

## P.R.I.D.E. MISSION VALUES

Persevere when facing a challenge
Take Responsibility for yourself and our school
Act with Integrity by doing what is right
Respect our Differences
Strive for and celebrate Excellence

Administrative Staff	Principal- Kelsey Parke
	Assistant Principal- Nate Hudac

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

Main Office: 253-530-4100 Office Manager- Debbie Karry Attendance Secretary- Stephanie Somers	Attendance, other general enrollment needs, or directory access
Bookkeeper: Denice Malone 253-530-4112	Fees, fine payments, purchases
Health Room: Health Technician- Sue Walker Nurse- Tina Beierly 253-530-4124	Illness at school, medications, sports physical paperwork
Counseling Office: Mark Hilderbrand (Last Name A-K) 253-530-4132 Andrea Grafmiller (Last Name L-Z) 253-530-4133 School Psychologist- Katie Panske 253-530-3777	Personal, social, and academic concerns; student schedules; other student-specific supports
Food Service: 253-530-4114	Breakfast, lunch, and a la carte food programs
Library: Kathy Kamp 253-530-4122	Books, reference materials or course textbooks, Chromebook assistance

#### NONDISCRIMINATION STATEMENT

The Peninsula School District does not discriminate on the basis of sex, race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sexual orientation including gender expression or identity, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. Inquiries regarding compliance and/or grievance procedures may be directed to the District's Title IX and Compliance Officer, Section 504 and ADA Coordinator, John Yellowlees, at (253) 530-1081, email yellowleesj@psd401.net. Mailing address: 14015 62nd Ave. NW, Gig Harbor, WA 98332.

#### GENERAL INFORMATION TOPICS - ARRANGED ALPHABETICALLY

#### Absences & Tardies

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. <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 attendance policies.

<u>Excused Absences</u> Please call the main office (253-530-4100) by 8:45am in order to excuse your student's absence. You may leave a message 24 hours a day if the phone lines are in use. Be sure to include your student's first and last name, the date of the absence, your relationship to the student, and the reason the student is absent. Our attendance practices include:

- After 10 excused absences, an informational letter is mailed home.
- After 20 excused absences, a second letter is mailed, and we hold an attendance conference.
- After 30 excused absences, a third party verification is required for subsequent absences. Without third party verification, any absence beyond 30 days will be considered unexcused.

<u>Unexcused Absences</u>: We are required to report all unexcused absences to the state. You may provide excusal notes or calls for absences even after any one of these state-required steps for unexcused absences:

- After each unexcused absence, parents are notified via a phone message.
- After 5 unexcused absences total or 3 within one month, an attendance conference with administrator, parent, and student is held.
- After 10 unexcused absences total or 5 within one month, a truancy petition is filed with Pierce County Juvenile Court. Families may also be referred to the Peninsula School District truancy team.

<u>Tardies</u>: Communication from a staff member, parent, or medical professional is required to excuse a tardy. For every 5 unexcused tardies within a trimester, a student receives a behavior incident report and progressive disciplinary consequence to remove barriers to timely class attendance.

**Early Dismissals:** Please send a note with your student and have them bring it to the main office prior to lunch. You may also call in an early dismissal to the main office (253-530-4100). Your student will then receive an "Early Dismissal" note to give to their teacher when they need to leave class. Communicating ahead of time can help you avoid having to wait for your student and/or be late for an appointment.

<u>Medical Extended Absences:</u> Assignments may only be requested if the medically-related absence from school is anticipated to be or reaches at least three consecutive days. Students should always check teachers' Schoology websites for up-to-date assignments whenever they are absent, including absences lasting less than three consecutive days. Assignment requests typically take one to two days to complete. Students and parents can email their teachers directly via the Schoology or ParentSquare apps.

<u>Planned Extended Absences</u>: When your student will be absent due to non-health related reasons (such as vacation) for 5 or more days, we request that parents contact the main office at least one week prior to the absence. You will have to complete a Planned Absence Request Form and communicate with teachers around missing lessons and assignments.

Associated Student Body (ASB) The Associated Student Body (ASB) is the governing student organization of Kopachuck.

