



CHIEF KANIM



MIDDLE SCHOOL



2024-2025



STUDENT HANDBOOK

Chief Middle School reserves the right to amend this handbook (dates, prices and policies) at any time without advanced notice if it is deemed necessary.



SNOQUALMIE VALLEY
SCHOOL DISTRICT



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MISSION STATEMENT



CKMS Vision Statement: Inspiring academic and social growth through collaboration, exploration and innovation to prepare students for life

CKMS Mission Statement : Empowered Students-Safe Schools-Engaged Families

Snoqualmie Valley School District

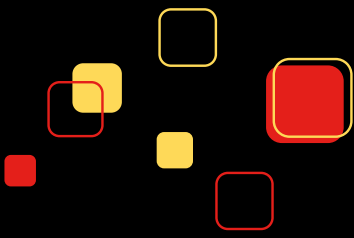
VISION STATEMENT: Our vision is to become the best School District in Washington State by any measure.

MISSION STATEMENT: Our mission is to educate all Snoqualmie Valley children to prepare them for college, career, and citizenship.

Chief Kanim Middle School (CKMS) has been serving the Fall City and surrounding communities since its doors opened in 1991, and has a caring and committed staff who serve students in grades sixth through eighth.

The school benefits from an engaged learning community of students, families and neighbors who care about education. Academic excellence is an expectation for every CKMS student. Comprehensive course selections, integrated curriculum, and engaging technology help meet the needs of student learning styles and create a solid foundation for lifelong learning.





CKMS

CONTACT INFORMATION

[CLICK HERE FOR CKMS WEBSITE](#)

Attendance line

- If your student will be absent, please call the attendance line **(425)-831-8226** or email **Anne Young, our registrar, younga@svsd410.org**. Attendance line is available 24hrs a day
- Please leave clear message with the student's name and your call back number in case of any questions

For general support, contact our [main office](#) **(425) 831-8225**

To connect with a teacher:

- Access teacher Schoology pages for each course
- Elentiroic communication preferred (email or Schoology message); be sure to include your student's full name
- Leave a brief message on the teacher's voicemail. Be sure to leave your name, your child's full name, your phone number and the reason for the call

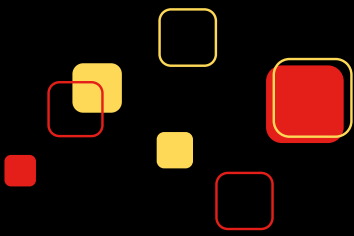
To set up a meeting with a teacher or counselor (scheduled meeting with teacher required):

- Contact (email preferred) the staff member directly
- Please make an appointment to ensure the teacher or counselor is able to give their full attention to your concern

To set up a meeting with an administrator call the main office or email directly:

- Michelle Trifunovic-Principal: trifunovicm@svsd410.org
- Michelle Larson- Assistant Principal: larsons1@svsd410.org





CONTACT INFORMATION

Families contacting students during school hours (also see Electronic Devices below)

- CKMS discourages families from calling or texting a student's cell phone
- If you need to contact your student during the school day, contact the office
- Students should use the school's phone, not their cell phone, to contact families during the school day
- If an emergency arises, please contact the office

School Cancellation:

Please consult the [district website](#), radio or television for cancellations or late start times.

Please be aware that the school district and transportation department will be unavailable to take calls. Instead, you may call the 24-Hour School Emergency Information Line (425) 831-8494 for recorded information

Parent Square

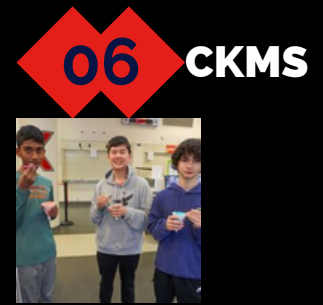
Keeping your family informed and connected to our schools and district is important to a positive school experience. Parent Square simplifies communication by consolidating information such as district updates, school news, attendance notifications, closures/delay notifications, and much more into a one-stop, user-friendly platform.

To make the most of Parent Square, we recommend downloading the mobile app onto your smartphone for a seamless experience that allows you to utilize all the fantastic features.

DOWNLOAD THE APP

iOS App - [Apple Store](#) | Android App - [Google Play Store](#)





CHIEF KANIM MIDDLE SCHOOL EXPECTATIONS

At Chief Kanim, we implement Positive Behavioral Interventions and Supports (PBIS). We focus on acknowledging students for great behavior and work. We strive to reinforce when people do what is expected.

Our school-wide implementation consists of:

- Explicitly teaching and showing P.R.I.D.E.
 - **Perseverance:** The commitment to keep trying, even when faced with challenges
 - **Respect:** Treating others kindly and valuing their feelings and perspectives
 - **Integrity:** Demonstrating honesty and doing what's right, even when no one is watching
 - **Dependability:** Being reliable and fulfilling responsibilities consistently
 - **Encouraging:** Supporting and uplifting others
- Staff commitment to consistent response to problem behavior not aligned with schoolwide expectations ([see CKMS discipline flowchart linked here](#))
- Decisions about behavior management are data informed using the SWIS database resource and the [SVSD discipline matrix linked here](#)
- Students will be expected to review, acknowledge and adhere to the contents of the CKMS Student Handbook
- Positive behaviors are rewarded with Hawk Bucks, our schoolwide incentive system

Our goal at CKMS is to promote positive behaviors for all students.



