



# Chinook Middle School

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*“The function of education is to teach one to think intensively and to think critically. Intelligence plus character – that is the goal of true education.”*

*– Dr. Martin Luther King, Jr.*

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**Student Handbook 2021-22**

# Chinook Middle School

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- School Name: inspired by Chinook salmon and the Chinookan peoples
  - School Mascot: Kodiaks/Kodiak Bear
  - School Colors: Royal Blue and Yellow
  - Current Chinook students were born in 51 different countries.
  - Chinook core values: ROCKS: Respect, Ownership, Community, Kindness, and Scholarship.
  - New school building was completed in Fall 2016.
  - Original school building was built in 1961.
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# Student Handbook 2021-22

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*Chinook staff, students, and families will partner to appropriately challenge and support every student – academically and socially – in preparation for high school, and beyond; students and staff will create safe, collaborative classroom environments where students feel comfortable pursuing their interests and taking academic risks.*

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**Chinook Middle School**  
**2001 98th Ave NE**  
**Bellevue, WA 98004**

## School Phone Numbers

Main Office 425.456.6300  
Registrar 425.456.6313 or [CMSRegistrar@bsd405.org](mailto:CMSRegistrar@bsd405.org)  
Clinic/Nurse 425.456.6308  
Attendance 425.456.6317 or [ChinookAttendance@bsd405.org](mailto:ChinookAttendance@bsd405.org)  
Main Office Fax 425.456.6304

## Chinook Administration & Counselors

Kathy Myers	Principal	<a href="mailto:myersk@bsd405.org">myersk@bsd405.org</a>
Jason Clark	Assistant Principal	<a href="mailto:clarkj@bsd405.org">clarkj@bsd405.org</a>
Pachomius Schmidt	Assistant Principal	<a href="mailto:schmidtp@bsd405.org">schmidtp@bsd405.org</a>
Anne Marie Jones	Counselor for A-G	<a href="mailto:ionesa@bsd405.org">ionesa@bsd405.org</a>
Molly Mazur	Counselor for H-O	<a href="mailto:mazurm@bsd405.org">mazurm@bsd405.org</a>
Jamie Johnson	Counselor for P-Z	<a href="mailto:johnsonj@bsd405.org">johnsonj@bsd405.org</a>

## Websites

Bellevue School District	<a href="http://www.bsd405.org">www.bsd405.org</a>
Chinook Middle School	<a href="http://bsd405.org/chinook">bsd405.org/chinook</a>
Chinook PTSA	<a href="http://chinookptsa.org">chinookptsa.org</a>
Synergy Grade and Attendance Viewer	<a href="http://StudentVUE.edupoint.com">StudentVUE (edupoint.com)</a>
Student Portal	<a href="http://StudentPortal.sharepoint.com">Student Portal (sharepoint.com)</a>
<b>OneStop</b> BSD Information	<a href="http://OneStop-BellevueSchoolDistrict.bsd405.org">OneStop – Bellevue School District (bsd405.org)</a>

## Emergency School Closures

In unplanned cases when the school must be closed due to weather conditions or for other reasons, announcements will be made on local radio and television stations. Students and/or parents or guardians should refrain from calling the school in these cases. All students should log onto their BSD computer to attend classes virtually on these days. For up to date information, 24 hours a day, call the School News Line at (425) 456-4111 or check one of the following websites: [www.bsd405.org](http://www.bsd405.org) or [SchoolReport.org](http://SchoolReport.org)

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## Grade Reports – ParentVUE and StudentVUE

**Report cards** are issued four times during the school year. Report cards are posted to and may be printed directly from ParentVUE/StudentVUE [ParentVUE \(edupoint.com\)](http://ParentVUE.edupoint.com) Report cards are mailed home by request approximately one week after the last day of each quarter.

**Interim Progress Reports** are issued twice each year at mid second and fourth quarter for students who are struggling academically. Progress reports are mailed home.

