff. Once you arrive for an on-campus event, you are to remain for the duration unless you have parent authorization and have checked out at the attendance office.</p> <p>During school and while at school activities, students may only be outside in the front courtyard by the bus loading area and on the sports fields when supervision is present. Students are not permitted in the side parking lots or in other outdoor areas without staff permission. <b>Student use of the halls will be restricted during non-class times and during lunch times.</b></p>								
Counseling Services  <b>Our counselors are here to help!</b>	<p>The school counselors are here to help you with your concerns. Get a pass from your teacher to visit the counseling office or to sign up for an appointment. The counselors will send a note to excuse you from class when they are available to see you.</p> <p>Parents can call the Guidance Department to arrange for student conferences as well. Call 530-4132 (Last Names A-K; Mrs. Gilchrist) or 530-4133 (Last Names L-Z; Mrs. Grafmiller) to speak to a school counselor.</p>								
Dances  <b>Only Kopachuck students may attend KMS dances</b>	<p>Dance tickets are sold in advance up through lunch (but not after lunch) of the day of the dance. There are no refunds for dance tickets purchased. Students are expected to adhere to the standard school dress code and follow all school rules. All backpacks and book bags are to remain in student lockers during the dance. Students will be permitted to return to their lockers to get their backpacks or book bags before leaving. Students attending a dance may not leave and then return to the dance; students should plan on staying for the entire dance and may not leave early without permission. Parents are encouraged to pick up students promptly after the conclusion of the dance.</p>								
Commons Expectations  <b>Eating and drinking outside the Commons without staff permission is not permitted.</b>	<p>The school cafeteria is located in the Commons, and is open during breakfast and lunch. Students are expected to demonstrate PRIDE values in the Commons, such as taking responsibility for their trash and keeping the Commons clean and welcoming for all. Additionally, students should be seated while eating and drinking.</p> <p>If PRIDE expectations are not met, staff reserve the right to implement appropriate consequence, such as making seating charts or student cleaning schedules.</p>								

<p>Commons Expectations (continued)</p>	<p>All food and beverages should be consumed in the Commons. There should be <u>no</u> eating or drinking in the hallways, library, outside, or in classrooms unless with the permission and under the supervision of a staff member. The front courtyard is often open to students to use during lunches when supervision is present, however eating and drinking is not allowed outside.</p>
<p>Dress Code</p> <p><b>Adults may request that students remove, cover, or change your attire or accessories that appear unsafe, have a relationship to drugs and/or alcohol, or cause a disruption to the educational process.</b></p>	<p>Any clothing, makeup, or accessory which detracts from the instructional process is not appropriate. Furthermore, clothing which interferes with safety or depicts something illegal is not acceptable. Restrictions include, but are not limited to the following:</p> <ul style="list-style-type: none"> <li>• Hats, bandanas, and hoods. Hats must be stored in a locker.</li> <li>• Headbands that are not for the purpose of holding back one's hair</li> <li>• Sunglasses (inside the building)</li> <li>• Any garment which could be considered unsafe (i.e. wallet chains)</li> <li>• The display of any pictures, symbols, or messages which could be construed as discriminatory or harassing based on gender, age, religion, or sexual orientation</li> <li>• The display of any drug, alcohol, tobacco, weapons, violent, sexually suggestive, lewd, or obscene related pictures, symbols, or messages.</li> </ul> <p>This is not an inclusive list. We expect our parents and students to use their best judgment and if questions arise, please ask our staff. Students may be asked to change into appropriate clothing if they are not in compliance with the dress code.</p>
<p>Exceptional Misconduct</p>	<p>Exceptional misconduct is defined as behavior that has been judged by the ad hoc citizen's committee and Board of Directors to be so serious in nature and/or so serious in terms of the disruptive effect upon the operation of the school that students may be subject to suspension or expulsion for a first time offense.</p> <p>Further details about and examples of exceptional misconduct can be found in the PSD Parent/Student Handbook at: <a href="https://www.psd401.net/learning/parent-student-handbook">https://www.psd401.net/learning/parent-student-handbook</a></p>
<p>End of Year Activities</p>	<p>The end of the year at Kopachuck brings several fun-filled student activities such as Field Day and 8<sup>th</sup> Grade Event. Participation in these activities is considered a privilege for students who are passing all core classes, have all fines paid, and refrain from serious behavior infractions during the last quarter of school. Teachers, counselors, and administrators may assign students to a study hall in lieu of participating in the end of year activities should a student not meet the requirements for attending.</p> <p>Exceptional misconduct during the third trimester may result in a student being restricted from participating in end of the year events and/or activities such as Field Day and 8<sup>th</sup> Grade Event. Exceptional misconduct at any time will also result in other appropriate disciplinary action being taken.</p>
<p>Fines</p> <p><b>Please take care of all fines in a timely manner.</b></p>	<p>Students with fines may have ASB activities or school records withheld until their account is cleared. Fines are paid at the Bookkeeper's Office, and checks are made out to Kopachuck Middle School for the exact amount due. There is no change given back to students for checks exceeding the exact amount. Unpaid charges incurred at middle school will follow students to their high school accounts. Students are responsible for all school issued books and materials. Please put your name in the textbook that is assigned to you. You are responsible for taking good care of your textbook. Students will be fined for books that are damaged or lost.</p>



