

2025 – 2026

STUDENT HANDBOOK



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Welcome to Shuksan Middle School!

Message from the Principal

At Shuksan Middle School we are committed to creating an environment where every student feels valued, respected, and empowered to achieve their best. This handbook is designed to help students, families, and staff understand the expectations and resources available to support student success.

Bellingham Public Schools Mission

Our Mission

We collectively commit that our students are cared for and respected, and that they will graduate from our schools prepared for success. All students will be exceptional in their own way, with strong character, a passion for learning, and ready for the widest range of educational and vocational options to support a diversity of life choices. [See Board Policy E-1 »](#) See our [District Website](#) to learn more about the Bellingham Public School's Mission and The Bellingham Promise.

Directory

Administrative Contact Information

Dr. Craig Baldwin, Principal
Rachel Grogan, Assistant Principal
Carrera Casper, Dean
Cindy Schuitema, Administrator Assistant
Marci Farrington, Attendance
Danielle Elder, Registrar
Keenan Schoen, Counselor (A – L)
Coco Besson, Counselor (M – Z)
Jami Pitman, Family Liaison

Commonly Asked Questions

How early can my student arrive at school?

Students may arrive as early as 8:15 a.m. Breakfast is served in the cafeteria starting at 8:45 a.m. At 9:00 a.m. students may go to their classrooms, grade-level common areas, or the cafeteria. Students who arrive before 9:00 a.m. must remain in the cafeteria, as other areas are not supervised until that time.

What are the school hours?

Our school day runs from 9:15 a.m. to 3:45 p.m. Students should be in their seats and ready to begin class by 9:15 a.m. On early dismissal days, school ends at 1:15 p.m. Our Front Office and Attendance are open from 8:45 a.m. – 4:15 p.m.

How does the A/B Day Schedule work?

The school year begins with an A Day, and then alternates between A and B Days throughout the year. Students attend the same core classes daily, while their electives alternate—for example, a student may have PE on A Days and an elective on B Days, or the reverse. You can find the full A/B Day calendar on the [district website](#).

What is the Bell Schedule?

6th Grade		7th Grade		8th Grade	
9:15 - 10:12	Period 1	9:15 - 10:25	Period 1	9:15 - 10:10	Period 1 Enrich/ HR
10:15-10:30 Break		10:25-11:25	Period 2	10:10-11:00	Period 2 Enrich/ HR
10:35-11:35	Period 2	11:25-11:55	LUNCH	11:00-12:00	Period 3
11:35-12:35	Period 3	11:55- 12:45	Period 3 Enrich/ HR	12:00 - 12:30	LUNCH
12:35-1:05	LUNCH	12:45 - 1:35	Period 4 Enrich/ HR	12:30-1:35	Period 4
1:05-2:05	Period 4	1:35-2:40	Period 5	1:35-2:40	Period 5
2:05-2:55	Period 5 Enrich/ HR	2:40-3:45	Period 6	2:40-3:45	Period 6
2:55-3:45	Period 6 Enrich/ HR				

Does my student need school supplies?

Shuksan provides all necessary learning materials, just like textbooks. Students are welcome—but not required—to bring a backpack.

How do I contact my student during the school day?

To reach your student during school hours, please call the front office and we'll pass along your message. Students may also use a classroom or office phone with permission.

Where can I park?

Visitor parking is available in the lot at the front entrance. Please do not park directly in front of the building or behind the school—these areas are reserved for bus drop-off and pick-up.

How can I drop off items for my students?

Items may be dropped off at the front office. Food items may be dropped off at the main office and will be delivered to students during lunch or after school. Please note, students are not permitted to order food for delivery to the school.

Academic Expectations

Grades

Your grades are influenced by your attendance, behavior, and effort. Meeting standards and doing your best are honored at Shuksan Middle School. You control your effort in classes, and we are here to help you succeed. Talk to your teachers about your progress and ask for help when needed. Your progress will be posted on the Family Access area of Skyward. Our front office can support you with questions on how to access and navigate Family Access.

Academic Honesty

Middle school matters! Our goal is to build your skills so that you can complete all graduation requirements in high school. We want you to have quality choices when you graduate. We can only achieve this if you work hard on your coursework. Each assignment helps us know what we need to do next to prepare you for high school. Complete your assignments independently and cite your sources. Plagiarism or claiming someone else's work to be your own is wrong and may result in completing an alternative assignment and/or disciplinary action.

Conferences

We will invite you and your family to discuss your academics, attendance, or behavior throughout the year. Families can request a conference anytime. Your attendance, behavior, and effort are key strategies for academic success.

Student Expectations

Before School Expectations

Supervision begins at 9:00 a.m. At that time, students may go to their classrooms, grade-level common areas, or the cafeteria. Students who arrive before 9:00 a.m. must remain in the cafeteria, as other areas are not supervised until that time.

Bicycles, Skateboards, and Personal Items

Bicycles should be locked in bike racks, and skateboards should be stored in the main office. Sports equipment should also be stored in the main office. In addition, each student has a P.E. locker where they can store personal items. Please label your items. Shuksan Middle School is not responsible for lost or stolen items.