CKMS MIDDLE SCHOOL DRESS CODE

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The student and parent/caregiver may determine the student's personal dress and grooming standards, provided that the student's dress and grooming do not lead school officials to reasonably believe that such dress or grooming will:

- Disrupt, interfere with, disturb, or detract from school activities
- Create a hazard to the student's safety or to the safety of others
- Promote by printed word or symbol the use of illegal substances or other prohibited activities, including but not limited to intimidation, harassment, sexual innuendo, vulgarity, and obscenities

If a student's dress or grooming is objectionable under these provisions, the principal or designee will ask the student to make appropriate corrections. If the student refuses, the student will be subject to disciplinary action.

PE or school activities may be exceptions to dress code standards (i.e. dress up days, dances, etc.) which will be clearly communicated to the CKMS community.



BUILDING

INFORMATION

Chief Kanim Middle School (CKMS) offers a safe, supportive learning environment for students in grades 6-8. CKMS supports a collaborative teaching model, uses engaging technology, and benefits from active family involvement.

10 Attendance Policy

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ATTENDANCE POLICY

Regular and punctual attendance is important to your student's progress. According to Washington State law, enrolled students eight years of age and above and their families are responsible for ensuring the student's daily attendance. Please help your student develop good attendance habits. For SVSD attendance information and policies [click here](#).

Report an absence by calling the [school \(425\) 831-8226](tel:(425)831-8226) or email younga@svsd410.org or [Parentsquare](#)

Absences that are **excused include**: illness/health, religious observances, school approved activities, family emergencies, disciplinary actions as required by law, and family trips with prior principal and superintendent permission. In case of absences, please notify the school as soon as possible and provide your student's name, grade and reason for the absence.

Unexcused Absences, the administrative office will:

- On 1st unexcused absence, notify parent/guardian
- On 2nd unexcused absence, request conference
- On 3rd unexcused absence in a month, or 10 in a school year, CKMS will file a truancy petition with the King County Juvenile Court (copy sent to parent/guardian)
- Consequences for unexcused absences will follow CKMS progressive discipline model
- Students not in attendance more than 20 consecutive days will be withdrawn
- Excessive excused absences may result in petition to King County Juvenile Court

It is the responsibility of **students** to:

- Attend all classes promptly and regularly
- Contact the attendance secretary for all late arrivals and early dismissals
- Students must make arrangements with each teacher for make-up work upon return to school
- Students meet with each teacher about assignments, make-up work, missed tests or quizzes
- Check Schoology while absent for assignments

It is the responsibility of **families** to:

- Emphasize to your child that school attendance is a priority
- Call/email the school each day your student is absent or will be tardy (425) 831-8226 or email younga@svsd410.org or [Parentsquare](#)
- Check Schoology and Skyward frequently, especially when your student is absent



EARLY DISMISSALS & LATE ARRIVALS

For early dismissals:

- **A parent or emergency contact must sign the student out in the office before leaving**
 - The parent/emergency contact person may be asked to show ID and must be listed on the student's Emergency Notification Information Card
- Upon returning the same day, the student must sign in with the main office prior to returning to class

For late arrival (tardy):

- Call/email the attendance line at (425) 831-8226 or email younga@svsd410.org or Parentsquare
- **Students can enter school on their own at the main office.** Families are not required to enter with the students

Student interaction and participation in class activities are important parts of middle school curriculum. Absences negatively impact student learning. Participation is required to attain full credit. Excessive tardies may result in lunch detention or other appropriately deemed consequence.



TRANSPORTATION



Bikes and Boards

- Students must walk their bicycles on campus and secure them in the bike racks
- The school assumes no responsibility for loss of or damage to bicycles
- The law requires that bicycle helmets be worn at all times
- Skateboards, roller-blades, and scooters are not to be used on school grounds

Bus Procedures

Students are expected to follow district expectations while on the school bus and at bus stops. Student misconduct may result in a follow up with CKMS administration

- Follow the bus driver's directions the first time they are given
- Respect yourself and others' space and property
- Talk in a quiet voice
- Keep your hands and feet to yourself
- Make safe choices for yourself and the safety of others

Students are to ride only their regularly assigned bus and exit at their regular stop. We are unable to approve any changes to a student's assigned route. Please refer any questions or concerns to our transportation department at

[\(425\) 831-8020](tel:4258318020)

Bus SMART Tag

- Distribution of SMART Tags will be done during the first two weeks of school
- In the event a SMART Tag is lost please you can [Request a new one](#) by visiting SVSD and heading over to transportation and choosing "Replacement SMART Tag request"

CAMPUS POLICIES AND PROCEDURES



CKMS COMMONS DINING

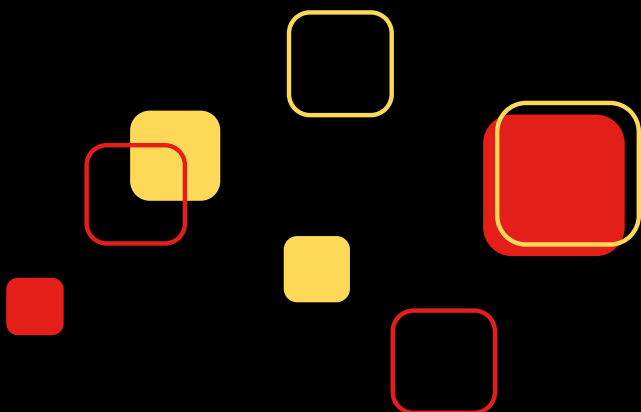
Breakfast served daily in our commons 7:20 -7:45 am. Lunch (see CKMS website for bell schedules).