**Synergy Family Portal:** Families will have access to a portal page to see student information, including teachers' grade books and attendance. This system is intended to serve as a communication tool between the school, student, and parent, not to check a student's progress on a daily basis. Families will also be able to access district forms. [ParentVUE \(edupoint.com\)](http://ParentVUE.edupoint.com)

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## Communication

### School to Home Communication

Chinook administration will communicate to students and families through a variety of methods including TalkingPoints, Synergy Email, Outlook Email and Messenger. We also encourage you to sign up for the PTSA weekly email newsletter at [Chinook PTSA](http://ChinookPTSA.org). In addition, most questions can be answered by going to OneStop on the BSD website. <https://bsd405.org/help/onestop/>

### Communicating with your Student

Please remember that students are expected to have cell phones off and away during the school day, with the exception of lunch time. To communicate with your student, please use one of the following options:

- Memorize your students lunch time and communicate with them via cell phone then.
- In the case of an emergency need to contact your student, please contact the school or attendance office.
- During the day, students may request to contact their parent if the need arises.

### Early Release

If you need to pick up your student during the school day, please communicate ahead of time with the attendance office, either by phone, e-mail or by sending a note with your student. This way we can have an early release pass sent to your student ahead of time, and they can be ready when you get here to pick them up. Early Release is not available in the last 15 minutes of the school day. Only persons listed as either Guardians or Emergency Contacts will be allowed to pick up a student for Early Release. These individuals must show valid ID when picking up a student.

### Delivery of Personal Items to School

Dropped off items will be placed on the **Student Pick-up Counter** for students to retrieve during passing periods or after school. These items will **not** be delivered to students in classrooms (except for prescription glasses and BSD issued laptops). Delivery of restaurant food at lunch time is strongly discouraged. Balloons, flowers, cakes, and gifts **will not** be available to students during the school day. These items create distractions to the learning environment and will be held in the main office until the end of the school day. Students may use the office phones to check in with parents if they do not have a cellphone.

## Delivering Notes to Students

In an effort to minimize the amount of disruptions to the classroom learning environment, notes or other correspondence to students from parents will **not** be delivered during the school day except in cases of emergency. Emergencies do **not** include reminders to stay for tutorial or activities, reminders for appointments, reminders to bring instruments home, or arrangements for rides. Please communicate this information to your child before they come to school. Students may use the office phones to check in with parents if they do not have a cellphone.

## Closed Campus and Student Visitors

Chinook is a closed campus. This means that once students arrive, they must remain on campus until they leave at the end of the school day. This also means that our campus is closed to all non-Chinook students while school activities and classes are in session – from 6:45 a.m. to 4:15 p.m. Due to our large student population and potential distraction to the learning environment, we are unable to accommodate student guests (i.e. family friends or relatives).

- All visitors including parents must **sign in** at the Main Office immediately upon arriving on campus. We welcome prearranged visits by outside individuals for educational purposes.
- Parents who wish to visit teachers should first make **appointments** with the teachers and sign in at the office before proceeding to the classroom.
- ***For security and safety reasons, should anyone notice an unidentified or unknown person on our campus, please contact a staff member immediately***

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## Attendance

If it is necessary for a student to be absent, the parent or guardian should immediately call the Chinook **Attendance Specialist, at 425-456-6317**. Parents or guardians may also email regarding a student absence. Please direct email correspondence regarding absences to Attendance at [ChinookAttendance@bsd405.org](mailto:ChinookAttendance@bsd405.org)

A written excuse or phone call must be received within two days of an absence. Written communication must include student first and last name, date, reason for absence, and signature of parent/guardian. **Student absences will be considered unexcused unless an excuse note or communication via phone or email is received within two days of the absence.**

If a student is absent for two or more days due to illness, a doctor's note may be required. Please note that school administrators make the final determination of whether or not an absence is excused. Decisions such as these will be based on the nature of the absence and the student's attendance and academic status.

- **Excused Absences:** To be considered excused, an absence must fit into one of the following categories: Illness or medical emergency, family emergency, established special days on a religious calendar, pre-arranged medical or dental appointment, or pre-arranged school sponsored activity (i.e. fieldtrip). Students with excused absences are responsible for talking with their teacher about and completing any missed work or tests. Students who are seriously ill should not come to school. As a Bellevue School District guideline, students with fevers over 100 degrees, diarrhea, or vomiting should remain at home.
- **Unexcused Absences:** An absence is considered as unexcused if it fits into any of the following categories: Oversleeping, missing the bus, not having a ride to school, tardiness, taking care of siblings, etc. Class work and tests missed due to an unexcused absence may not be made up.
- **Late Arrivals to School:** Students must check in at the Attendance Office upon arriving to school if they are more than 5 minutes late, or if they have a written excuse from parents. In order to be considered an excused late arrival, the reason must fit into the excused categories listed above.