<p>Grades <b>Do your best each and every day!</b></p>	<p>Grades are viewable online through the PSD Portals. Passwords are available through the school office. Please note: Grade Point Average (GPA) is calculated from trimester grades for end-of-the-year GPA.</p>
<p>Hallways <b>Students should move to the commons, rather than congest the hallways to socialize.</b></p>	<p>Any time students are in the hallways other than during passing times, an appropriate hall pass is required. This includes mornings prior to 7:55 AM during lunches, and class time. <b>During passing times, students should not congregate in any area which causes the hallway to be blocked to other students.</b> Students should always walk in the building. In our hallways and school building students should limit displays of affection to hand holding. Hugs, other than a quick “hug and release,” and other displays of affection are not appropriate.</p>
<p>Health Room</p>	<p>The Health Room is located near the counseling offices. If you become ill at school, please obtain a hall pass from your teacher <b>before</b> coming into the Health Room. If determined to be necessary, students may then contact parents from the Health Room.</p>
<p>Homework <b>Students are responsible to make-up their work when absent.</b></p>	<p>At Kopachuck, students are expected to spend time outside of class studying and preparing for their academic courses. In order to develop successful study habits students are responsible for:</p> <ul style="list-style-type: none"> <li>• Recording and understanding the expectations of the homework assignments in your student agenda.</li> <li>• Taking home all necessary materials to complete assignments.</li> <li>• Working with parents to develop a schedule for completing all homework and returning completed homework on time.</li> </ul>
<p>Internet Use Expectations</p>	<p>Internet access, Chromebooks, and computers are provided for the purpose of the educational mission at Kopachuck. Computer use should be restricted to working on assignments from Kopachuck teachers. Staff members responsible to supervise the appropriate use of the computers may restrict student use of a computer if it is found that the student is not doing school-related work. <b>Disciplinary action may be taken for computer misuse as outlined in the Student Rights and Responsibilities Parent/Student Handbook.</b></p> <p>No unauthorized software may be loaded on any Kopachuck hard drive, and students should make no changes to the computer bios or set-up without permission.</p>
<p>Late Arrival</p>	<p>If your student will be late, please write a note or call the office (530-4100) to explain your student’s late arrival. Upon arrival, your student will need to sign in at the main office where they will receive a pass to their class. (Parents are not required to accompany their student to the front office.) <b>Disciplinary action will result from unexcused tardies.</b> (See attendance/tardy policy.)</p>
<p>Library</p>	<p>The library is open for student use each school day. During class hours, students must have a library pass to come to the library. The library is often open during lunches, but may be closed if a class has it reserved. Please listen to the morning announcements, or look for the sign on the doors indicating that it is closed. Students will be fined for lost library books.</p>
<p>Locks and Lockers <b>Students will need to keep their backpacks and book bags in their locker during the day.</b></p>	<p>All students are assigned a locker and lock combination. <b>Do not share your locker combination with anyone. Also, do not trade or share lockers with other students.</b> This is what causes most of the personal loss from lockers. The lockers are school property and may be opened by school authorities at any time when it is deemed necessary.</p>