During dining:

- Walk in commons
- Go to the choice station line of your food preferences
- Wait in line patiently
- No spot saving or cutting the line
- Take food for yourself only
- Follow directions of food services staff
- Be responsible for cleaning up your own mess and bussing your own tables using recycle containers
- Give your attention quickly during announcements

CLOSED CAMPUS

CKMS is a closed campus. When students come on campus, they must stay until the end of the school day unless signed out by a parent/guardian/emergency contact. Students leaving campus without permission will be given school consequences. Students staying for after school activities may not leave campus until family picks them up/activity bus or the event is over.



DISRUPTION OF SCHOOL/DISRUPTION OF THE EDUCATIONAL PROCESS

A student shall not use, or threaten to use, violence, force, coercion, threat, intimidation, fear, passive resistance, or any other conduct which is reasonably certain to result in the substantial and material disruption or obstruction of any lawful mission, process or function of the school.

ACADEMIC DISHONESTY

The most common forms of academic dishonesty are cheating and plagiarism. Cheating is behaving dishonestly in order to gain an advantage over others. Examples include, but are not limited to, looking at someone else's test paper or copying someone else's homework. Plagiarism is taking the ideas or writings of another and passing them off as your own. An example of plagiarism is copying and pasting internet articles without citations into a paper and turning the paper in as your own work.

Students who plagiarize papers or projects, alter grades, lie, or otherwise cheat may suffer a reduction in grades, be required to redo the project, and/or face disciplinary action. Students who help other students cheat (by allowing them to copy their work) are also in violation of the rule. Teachers may invite students to use AI tools for brainstorming or preliminary research. Using AI tools to generate answers, stories, essays, or other publications, and/or complete assignments without proper citation, is plagiarism.



FINES

Fines (or replacement fees) will be charged when a student loses or damages school equipment, school property, materials, or sports uniforms/equipment; and for library materials returned 30 days overdue.

- Students are responsible for textbooks issued to them. Each numbered textbook is issued to an individual student
- Students are responsible for any sports uniform or equipment checked out to them.
- Item(s) are considered 'lost' if not returned within 30 days of the due date. At this time, students will be assessed a fine to cover the replacement cost of the item(s)
- Damaged materials will be assessed fines
- Fines should be cleared in order to participate in the end of the year activities, receive yearbooks, and receive final report cards
- Fines are paid in the front office; keep all your receipts as proof of purchase/payment

FIELD TRIPS

- Field trips are privileges afforded to students
- Students may be denied participation if they fail to meet academic or behavioral expectations
- When the purchase of a ticket is required for the field trip, the ticket cost is NON-REFUNDABLE. (e.g. Theater, End-of-Year Trips) unless the student is denied participation due to school imposed discipline
- Emergency medications must be on file along with doctors orders for student to attend field trip

GRADES

Student grades are determined on the 4.0 grading scale. See grade marks below:

Grade Mark ▲	Grad Year	Display Order	Description
▶ A	9999	01	A
▶ A-	9999	02	A-
▶ B+	9999	03	B+
▶ B	9999	04	B
▶ B-	9999	05	B-
▶ C+	9999	06	C+
▶ C	9999	07	C
▶ C-	9999	08	C-
▶ D+	9999	09	D+
▶ D	9999	10	D
▶ D-	9999	11	D-
▶ F	9999	12	F

GUESTS

- Student visitors during the school day are not allowed unless given prior approval from the administration. Approval should be received 24-hrs in advance
- Adult visitors to the classroom will be allowed only with the prior knowledge and arrangements of staff or administration
- Adult visitors and volunteers must first check-in at the office to get a visitor's badge

LIBRARY

Students are expected to be timely with all materials checked out; late fees/fines may apply to materials 30 days overdue

LOCKERS

- Lockers are given for your convenience and are the property of Chief Kanim Middle School
- Keep clean and ready for possible inspection at all times
- It is the student's responsibility to make sure your hall locker/PE locker is LOCKED (don't leave the lock on the last number in the combination)
- Students should never change lockers without getting permission from office staff
- Report any problems that you have with your locker to 1.) your teacher, 2.) the custodian or 3.) the office
- Inappropriate care (may include kicking, jamming, stickers, etc.) could result in monetary restitution or ability to have a locker