	Your ASB Executive Board for the 2023-24 school year includes:  Paige Wagner, Sadie Jorgenson, Naomi Crosby, Sophie Ekern-Jones
	Your ASB Class Senators for 2023-24 school year include  Class of 2028 (8th Grade) Daniel Hallstrom, Audrey Lane  Class of 2029 (7th Grade) Mallory Holmes, Caroline Masini, Hailey Brown  Class of 2030 (6th Grade) To Be Determined!
	This ASB Executive Board & Senators work closely with the Leadership class. Student leaders are involved in planning activities such as dances, spirit weeks, and service projects. They also help to oversee extracurricular clubs and sports.
ASB Card	ASB cards are required for students participating in sports and clubs at Kopachuck because our ASB sponsors and funds these activities. As a holder of an ASB card, you will receive reduced admission to ASB activities.
	ASB cards are available at the Bookkeeper's Office, and the cost is \$20. Financial assistance can be provided through students' counselors. Please contact counselors or bookkeeper in the Main Office for assistance.
Backpacks and Lockers	Each student will be assigned a locker at the start of the school year. Students are encouraged to only carry required items with them to and from class and to regularly clean out their lockers throughout the school year. To keep students safe, backpacks are not allowed in certain locations, such as the Manufacturing classroom (Room 504).
	Do not share your locker combination with anyone. This is what causes most of the personal loss from lockers. The lockers are school property and may be opened by school staff at any time when it is deemed necessary.
Behavior Incidents	Our PRIDE values are important in our daily routines and interactions with one another. These PRIDE values include:  Persevere when facing a challenge Take Responsibility for yourself and our school Act with Integrity by doing what is right Respect our Differences Strive for and celebrate Excellence Students are responsible for demonstrating these values at all times- and also have the right to expect others to demonstrate these values as well.
	Students who are not meeting Kopachuck's PRIDE behavior expectations or the expectations in the PSD Parent/Student Handbook may result in a Behavior Incident Report that is referred to the main office. An Incident Report leads to a disciplinary consequence so that the student can:  1.) Reflect on why the behavior happened 2.) Repair damage and harm that occurred 3.) Prepare for improved behavior in the future.  Examples of consequences include written reflection, formal apology, lunch detention, restorative action/restitution, after-school detention, loss of a privilege, or suspension from class.
	<ul> <li>Severity - 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>Frequency - Is there a pattern of repeated behavior in Incident Reports? Consequences escalate based on the behavior's frequency.</li> <li>Responsibility - Does the person responsible for the behavior also demonstrate responsibility for repairing any harm that it created?</li> </ul>

	Consequences may be lessen learning is demonstrated.	ed when commitment to repairing and
Bus Notes	To ride a different bus home, a parent communication must be received in the main office prior to 1:00 PM.	
	This parent communication needs to income the date, the first and last name of the pubus with instead, and the bus route and receive a blue bus pass to give to the bus	erson your student will be riding the stop numbers. Then students will
	Students without a blue bus pass may nafter school!	ot be able to ride another bus home
Cell Phones & Personal Electronic Devices	Gelinping-neetarforptessetudenectsiongoldene v Stund kindelf Gentalik Epigoitus onland districed s Sturitegat beverch voolullad yi keutst ureedive ip	nder strategy and distributed the strategy of
	Appropriate Times & Locations	Inappropriate Times & Locations
	Before the school day begins in the Commons each morning until 8:10	Restrooms and PE locker rooms
	During a specific class time when a teacher designates it as OK for use	During classes anytime that the teacher has not given permission
	Photos & videos with staff & student permission and consent of those being recorded	Taking any photos or videos WITHOUT staff and student permission and consent
	After the dismissal bell and the end of the school day in the afternoon at 2:45	During lunch times in the Commons, library, or outside
	When a staff member has given permission for its use upon specific request	Hallway, office, gym, library and nurse areas without staff permission (including wearing headphones in these locations)
	Officther fittering the match metally technology to detention.	nsisikaliskisekkijekkijokkaakkaakkaakkaakkijeete ketuliskii isidi soosiiskaakki himi Anglikokiskitäjaseted ndensiyyvilisekksop oben pleetisea footootte main nistiistusten taktiikraksootod destigotied or
Chromebooks & PSD Possibilities Program	Every Peninsula School District student Chromebook as a learning resource in t is to foster a learner-focused environme choice, time for reflection, opportunities thinking, problem solving, self-assessme	he PSD Possibilities program. The goal nt where all learners have voice, for innovation, opportunities for critical
	Student responsibilities for these district the PSD Possibilities Responsibilities M (https://www.psd401.net/learning/possib	anual, which can be found online at:
	Damaged devices should be brought to given a loaner device while their device from \$10 (first accidental damage) to ful accidental damages; any intentional dar Responsibilities Manual for a full list of r	is being repaired. Repair fees range I replacement cost \$323 (three mage). Please refer to the
Class Fees		strict-wide, the Peninsula School District SD middle schools during the 2023-24