Fragrances

Please keep fragrance bottles or sprays at home as they can cause severe allergic reactions for members of our community. We appreciate the support to keep our school a safe environment for all.

Technology Use

Students may use personal electronic devices—such as cell phones and earbuds—before 9:15 a.m. and after 3:45 p.m. During the school day, all devices must be powered off and kept out of sight. Bluetooth speakers are not allowed at school or on buses. If you need to reach your student during school hours, please call or email the front office. Students may use a classroom or office phone with staff permission.

Each student is issued a laptop for academic use. Students are expected to follow the guidelines outlined in the Responsible Use Policy (RUP), which can be found in Skyward. For more information about Bellingham Public Schools' technology procedures, please visit:

<https://bellingshamschools.org/procedures/2022-procedure/>

To support a focused learning environment, we follow this progression for misuse of electronic devices:

1st Offense: Verbal warning; device is held in the office until the end of the day.

2nd Offense: Parent/guardian is notified by phone.

3rd Offense: Parent/guardian must pick up the device in person and a support plan will be created in partnership between school and family for responsible device use.

Dress Code

One of the outcomes of The Bellingham Promise is to develop students who are respectful and compassionate humans. We want students to respect themselves and others. While we encourage individuality, the district's [dress code](#) aims to foster a positive and healthy environment. Students should dress casually and comfortably for school while wearing clothing that is well-suited for a school environment. Clothing, drawings, tattoos, and accessories that display or promote negative messages are not permitted. These could include drug, gang, weapon, alcohol or tobacco-related information, obscenities, put-downs, stereotypes, sexual innuendo, offensive words, or graphics. A violation of the dress code will require a change of clothing. Special circumstances will be considered on a case-by-case basis.

After School Opportunities & Expectations

Students should head to their after-school activities immediately after the 3:45 p.m. bell. Students are expected to be at their after-school activity within five minutes of school ending. School rules apply to after-school activities and transportation. If your student needs to ride a different bus please communicate well before the end of the school day so that we can notify your student and provide them with the required "pink slip" from the office. If you are absent from school on the day of an activity, you cannot attend or participate in that activity.

Attendance

Attendance Policy

Success begins by showing up every day on time. If you are absent, your parent/guardian must call the attendance line at 360-647-6878 within 48 hours or email sms.attendance@bellingshamschools.org, or the absence will remain unexcused.

Tardy Policy

School begins at 9:15 AM. If you arrive late, report to the attendance window for an admit slip. Consistently tardy students will have a family conference to create a support plan.

Student Support

Incident Reporting

Shuksan Middle School is a safe place for teachers to teach and students to learn. If you see something that makes you feel afraid for yourself or someone else, report it to a staff member. In addition, an incident report can be filled out in the front office or with a staff member. Shuksan Middle School admin staff review all reports and will take necessary action.

Health Issues

We want you to be at school every day, but if you feel sick, come to the front office with a pass. Medication must be checked in at the office with the appropriate forms. A student cannot have any medication in their possession at school. This includes both prescription and over-the-counter medication. Any medications must be checked in with the office and include either an Authorization for Administration of Oral Medication at School form or the Self Administration of Oral Medication form.

Counselors

Shuksan Middle School has two school counselors available to support students with both academic and personal concerns. Conversations with counselors are kept confidential in accordance with professional guidelines—unless there is a concern about a student's safety, or the safety of others. Counselors are also available to consult with parents and guardians. Please don't hesitate to reach out if you have any questions or concerns.

Registrar

The Registrar is available to assist with a variety of student-related needs, including registration and withdrawal, accessing or updating student records, managing class schedules, and updating parent or guardian contact information.

Harassment Intimidation and Bullying

Shuksan Middle School is committed to a safe educational environment free from harassment, intimidation, or bullying. "Harassment, intimidation, or bullying" means any intentionally harmful act—written, verbal, or physical—motivated by race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity, mental/physical disability, or other distinguishing characteristics.

It is considered harassment or bullying when the intentional written, verbal, or physical act (including social media) physically harms a student or damages the student's property; or has the effect of substantially interfering with a student's education; or is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or has the effect of substantially disrupting the orderly operation of the school. This includes communication and actions on or off campus, both within and outside of the school day, that disrupt the learning environment (including on Snapchat, Facebook, Instagram, YouTube, and other social media).

Alcohol, Tobacco, and Other Drugs

It is illegal for persons under the age of 18 to possess, use, sell/distribute, or be under the influence of alcohol, tobacco (including vaping), or other drugs. If a student is found to be in possession of or under the influence of any illegal substance or paraphernalia associated with drug use, the student will be referred to the school prevention/intervention specialist for evaluation. Further action may be required and may result in, but not limited to, suspension.

Weapons & Other Prohibited Items

Weapons, including pocketknives and toy weapons, are not allowed on school grounds. Other prohibited items include laser pointers, shock pens, fidget spinners, bike/skateboard tools, and other non-academic items.