LOST & FOUND

- Remember the school is not responsible for items brought to school
- Lost and found locations: Commons, Gym, Office
- Students turn in computers, wallets, watches and other valuable items to the office so the rightful owner can retrieve them
- Failure to turn in a found item will constitute theft
- All lost and unclaimed items will be donated to local charitable organizations. As a courtesy, an electronic notice may be given in the newsletter prior to each donation

MEDICATION & ILLNESS AND SCHOOL

If a student displays the following specific symptoms, please adhere to the guidelines below:

- **FEVER:** A student, who has had a fever of 100.4 degrees F. or over, should stay home for at least 24 hours after fever has passed without the use of fever-reducing medications.
- **VOMITING:** Students who have vomited should remain home for at least 12-24 hours from the last episode and have been hungry for and kept down 2 normal meals.
- **DIARRHEA:** Students who have loose/liquid stool should remain home until normal bowel patterns return.
- **SECRETIONS:** students with significant runny noses and/or profuse cough need to remain home until the secretions have diminished to a controllable/containable level.
- **GENERAL ACHES/PAINS:** If your student has any physical discomforts (i.e.: stomach ache, headache, sore throat, etc.), carefully assess your student. Your student should stay home if they have any of the above accompanying symptoms or are too uncomfortable to be able to concentrate in class.
- If you feel too ill to be in the classroom, notify your teacher, who will send you to the office. Please contact your parents/guardians after you have spoken with our nurse.
- After a short time of rest, a decision will be made whether to have the student return to class or call parent/guardian to pick them up.
- All accidents must be reported promptly to the teacher in charge and to the office staff.
- Parents will be notified if an injury occurs.
- "Medication at School" order form signed by a doctor and parent/guardian is required in order for office staff to provide either over the counter or prescription medication to a student.
- No medication, prescription or over-the-counter, should be brought to school until parents/guardians have received approval from the school nurse. Once medication is approved, it must be brought to the school by a parent.

Question? Contact our school nurse, Jennifer Dalgleish, dalgleishj@svsd410.org, 425-831-8248



OFFICE

- The main office is open 7:00 am until 3:30pm M-F during the school year. All school business should be conducted during this time. The school telephone number is (425) 831-8225. Messages may be left at this number after office hours

PHOTOS

Occasionally throughout the school year, photos of CKMS students may be used on social media, or school/district websites. Unless the school office receives notification of denial from families, CKMS will assume family's permission for photo usage. Please contact CKMS office staff at 425-831-8225 if you would like to receive the opt-out form for your student's file

PHYSICAL EDUCATION DRESS

- Physical Education Dress Requirements
- Students will be required to wear an athletic t-shirt, shorts or pants and an athletic pair of shoes
- No sandals, crocs, or boots
- P.E. clothes should be different than school clothes
- Students **must supply their own** locks for P.E locker

STUDENT COUNCIL (ASB)

- The student council is involved in many activities such as helping plan the school fundraisers, operating the student store and sponsoring school time socials, night events, school spirit days, assemblies and helping with celebration activities
- Elections are held for the board positions for the 7th & 8th grades in the spring and for the 6th grade in the fall. Application procedures will be given at the beginning of election time
- In order to run for office, students are expected not to have F grades and must display appropriate behavior

WITHDRAWAL FROM SCHOOL

- The office must process a withdrawal from school.

The student must:

- Provide a written or verbal notice of withdrawal from parent/guardian at least two days prior to leaving
- Complete a "Withdrawal Form" and return it to the office at the end of their last day at CKMS
- Return all textbooks, library books, equipment, uniforms, and computer
- Empty PE and regular lockers
- NOTE: Most Washington schools will not allow a student to register unless a withdrawal from the previous school is obtained

EXTRA-CURRICULAR PROGRAMS MAY INCLUDE THE FOLLOWING:



Chief Kanim Middle School offers a wide variety of sports for our students. We have a no cut policy. We strive to build strong fundamentals, teamwork, and enjoyment of the sport. All students are invited to join the team/activity at the beginning of each season. Please note that some extracurricular events are grade specific. Completion of the athletic clearance process is required to meet the eligibility standards.

EARLY SEPT - OCT

- **Boys** Soccer 7th and 8th grade-Varsity and JV
- **Girls** Volleyball 7th and 8th grade-Varsity and JV
- **Co-ed** Cross Country-all grades

MID JAN - MARCH

- **Boys** Basketball 7th and 8th grade-Varsity and JV
- **Girls** Soccer 6th, 7th and 8th grade-Varsity, JV and 6th

EARLY NOV- MID JAN.

- **Girls** Basketball 7th and 8th grade-Varsity and JV
- **Co-ed** Wrestling 6th, 7th and 8th grade-Varsity and JV

EARLY APRIL - EARLY JUNE

- **Co-ed** Track - all grades
- Drama- all grades

ACTIVITY BUS

Departure Time: 4:40 PM

Drop off locations: Monday through Thursday and arrives at Cascade View Elementary around 4:57 p.m. and Timber Ridge Elementary at 5:01 p.m.

CLUBS

(Determined by student interest and resources available)

Current Clubs: Art , Battle of the Books, Crochet, Drama, Dungeons & Dragons, Pride, Robotics, Running and Science clubs

All students are invited to join the team/activity at the beginning of each season. Please note that some extra- curricular events are grade specific. Completion of the athletic clearance process is required to meet the eligibility standards.