A written excuse, a phone call, or an email from the parent or guardian is required to excuse a late arrival.

- **Leaving/Returning During the School Day:** Parents/guardians are encouraged to make appointments for doctor's visits and other personal or professional appointments during non-school hours. If it is necessary for a student to leave for an appointment during the school day, we ask that they bring a signed note from a parent or guardian indicating the time of the appointment. Students are asked to submit the note to the Attendance Office before school, where they will receive an early dismissal slip. **Parents and guardians are required to sign their student out with the Attendance Office when leaving campus, and sign students back in should they return before the end of the school day.**
- **Pre-Arranged Absences:** In order for an absence to be considered excused, a pre-arranged absence form must be completed at least three school days prior to the absence and turned in to the attendance office. It is expected that families will schedule their vacations to coincide with the school calendar. For absences that cannot be prevented, please contact the attendance secretary to arrange for a pre-arranged absence form. Students must arrange with their teachers to complete work missed during their absence.

### **State-Mandated Attendance and the BECCA Law**

Schools are required by law to file a petition with the juvenile court when a student has demonstrated a pattern of truancy. Truancy is determined based on a specific number of unexcused absences or based on an excessive number of excused absences coupled with a detrimental effect on student learning. Schools are required to report to the courts unexcused absences totaling 7 days in any month or 10 unexcused absences total during the school year. Parents will receive notification of unexcused absences and will have an opportunity to correct any errors in the attendance record.

### **Early Release**

If you need to pick up your student during the school day, please communicate ahead of time with the attendance office, either by phone, e-mail or by sending a note with your student. This way we can have an early release pass sent to your student ahead of time, and they can be ready when you get here to pick them up. Early Release is not available in the last 15 minutes of the school day. Only persons listed as either Guardians or Emergency Contacts will be allowed to pick up a student for Early Release. These individuals must show valid ID when picking up a student.

## Transportation/Buses

- All students living more than 1 mile radius from the school are provided bus service. For more information, please see the district transportation department: <http://www.bsd405.org/departments/transportation/>
- **GOING ON A DIFFERENT BUS** - If you need to ride a different bus for a day, bring a note from parent to the main office by Lunch. They will write you a bus pass to be able to ride the different bus for a day. However, only regular passengers will be allowed to ride if the bus is full.
- **IF YOU NEED TO MAKE A PERMANENT CHANGE**, please see the link to the Alternate Bus Stop Request Form at the bottom of the following page: <http://www.bsd405.org/departments/transportation/bus-routes/>
- Bus Routes and Stops can be found here: <http://www.bsd405.org/chinook/resources/bus-routes/>

### Before School Buses

- **Buses** - See Above. Buses typically drop students off at school between 7:25 AM and 7:35 AM.
- **Student Drop Off** - If a parent/guardian is dropping off a student before school, please use the clearly marked parent drop off loops on the East and South sides of the building. **The campus map shows the approximate location of these loops.**  
The West parking lot for **Buses ONLY**. Please keep our bus zone clear at all times including the drive area for bus departure. This will allow for efficient and safe access for our buses.
- Please note that the school doors do not open until 7:00 AM.

### After School Buses

- **Buses** - Students who ride the bus can take their typical bus route immediately after school. These buses leave at 2:35 (1:25 on Wednesday). There are a 2nd round of activity buses that leave at 4:00PM (After Activity Period). These buses stop at every few stops. **Students riding the activity bus home need to bring a pass from the activity they participated in that day.** The routes can be found at : [Edulog WebQuery \(bsd405.org\)](http://www.bsd405.org/edulog)
- **Pick-Up** - Parents can pick students up in either the South or Main Entrance Loop immediately (within 10 minutes) after school, tutorial or activity time.
  - Any student who needs to wait more than 10 minutes after the end of school, tutorial, or activity time will be asked to move to the Main Entrance for pick up. This location is near the main office.
  - Attending tutorial or an Activity will help alleviate congestion at pick-up. Students who know they will be picked up after 2:40 should plan to attend tutorial until 3:00.
  - When picking up in either loop, please pull as far forward as possible. This will make room behind you and reduce blocking on the street.
  - **Please Note:** Parents and students are not permitted to load or unload vehicles on the street. For the safety of each of our students and to avoid being ticketed by the Police Department, student drop off and pick up needs to occur **ONLY** in the drop-off and pick-up loops.