<p>Lockers and Lockers (continued)</p>	<p>Locker clean out and checks are held periodically. If you have a problem with your lock, get help from the office staff or the custodian. Students are not allowed to put their own locks on the hall lockers. School personnel will cut off any padlocks found on the hall lockers.</p>
<p>Lost and Found</p> <p><b>If you find something that does not belong to you, please turn it in to the main office.</b></p>	<p><b>You are advised not to bring items of value to school.</b> We suggest that items you value are not loaned or exchanged with others while at school. Please label your clothing with permanent pen, especially sweatshirts and coats/jackets as this enables us to return them to you if they are recovered.</p> <p style="text-align: center;"><b><i>Please note: the school is not responsible for your lost or stolen articles.</i></b></p> <p>You can check with the Attendance Secretary for small lost items. For larger items and/or clothing please check with the custodian, or the lost and found table located in the Commons. All items that are not claimed are donated to charitable organizations at the end of the trimester.</p>
<p>Medication at School</p> <p><b>Please contact the health room for proper safe keeping of medications.</b></p>	<p>Students are prohibited to be in possession of medications, even non-prescription medications such as aspirin, ibuprofen, acetaminophen and the like while at school, with the exception as provided in Policy 3416.</p> <p>Please refer to the Peninsula School District <u><i>Student Rights and Responsibilities Parent/Student Handbook</i></u> for the District Policy 3416P for additional explanation.</p>
<p>Plagiarism</p>	<p>Plagiarism is the copying of words or ideas without acknowledgment of the original source. Please refer to the <u><i>Peninsula School District Student Rights and Responsibilities Parent/Student Handbook</i></u> for the District Policy on plagiarism. Parents will be notified when a student is found to have plagiarized at which time any consequences will be outlined.</p>
<p>Recycling</p>	<p>Kopachuck recycles paper, cardboard, plastic bottles and aluminum cans. There are separate recycling bins for each located throughout the school. Please do your part, and put all trash in a trash can, separate recyclable materials and put them into an appropriate recycling container.</p>
<p>Invest Ed.</p>	<p>Students in need of school related items but can not economically afford them can apply for assistance through the Invest Ed. Fund. <b>Check with your counselor for more information.</b></p>
<p>Schedule Changes</p>	<p>The Office Staff will make every attempt to create a schedule based on student course selections. Schedules that are in error (missing a class, incorrect math placement, duplicate class, etc.) will be corrected. These corrections should occur during the first day or two of each trimester.</p> <p>We do not accept teacher requests.</p>
<p>Sports</p>	<p>Kopachuck Middle School offers several team sports. Our sports teams compete against the other three middle schools in the district. Learn more about the available sports and season calendars at: <a href="https://kms.psd401.net/coyotes/athletics">https://kms.psd401.net/coyotes/athletics</a></p> <p>Students participating in sports are required to pay a \$40 “pay to play” fee, purchase an ASB card, complete all athletic registration forms online, have all fines paid, and have a current physical on file before they may participate. Registration occurs online via the Athletics sections of your Parent Portal, and it is due by the first day of the season. Please contact your student’s counselor for assistance with sports fees, or contact the main office for assistance with online registration.</p>