Clearance Process Required:

To be eligible for participation in CKMS extra-curricular activities, a student must meet the following requirements:

- Have an annual ASB Membership (\$25)- required for participation in sports/clubs
- Complete participation and parental approval/release of liability card/emergency information form
- Pay required "pay to participate" fee (Sports \$100/ Art club \$35/other clubs)
- Physical exam/clearance card signed by physician (athletes only)
- Number of practices required per sport in accordance with WIAA and league requirements (athletics only)

Note: Managers need to meet all eligibility requirements with exception of the Physical Form.

Athletic eligibility

- During a season, grades are reviewed weekly. Any player with one (1) or more failing class will be placed on probation by administration. Administration will submit a list to coaches and involved teacher (s) of probation players and the classes they are failing. Players may be allowed to practice, but student may not be allowed to participate in games/matches until administration confirms the student is passing all classes
- Student athletes are expected to adhere to CKMS behavior expectations. Administration and coaches reserve the right to withhold participation due to behavior infractions
- Consistent attendance at practices is expected. Coaches reserve the right to determine contest time based on student's practice attendance



ANNUAL FEES AND EXPENSES

Annual Fees and Expenses

Some common fees and expenses are listed below. Please keep all your receipts when you pay fees as proof of purchase. Fees are subject to change on a yearly basis.

[Click here for CKMS Fee Sheet](#)

- ASB Membership
- Yearbook
- Drama
- Jazz Band
- Instrument refurbishment fee

ASB membership fees provide for:

- Activity periods
- Socials
- Clubs
- Co-curricular sports
- Equipment
- Awards
- In School Activities
 - Grade level activities
- Assemblies
- Music events
- Co-curricular transportation
- Uniforms
- Other student activities

Waivers and Reductions

Participation fees are waived for students enrolled in Free and Reduced-priced meals and/or the College Bound Scholarship program. Complete the required [Financial Assistance Release Form](#) to give consent and receive financial assistance for extracurricular activities.

Addendum: Chief Middle School reserves the right to amend this handbook (dates, prices and policies) at any time with advance notice if it is deemed necessary.

ELECTRONIC DEVICES

Technology and Electronic Devices: Students are encouraged to keep in mind that expensive, personal electronic devices are at risk for theft. Students who choose to bring such devices to school do so at their own risk. Students should use the school's phone, not their cell phone, for emergency situations.

Technology use in the classroom is at the discretion of the teacher or staff member. Inappropriate use of electronic devices during the school day may result in their confiscation and/or disciplinary action.

Student Passwords

- Student passwords are to be CONFIDENTIAL and not shared with others
- Students are 100% responsible for the content of the Network User Share Account
- Misuse of student passwords will result in disciplinary action

Inappropriate Material

Any use that is considered sexually inappropriate, violent, or that may cause disruption of the network services is absolutely prohibited. This includes, but is not limited to all server management, remote access, "hacking type" applications, and all other software that is not legally licensed to CKMS. Consequences will be applied and may include the student being a locked out of the network account and/or possible criminal charges.

Schoology

Parents can see their student's classes in Schoology- all they have to do is, create an account and Add their Student. From there, parents are able to look at student assignments, grades, feedback, and overdue/missing assignments. They will also see class updates, and can message the teacher. Visit [Schoology for parents](#) for a step by step guide on how to set up.

Schoology Parent Code: Parents can call the office to get their students Schoology parent code by calling the office or emailing Jamie Evans at evansj@svsd410.org



CELL PHONE POLICY

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CKMS

New Cell Phone Policy for Middle Schools

1. Cell Phones and Data-Supported Watches:

- Cell phones are not allowed to be used or visible during school hours, including class time and passing periods
- Data supported watches may be worn but not used during these times
- CKMS students may use their cell phones and/or data-supported watches during lunches, Monday, Wednesday and Friday

2. Earbuds and Headphones:

- Earbuds or headphones may not be used during school hours, as they interfere with the learning environment and may pose safety risks

3. Tech-Free Lunches

- CKMS is piloting Tech-Free Tuesday and Thursday lunches. During these designated Tech-Free lunches, students will not be allowed any electronics during these lunch periods

4. Storage and Emergency Use:

- Students must keep their cell phones turned off and stored in their lockers
- In case of an emergency, students may use the school office or designated phone to make necessary calls
- Use of a cell phone, data-supported watch or earbuds/headphones during class time is strictly prohibited unless specifically allowed by the teacher for educational purposes

5. Responsibility and Communication:

- The school shall not be responsible for the loss, damage, or theft of students' cell phones brought to the school premises
- Families are encouraged to communicate with their children using the school office or official communication channels rather than contacting them directly on their cell phones/watches during school hours
- Students and families are responsible for adhering to this policy and for cooperating with school staff in its enforcement