	school year.
	Any financial assistance with fees and supplies can be requested from the student's school counselor.
Closed Campus & Approved locations	Kopachuck Middle School is a 'closed campus'. Students do not leave campus during the school day or during any extra-curricular activities without permission from staff. Once you arrive on-campus, you are to remain for the duration unless you have parent authorization and have signed out at the main office.
	During school and while at school activities, students may only be at approved supervised locations. Students who are not at approved supervised locations and do not have a staff member's permission may be subject to disciplinary action.
Commons Expectations for Breakfast & Lunch	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. If PRIDE expectations are not met, staff reserve the right to implement appropriate consequences, such as assigning seats or creating student cleaning schedules.
	Food and beverages should be consumed in the Commons. There should be <a href="mailto:no">no</a> eating or drinking in locations outside of the Commons unless a staff member has given permission.
Counseling Services	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.
	Parents can call the Guidance Center to arrange for student conferences as well. Call 530-4132 for Last Names A-K; Mark Hilderbrand) or 530-4133 (Last Names L-Z; Andrea Grafmiller) to speak to a school counselor.
Dress Code	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 appropriate.
	Restrictions include, but are not limited to the following:
	<ul> <li>Any garment which could be considered unsafe</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</li> </ul>
	suggestive, lewd, or obscene related pictures, symbols, or messages.  This is not an all 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.
Exceptional Misconduct	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 its unsafe 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.
	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>

# Extracurricular Activities

Extracurricular activities that take place outside the school day include regularly scheduled meetings, like student clubs, sports practices, and special events, such as sports competitions and dances. The activities outside of the school day are often highlights of the whole day. Our ASB sponsors and funds most of these activities.

During after school activities, students are expected to adhere to the same PRIDE behavior expectations and rules as during the school day. Only Kopachuck students may attend Kopachuck clubs and activities, unless the other students are part of a team from another school that we are competing against for sports that day.

### Fees

Students with unpaid fees on their account may have ASB activities or school records withheld until their account is cleared. Fees 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. You are responsible for taking good care of your materials, and students will be assigned fees for any that are damaged or lost.

#### Grades

Grades are key communication tools for students and families to know their current levels of learning mastery. They are always viewable online through the PSD Portals. Passwords are available through the school office if needed.

Grade Point Average (GPA) follows a standard 4.0 letter grade scale including:

Α	4.00	93-100 %
A-	3.67	90 - 92 %
B+	3.33	87 - 89 %
В	3.00	83 - 86 %
B-	2.67	80 - 82 %
C+	2.33	77 - 79 %
С	2.00	73 - 76 %
Ċ-	1.67	70 - 72 %
D+	1.33	67 - 69 %
D	1.00	63 - 69 %
D-	0.67	60 - 60 %
F	0.00	Less than 60 %

All grades are passing except for an F (less than 60 %). Pack classes are graded Pass/Fail (P/F) instead of with a letter grade and do not impact GPA calculation.

Two other grading notification that are used for individual assignments are:

	<ul> <li>No Evidence (NE) - For assignments that have not yet been completed; entered as a 40%</li> <li>Insufficient Evident (IE) - For assignments that have been completed, but scored at a less than 50% level; entered as 50%</li> </ul>
Hall Pass	Students are expected to have a hall pass anytime that they are moving around the school hallways at a time other than a normally scheduled passing period. Staff members can provide permission to do this.
Health Room	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 possible. Students may then contact parents from the Health Room if necessary.
Homework	At Kopachuck, students are expected to spend time outside of class studying and preparing for their academic courses. Different courses will have different amounts of homework, especially depending on how productively class time is used.
	<ul> <li>In order to develop successful study habits students are responsible for:         <ul> <li>Recording and understanding the expectations of the homework assignments in your student planner.</li> <li>Taking home all necessary materials to complete assignments.</li> <li>Working with parents to develop a schedule for completing all homework on time.</li> </ul> </li> </ul>
Internet & Technology Use Expectations	Internet access, Chromebooks, and computers are provided for the purpose of the educational mission at Kopachuck. District-provided devices and internet networks should only be used to work on academic learning in a school-appropriate manner. Disciplinary action may be taken for computer misuse as outlined in the PSD Student Rights and Responsibilities Parent/Student Handbook.
Late Arrival	If your student will be late, please write a note or call the office (253-530-4100) 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. Disciplinary action will result from unexcused tardies. (See 'Absences & Tardy' policy)
Library	The library is typically open for student use each school day. During class hours, students must have a pass to come to the library. The library is often open during lunches, but may be closed if it is in use for another purpose. Please look for the sign on the doors indicating that it is open or closed.
Lost and Found	You are advised to keep a close watch on your belongings at school and to leave items of value at home. We suggest that items you value are not loaned or exchanged with others while at school. Please label your items with a permanent marker as this enables us to return them to you if they are recovered.
	Please note: the school is not responsible for your lost or stolen articles.
	If you find something that does not belong to you, please turn it in to the Main Office. You can check in the Main Office for smaller lost items. For larger items and clothing please check the lost and found area located in the Commons. All items that are not claimed are donated to charitable organizations periodically
Medication at School	Students are prohibited to be in possession of medications, even non-prescription over the counter medications such as aspirin, ibuprofen,