<p>Sports (continued)</p>	<p><b>Athletes must maintain a GPA of at least 2.0 and may not be failing more than one class.</b> If a student is academically ineligible, they will not be able to participate in practice or games until their grades are improved.</p> <p>Students participating in extra-curricular sports must be present the entire school day on which the activity is scheduled (including P.E. classes). If a student is on school suspension the day of an activity, he/she is ineligible to participate (practice or games) on those particular days. If a student is excused from participating in P.E. class, the student is not eligible to participate in the co-curricular activity on the same day. Exceptions are made for family bereavement or emergencies, and doctor, dental or legal appointments.</p>
<p>Student Rights and Responsibilities</p>	<p>Specific rules and regulations of the Peninsula School District regarding student conduct, discipline, and rights and responsibilities are specifically detailed in the <u><i>Student/Parent Rights and Responsibilities Parent/Student Handbook</i></u> which is available on the Peninsula School District website: <a href="https://www.psd401.net/learning/parent-student-handbook">https://www.psd401.net/learning/parent-student-handbook</a></p> <p>Kopachuck students should respect the rights of others, and comply with all school and district rules, policies, and requests from staff.</p>
<p>Student Records</p>	<p>In compliance with the Family Educational Rights and Privacy Act of 1984 (federal law) parents who wish to review their child's records may do so by making a request to the principal. If the record is inaccurate or misleading, you may ask to have it corrected or your comments added to the record. If you and the principal cannot agree to the corrections or additions, a hearing may be requested, directed by the Superintendent.</p> <p>We will not release student cumulative record information without parent written consent, with a few exceptions. Under federal law, we are authorized to forward student records to a transfer school or to schools to which a student is applying for admission to attend. A summary of the entire student record law is available in the school district office.</p> <p><b>DIRECTORY INFORMATION RELEASE</b></p> <p>Certain information is defined by the federal Family Educational Rights and Privacy Act as 'Directory Information'. The law states we may release this information unless you request, in writing, that it not be released. This includes all of the following:</p> <ul style="list-style-type: none"> <li>• Student name, address and telephone number</li> <li>• Date and place of birth</li> <li>• Major field of study</li> <li>• Participation in officially recognized sports</li> <li>• Weight and height of athletic team members</li> <li>• Dates of attendance</li> <li>• Degrees and awards received</li> <li>• Most recent educational agency attended</li> <li>• Photographs or similar information</li> </ul> <p>In most cases the requests for this type of information comes from the news media. We do not release if for commercial purposes, or for other purposes not related to the conduct of school business. Occasionally, photos may be taken for the use in the news media or district produced publications. <b>Please let us know in writing if you do not want your child's photo used in this way.</b></p>

Student Insurance	Optional student insurance from a private carrier is available at a nominal cost. When a student is insured, he or she will be given a claim form. This form must be completed by the parents and presented to the doctor or hospital. The school merely acts as a medium in supplying the insurance and assumes no liability. More information is available in the main office.
Student Store	The Student Store/Bookkeepers window is located in the commons and is typically open during lunch. School supplies (PE uniforms, paper, pencils, pens, etc.) may be purchased and class fees paid for field trips, A.S.B. cards, yearbooks, and other items. Personal checks will be accepted for the <b>exact amount of purchase only</b> . We do not cash checks.
Toys/Sports Equipment	Toys, including sports equipment and skateboards, are not allowed at school. Riding bikes or skateboards during school hours or activities is prohibited. Students are encouraged to wear appropriate safety gear and are expected to behave in a safe manner when riding/walking to and from school.
Truancy	Absences that are not covered by an approved written excuse or telephone call from a parent/guardian are considered truanancies. Administrative action will be taken for truancy. Unexcused absences past 11:30 AM will be counted as a full day unexcused. Students who report to class more than ten minutes late, without a pass will be considered truant.
Visitors	Visitors are welcome at Kopachuck, but must first check in with the main office. Visitors should make arrangements before visiting, and student visitors during the school day are not allowed without prior permission from a staff member.
Visiting Voyager Elementary School	Students who wish to visit Voyager Elementary School during Voyager school hours, 9 a.m. – 3:30 p.m. must obtain a pass from the Kopachuck school office to be on the Voyager campus. This pass must be presented to the front office personnel at Voyager upon arrival. Students without a pass will be asked to leave and will be reported to the Kopachuck office staff.

## ***Study Buddies***

**Class (Period)**

**Name/Contact Info**

**Pack.**

**1st**

**2nd**

**3rd**

**4th**

**5th**

**6th**