6. Disciplinary Actions:

- Any violation of the cell phone policy will result in appropriate disciplinary actions (no verbal warnings will be given):
 - Step 1: Confiscated cell phone, data-supported watch or earbuds/headphones will be picked up at the end of the day in the front office by the student
 - Step 2: Confiscated cell phone, data-supported watch or earbuds/headphones will be picked up by the student at the end of the day in the front office & family will be notified
 - Step 3: Confiscated cell phone, data-supported watch or earbuds/headphones will need to be picked up by the parents/guardian only at the end of the day
- Multiple infractions or uncooperative behavior will result in a scheduled meeting with the student, family, and administration. Student discipline may be issued for repeated infractions

This policy aims to create a focused and distraction-free learning environment while promoting responsible cell phone usage among middle school students

Camera and Recording Restrictions & Cyberbullying:

Students are prohibited from using cameras to document, instigate, or support undesirable behaviors, especially fighting. Students who use cameras for those purposes may receive the same disciplinary action as the students engaging in undesirable behaviors, such as fighting. No recordings (video or audio) or images of prohibited activities or inappropriate content may be shown at school. Students are also prohibited from engaging in online harassment of a student, or a group of students.

Violating confidentiality or privacy rights of another individual by taking unauthorized photos or video/audio recordings is subject to consequences ranging from student/parent conference, suspension, and notification to Children's Protective Services (CPS) and police.



EMERGENCY PROCEDURES

In case of a fire:

- Proceed immediately, silently and calmly to the assigned location and get in alphabetical order
- Remain silent in assigned lines and follow teachers' directions while attendance is taken

In the event of a lock-down:

- Listen and follow all directions from the teacher/staff member
- Move to the nearest classroom if you are in the hall/commons/library/bathroom
- Remain calm and silent for the duration of the drill/event

In the event of an earthquake:

- Drop under the cover of the classroom furniture
- Listen for directions from the office or staff member
- Move away from the building, trees and other structures if outside

Re-Uniting Procedure:

Should any type of emergency require us to evacuate the building for an extended period of time, the administration and staff will use the following steps to reunite parents/guardians with their child:

- At the beginning of the school year, all families will be asked to update their information through the RSVP process in Family Access
- A "Reception/Reunion Area" will be established on or near the campus
- The bus turn-around entrance will be closed to all vehicles, except emergency vehicles
- will be directed to the Reception/Reunion Area
- Families and/or emergency contacts will be required to show identification and complete a "Student Release Form"
- A runner will locate the student and escort the child to the Reception/Reunion Area
- Staff at the Reception/Reunion Area will re-verify identification of the families and/or emergency contacts before releasing the student

STANDARDS OF STUDENT & STAFF SAFETY AND SECURITY



CONDUCT: CIVILITY POLICY, SVSD #4011

The Snoqualmie Valley School District Board of Directors encourages administrators, faculty, staff, students, volunteers, parents, and other community members to participate in maintaining a clear expectation of civil conduct and problem-solving throughout the school district. The Board does not condone uncivil conduct on school grounds, at school-sponsored activities, or online, whether by staff, students, parents, volunteers, or other District visitors.

The basic purpose of this policy is three-fold:

- 1) To promote a work and learning environment that is safe, productive and nurturing for all staff and students, and to encourage the free flow of ideas without fear or intimidation;
- 2) To provide our students with appropriate models for respectful problem-solving; and,
- 3) To reduce the potential triggers for violent conduct, such as fear, anger, frustration and alienation—especially by making problem-solving procedures and alternatives to violence readily accessible to both youth and adults who need them.

The Snoqualmie Valley School District's civility policy can be found on the district website at <http://svsd410.org/districtinfo/>

DRUGS, ALCOHOL AND TOBACCO

Substance use harms individual student's health, & the health of our learning environment. Including:

- Possession of drug paraphernalia on or adjacent to school grounds, school buses or stops, and at school-sponsored events or activities. The sale or purchase of drugs/alcohol/tobacco Discipline for drug/alcohol offenses may include suspension/expulsion, referral for a substance use assessment with a Chemical Dependency Counselor resulting in intervention recommendations, & or referral to law enforcement
- Use of tobacco by minors is unhealthy and illegal. Possession or use of tobacco products or paraphernalia by students is prohibited on or adjacent to school grounds, school buses or stops and at school-sponsored events or activities. Students using or in the possession of tobacco products &/or paraphernalia will be assigned school consequences that may include suspension, referral for an educational intervention, or referral for a substance use assessment (multiple offenses). Law enforcement may be notified

EXTORTION, COERCION, AND BLACKMAIL

Obtaining money, property, or protection by violence or threats, or forcing someone to do something against his/her will using force, threats, or intimidation will result in school consequences.

FORGERY

The forging of any signature on any letter to the school or on any school document will result in school consequences.

HARASSMENT, INTIMIDATION, AND BULLYING (HIB)

Schools are meant to be safe and inclusive environments where all students are protected from Harassment, Intimidation, and Bullying (HIB), including in the classroom, on the school bus, in school sports, and during other school activities. This section defines HIB, explains what to do when you see or experience it, and our school's process for responding to it.

What is HIB?

HIB is any intentional electronic, written, verbal, or physical act of a student that:

- Physically harms another student or damages their property;
- Has the effect of greatly interfering with another student's education; or,
- Is so severe, persistent, or significant that it creates an intimidating or threatening education environment for other students

HIB generally involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated. HIB is not allowed, by law, in our schools.