Visitors

It is important for all of us to be known. We keep ourselves safe by recognizing who belongs in our school community. All visitors must sign in at the front office and wear a visitor sticker. Report any visitor without a sticker to a staff member. Visitors to class or lunchtime are not allowed without prior knowledge and arrangement of a parent, teacher, and Shuksan Middle School administration. Only adults listed on the contact information sheet can check students out of school.

Family Involvement

Volunteering

Families are encouraged to get involved in middle school in a variety of ways. All volunteers need to register online, at least one week prior, applications are available online at <https://bellingshamschoolsvolunteers.hrmplus.net/Home.aspx>. Once approved, volunteer status is valid for two academic years. Parents wishing to drive to a field trip will need to complete a Driver Authorization Form and provide proof of insurance and a copy of driver's license.

Athletics & Activities

Middle School Sports

Middle school sports are divided into four seasons: **fall, pre-winter, winter, and spring**. Students compete against other Bellingham middle schools. To participate in any sport, the following must be completed **by the signup deadline** for each season:

- **Online Registration:** Families will receive an email from **FinalForms** with instructions to complete and sign the required athletic forms for their student.
- **Sports Physical:** A current sports physical is required before a student can participate in any middle school athletic activity. The physical must be completed by a licensed medical professional and is valid for **12 months**. Physical forms are available at: bellingshamschools.org/middle-school-athletics (see *Sports Physicals*).

Fall Sports: <ul style="list-style-type: none">• Co-ed Track & Field (6th–8th Grade)• Boys Soccer (6th–8th Grade)• Girls Soccer (6th–8th Grade)• Co-ed Unified Bowling (6th–8th Grade)	Pre-Winter Sports: <ul style="list-style-type: none">• Co-ed Dance & Tumbling (6th–8th Grade)• Boys Basketball (7th & 8th Grade)• Co-ed Unified Basketball (6th–8th Grade)
Winter Sports: <ul style="list-style-type: none">• Girls Volleyball (7th & 8th Grade)• Co-ed Wrestling (6th–8th Grade)	Spring Sports: <ul style="list-style-type: none">• Girls Basketball (6th–8th Grade)• Co-ed Football (7th & 8th Grade)• Co-ed Cross Country (6th–8th Grade)

Practices & Games

Practices for each middle school sport will be held on a Mon., Tues., Wed., Thurs., & Fri. schedule and will run from 4:00–5:30 p.m. Practices will not be held on early release days and non-student days. Coaches will hand out game schedules for each sport during the first week of practice. Each sport has one game each week. Activity buses will transport students to and from games. You may also check the district's Middle School Activities & Athletics site for the most up-to-date information. For safety and supervision, a parent or guardian must be present with students in the fan section at games.

Transportation

Families are expected to provide transportation for practice days, please arrive before 5:30 to pick students up. On game days activity buses will transport students to and from games.

Equipment

Students are responsible for providing their own tennis shoes and athletic wear, game uniforms are provided by the school. If your child is in need of shoes/clothing, please reach out to our counseling department or the Family Resource Center.

Clubs

Club and activity offerings vary each year based on student interest. For the most up-to-date list of current clubs and activities, please visit the [Shuksan Middle School website](#).

Transportation

After school, students should either get on their bus, walk home, ride their bike, skateboard, or scooter, or head directly to their after-school clubs or sports practices. This ensures a smooth and safe transition from the school day to after-school activities.

Bus Routes

We use [Infofinder](#) for bus route information. Once in [Infofinder](#) you can type in your address and click search to locate your bus stop (and snow routes.) [Visit our Frequently Asked Questions.](#)

If your student needs to ride a different bus or get off at a different bus stop, please send a note to the front office. The note must include both the bus number and the stop number. Bus notes must be submitted to the front office before 12:30 p.m. on the day of the request. Once approved, the front office will give your student a pink permission slip to present when boarding or exiting the bus.

Bus Safety

Note that balloons, large musical instruments, skateboards, etc. cannot be carried on the bus.

School Food Program

Cafeteria Procedures

Students will get their lunch and type in their Student ID number at the lunch counter. Account numbers will be the same as the number they had in 5th grade and will also be printed on their class schedule. Please visit [Menu and Food Services](#) for lunch menus, special dietary restrictions, and more information.

Cost

Breakfast and lunch are provided to all students at no cost. If a student would like to purchase a second serving of breakfast or lunch, families may deposit money into their online account via our [Food Services Online Payments](#) system.

Student and Family Services

Family Resource Centers

Our Family Resource Centers (FRCs) are here to support the well-being and success of every student by connecting families with essential resources and services. Whether you need help with winter clothing, rent assistance, or access to academic, behavioral, or medical support, our centers are safe, welcoming spaces ready to help. All families are welcome. We're here to support the whole child by connecting you to the services you need.

Services include:

- Food and clothing
- Rent and utility assistance
- Academic and behavioral support
- Medical and mental health referrals
- Financial and legal resources

Locations:

- **Shuksan Middle School** | 360-676-6456
- **Carl Cozier Elementary** | 360-676-5085

Hours: 9:00 AM – 4:00 PM

Learn more at: bellingshamschools.org/family-support-services