	acetaminophen and the like while at school, with the exception as provided in Policy 3416.
	Please contact the health room for proper safe-keeping of medications. Please refer to the Peninsula School District <u>Student Rights and Responsibilities Parent/Student Handbook</u> for the District Policy 3416P for additional explanation.
Recycling	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.
Schedule Changes	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 at each trimester transition as needed.
	We do not accept teacher requests as reasons for a schedule change.
Sports	Kopachuck Middle School offers several team sports. Our sports teams compete against the other three middle schools in the district. Each season typically lasts around one month. 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>
	Students participating in sports are required to 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. Students may also be required to pay \$40 in order to play a school sport.
	Registration occurs online via the Athletics sections of your Parent Portal during a window of at least two weeks prior to the first day of the season. Registration is due by the day prior to the start of the season. 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.
	Athletes must maintain a GPA of at least 2.0 and may not be failing more than one class. If a student is academically ineligible, they will not be able to participate in practice or competitions until their grades are improved.
	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, they are 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, family emergencies, doctor, dental, or legal appointments.
Student Rights and Responsibilities	Specific rules and regulations of the Peninsula School District regarding student conduct, discipline, and rights and responsibilities are specifically detailed in the <u>Student/Parent Rights and Responsibilities Parent/Student Handbook</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>
Student Records	In compliance with the Family Educational Rights and Privacy Act of 1984 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 parents and the principal

cannot agree to the corrections or additions, a hearing may be requested, directed by the Superintendent. 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. DIRECTORY INFORMATION RELEASE 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: Student name, address and telephone number Date and place of birth Major field of study Participation in officially recognized sports Weight and height of athletic team members Dates of attendance Degrees and awards received Most recent educational agency attended Photographs or similar information 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. Please let us know in writing if you do not want your child's photo used in this way. Toys, including sports equipment, are not allowed at school without staff Toys & Sports approval. Personal toys or sports equipment may be allowed if it is not a Equipment disruption to learning and does not create any safety issues. Students are encouraged to wear appropriate safety gear and are expected to behave in a safe manner when using personal equipment to travel to school or at school. Visitors are welcome at Kopachuck, but maintaining a safe campus is a top Visitors priority. All visitors must first check in with the main office upon arrival through the main entrance. Visitors should make arrangements and communicate with school staff before visiting whenever possible. Student visitors during the school day are not allowed without prior permission from a staff member.

Kopachuck "Home of the Coyotes"	Classroom
Persevere when facing a challenge	Remain engaged as an active learner, even when facing something difficult
Take Responsibility for yourself & our school	Show up prepared for class and willing to learn
Act with Integrity by doing what is right	Be honest with yourself and each other when doing your work
Respect our Differences	Show kindness by working respectfully with other
Strive for and celebrate  Excellence	Take PRIDE in always expecting excellence for yourself and celebrating the excellence of others

Kopachuck "Home of the Coyotes"	Commons
Persevere when facing a challenge	Be patient when you need to wait for something
Take Responsibility for yourself & our school	Clean up your seat and table area before leaving
Act with Integrity by doing what is right	Be respectful- including listening to others and keeping your hands to yourself
Respect our Differences	Welcome each other, invite new people, and keep phones/electronics away
Strive for and celebrate  Excellence	Take PRIDE in our Commons as a clean, welcoming space to spend time together

Kopachuck "Home of the Coyotes"	Hallways
Persevere when facing a challenge	Follow the most direct route when moving between locations
Take Responsibility for yourself & our school	Walk safely and quietly
Act with Integrity by doing what is right	Look out for each other- and step up to help each other when needed
Respect our Differences	Keep your phone/electronics put away and be kind to those around you
Strive for and celebrate  Excellence	Take PRIDE in our hallways as positive, welcoming spaces that connect us

Kopachuck "Home of the Coyotes"	Outdoors
Persevere when facing a challenge	Make sure that you have enough time to get where you're going next
Take Responsibility for yourself & our school	Return any borrowed or found equipment to the proper location
Act with Integrity by doing what is right	Only visit in outdoor spaces that are approved and supervised by staff
Respect our Differences	Welcome each other, be respectful, and show kindness
Strive for and celebrate  Excellence	Take PRIDE in our outdoors being safe spaces to get breath of fresh air

Kopachuck "Home of the Coyotes"	Restrooms
Persevere when facing a challenge	Use the facilities efficiently and return to class without lingering for extra time
Take Responsibility for yourself & our school	Keep our restrooms clean and report messes to staff immediately
Act with Integrity by doing what is right	Only use the restroom for its intended and appropriate uses
Respect our Differences	Respect other people's privacy and keep your phones/electronics put away
Strive for and celebrate  Excellence	Take PRIDE in our restrooms being clean and comfortable for everyone