How can I make a report or complaint about HIB?

Talk to any school staff member (consider starting with whoever you are most comfortable with!). You may use our district's reporting form to share concerns about HIB ([Incident Reporting Form](#)) but reports about HIB can be made in writing or verbally. Your report can be made anonymously, if you are uncomfortable revealing your identity, or confidentially if you prefer it not to be shared with other students involved with the report. No disciplinary action will be taken against another student based **solely** on an anonymous or confidential report.

If a staff member is notified of, observes, overhears, or otherwise witnesses HIB, they must take prompt and appropriate action to stop the HIB behavior and to prevent it from happening again. Our district also has a HIB Compliance Officer [Kelsey Carr](#) who supports prevention and response to HIB.



Harassment, Intimidation, and Bullying (HIB) con't

What happens after I make a report about HIB?

If you report HIB, school staff must attempt to resolve the concerns. If the concerns are resolved, then no further action may be necessary. However, if you feel that you or someone you know is the victim of unresolved, severe, or persistent HIB that requires further investigation and action, then you should request an official HIB investigation.

Also, the school must take actions to ensure that those who report HIB don't experience retaliation.

What is the investigation process?

When you report a complaint, the HIB Compliance Officer or staff member leading the investigation must notify the families of the students involved with the complaint and must make sure a prompt and thorough investigation takes place. The investigation must be completed within 5 school days unless you agree on a different timeline. If your complaint involves circumstances that require a longer investigation, the district will notify you with the anticipated date for their response.

When the investigation is complete, the HIB Compliance Officer or the staff member leading the investigation must provide you with the outcomes of the investigation within 2 school days. This response should include:

- A summary of the results of the investigation
- A determination of whether the HIB is substantiated
- Any corrective measures or remedies needed
- Clear information about how you can appeal the decision

What are the next steps if I disagree with the outcome?

For the student designated as the “targeted student” in a complaint:

If you do not agree with the school district's decision, you may appeal the decision and include any additional information regarding the complaint to the superintendent, or the person assigned to lead the appeal, and then to the school board.

For the student designated as the “aggressor” in a complaint:

A student found to be an “aggressor” in a HIB complaint may not appeal the decision of a HIB investigation. They can, however, appeal corrective actions that result from the findings of the HIB investigation.

For more information about the HIB complaint process, including important timelines, please see HIB [Policy 3207](#) and [Procedure 3207P](#).

Nondiscrimination Statement:

Snoqualmie Valley School District complies with all applicable federal and state statutes and regulations and does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, including gender expression or identity, disability, or the use of a trained dog guide or service animal, and provides equal access to the Boy Scouts and other designated youth groups. This holds true for all district employment and student opportunities. The Snoqualmie Valley School District will also take steps to assure that national origin persons who lack English language skills can participate in all educational programs, services and activities.

Nondiscrimination Policy - Nondiscrimination Procedure

Inquiries regarding compliance and/or grievance procedures may be directed to the school district's compliance coordinators:

ADA/Civil Rights Coordinator:

Ryan Vidos
Associate Director of Behavior Health
P.O. Box 400
Snoqualmie, WA 98065

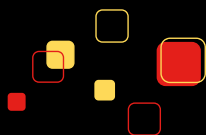
Section 504 Coordinator:

Salina Fassler
Associate Director of MTSS and Assessment
P.O. Box 400
Snoqualmie, WA 98065

Title IX/RCW 28A.640/HIB Coordinator:

Kelsey Carr
Associate Director of Compliance and Categorical
P.O. Box 400
Snoqualmie, WA 98065





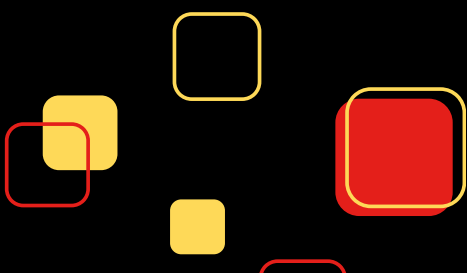
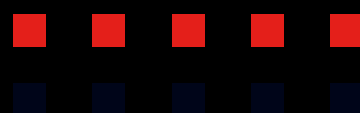
Sexual Harassment Policy and Procedure:

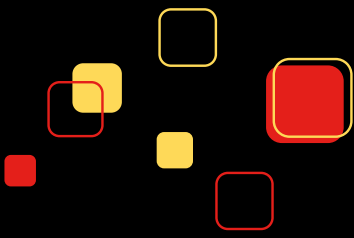
The Snoqualmie Valley School District is committed to a positive and productive education free from discrimination, including sexual harassment. This commitment extends to all students and staff involved in academic, educational, extracurricular, athletic, and other programs or activities of the school, whether that program or activity is in a school facility, on school transportation or at a class or school training held elsewhere.

SVSD policy 3205 prohibits sexual harassment of students by other students, employees, or third parties involved in school district activities. The grievance/prescriptive complaint process is outlined in 3205P. For staff SVSD policy 5011 prohibits sexual harassment and 5011P outlines the grievance/prescriptive complaint process.

Gender Inclusive Policy and Procedures:

In compliance with RCW 28a.642.080 the SVSD is committed to fostering an educational environment that is safe and free of discrimination for all students, regardless of gender expression, gender identity, or sex. To that end, the district recognizes the importance of an inclusive approach toward transgender and gender-expansive students with regard to key terms, communication and the use of names and pronouns, student records, confidential health and education information, communication, restroom and locker room use and accessibility, sports and physical education, dress codes, and other school activities, in order to provide these students with an equal opportunity for learning and achievement. This policy is a component of the district's responsibility to create and maintain a safe, civil, respectful and inclusive learning community and will be implemented in conjunction with comprehensive training of staff and volunteers. See policy (3211) and procedure (3211P)





Washington State Governor’s Office of the Education Ombuds (OEO)

The Washington State Governor’s Office of the Education Ombuds works with families, communities, and schools to address problems together so every student can fully participate and thrive in Washington’s K-12 public schools. OEO provides informal conflict resolution tools, coaching, facilitation, and training about family, community engagement, and systems advocacy.

- Website: www.oeo.wa.gov
- Email: oeoinfo@gov.wa.gov
- Phone: 1-866-297-2597

STANDARDS OF STUDENT & STAFF SAFETY AND SECURITY

The Board of Education has set forth rules and expectations addressing student, staff safety and security and the consequences for violation of these standards. Violations of the Standards of Student & Staff Safety, Security will warrant disciplinary consequences.

SECURITY CAMERAS

The Snoqualmie Valley School District supports the use of video cameras throughout the school district to preserve district assets, enhance school safety and security for students and staff, and allow visitors access to district buildings. Security cameras are installed in public areas throughout district buildings, grounds and school buses. This supports the District’s goals to foster a safe and secure teaching and learning environment, to ensure public safety for community members who visit or use school property, and to diminish the potential for personal or district loss or destruction of property. (Policy 6608)

THEFT

Students involved in theft or in possession of stolen property will be subject to school consequences. The student will replace or pay for the stolen items. Finding a lost item and keeping it constitutes theft. Legal authorities may be contacted.

VANDALISM

The school defines vandalism as the willful destruction or defacement of school district property and/or staff property. Any student or students found vandalizing will be assigned school consequences and will pay for the damage or loss. (RCW 28A.635.060)

WEAPONS AND DANGEROUS INSTRUMENTS

Firearms/weapons are not allowed in school, at school sponsored activities, on school grounds, facilities, or school provided transportation. Any student found using, possessing, or carrying any weapon or object that could reasonably be considered a weapon, violates Washington state law. This will result in an immediate expulsion for no less than one calendar year, including notification of parents and law enforcement. The expulsion may be modified by the school district on a case by case basis. (RCW 9.41.250 & RCW 9.41.270).

Comprehensive School Counseling Program

CKMS School Counselors

Amy Benolkin (Supports students with the last names A-L) benolkina@svsd410.org

Jenn Hemker (Supports students with the last names M-Z) hemkerj@svsd410.org

SVSD Middle School Counseling Program Vision Statement

As adults, our students will feel prepared, resilient, connected to their community, and have an optimistic outlook for their future.

SVSD Middle School Counseling Program Mission Statement

The Middle School Counseling Program in Snoqualmie Valley School District empowers all students to discover their potential by addressing their individual needs through a comprehensive school counseling program. Counselors foster students' efficacy to become independent, critical thinkers through their participation in data-driven programming to develop academic achievement, career exploration and social/emotional growth. Identifying and addressing barriers, school counselors seek to inspire students to become responsible, productive citizens, and lifelong learners that advocate and promote a safe, respectful, and equitable environment.

Counselors support students' academic, career and social/emotional development and help students form positive goals, mindsets and behaviors. Counselors offer brief counseling and guidance services to all students at Chief Kanim Middle School. The counselors work with students through individual, group and whole class/school programs. Students are encouraged to schedule appointments. Appointments during class are subject to the discretion of the teacher and counselor.

Services provided by school counselors include:

- Student Schedule building ([CKMS Schedule change request form](#)- only complete if you meet the requirements stated on the form)
- Individual counseling (short-term)
- Group counseling
- Crisis intervention
- Career exploration
- Classroom lessons (on topics where need is demonstrated)
- Workshops and presentations related to student success skills
- Connecting students & families with outside resources

School Counselors in SVSD manage 504 plans for students. If your student has a 504 plan, the School Counselor assigned to support your student will connect with you to review your student's plan. If you have questions about the 504 process contact your student's school counselor.



CKMS Student Handbook Signature Page 2024-2025

Students will review the handbook during Advisory in the first week(s) of school.

Student First and Last Name _____

Advisory Teacher's Name _____

I acknowledge that I have read and understand the 2024-2025 Chief Kanim Student Handbook. I am aware of the policies, procedures and expectations of Chief Kanim Middle School and Snoqualmie Valley School District contained in this handbook and agree to abide by all the rules and regulations contained therein.

Student Signature _____

Date _____

CKMS Vision Statement: Inspiring academic and social growth through collaboration, exploration and innovation to prepare students for life

CKMS Mission Statement: Empowered Students-Safe Schools-Engaged Families