### After School Transportation Options

<i>Time</i>	<i>Departure Options</i>	<i>Staying at School Options</i>
At 2:30 PM	School bus or Parent Pick Up by 2:45	Tutorial
At 3:00 PM	Parent Pick Up by 3:15	Homework Center or After School Activities
At 4:00 PM	Activity bus or Parent Pick Up by 4:15	<b>NO ACTIVITIES AFTER 4:00</b>

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## After School Activity Options

### Tutorial

Tutorial is considered part of our regular school day, and it begins following the end of 7<sup>th</sup> period on Monday, Tuesday, Thursday, and Friday. The tutorial period runs from 2:30 - 3:00 p.m. **Students may be assigned to tutorial by their teachers or they may choose to go to tutorial in a specific class to receive additional help from their teachers.** Teachers are available in their rooms to work with small groups of students or individuals seeking additional instructional assistance. It is also an excellent time for students to make up tests, quizzes, and assignments missed due to absences. Students can also attend tutorial in the library to complete school-related work. All students must be in a tutorial by the 2:36 bell. Students will remain in the same tutorial location for the first part of tutorial. At 2:40, students may remain in their tutorial room or may get a pass to go to a different tutorial room. Hall passes are required if students choose to change rooms after this time. Students in the hall after 2:36 without a pass may be asked to wait in the office until the end of tutorial.

### Homework Center

On **Monday, Tuesday, Thursday, and Friday**, students can also attend one of the activity time Homework Centers from 3:00 to 4:00 p.m. Students should arrive promptly and are required to sign in. Students are expected to be engaged in appropriate school-related activities – completing homework, quietly studying, etc. Activities such as sports and clubs also meet during this 3:00 – 4:00 time. If students are interested in an after-school activity, they should listen or look for announcements in the morning and in the commons. In order for students to attend an activity, they must first attend tutorial that day.

### After School Clubs and Activities

Chinook Clubs and Activities are available during in-Person, Remote and Hybrid learning schedules. Extra-curricular activities are available to all Chinook students. Participation in these activities enriches the middle school experience and activities offered are based on student and teacher interest. Some activities such as team activities require students to commit to attending on a regular basis.

Some activities or clubs meet only once a week while others meet daily. Most activities meet from 3:00– 4:00 p.m. Information about the various sport and non-sport activities available throughout the year will be distributed through our Chinook Webpage, the morning school announcements and postings in the commons.

- Participation in ASB Clubs and Activities requires ASB membership. [Payment Link](#)
- All Sports and Activities require registration on **FinalForms** at [FinalForms](#)
- If you are interested in starting a new club or activity you must have a staff advisor to apply.
- The complete list of clubs and activities can be found each season on the Chinook website at: [After School Activities](#)
- Students riding the activity bus home **must have a pass** from the activity they participated in that day.

### Options:

<i>Time</i>	<i>Departure Options</i>	<i>Staying at School Options</i>
At 2:30 PM	School bus or Parent Pick Up by 2:45	Tutorial
At 3:00 PM	Parent Pick Up by 3:15	Homework Center or After School Activities
At 4:00 PM	Activity bus or Parent Pick Up by 4:15	<b>NO ACTIVITIES AFTER 4:00</b>

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## COUNSELORS

Our school counselors assist students in developing self-understanding and a positive self-concept. They help students establish goals, make useful decisions, and relate effectively with others. Their primary concerns are the educational, social, and personal needs of all students.

Chinook has three school counselors. Students wishing to visit a counselor should complete an appointment request form in the Attendance office. Parent meetings with counselors are by **appointment only**. Please email your student's counselor directly to set up an appointment.

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## COMMUNITY RESOURCES

The Counseling Office has a complete listing of community resources. A sampling is listed below.

Alcohol/Drug 24-Hour Help Line	1-866-789-1511
Child Protective Services	1-866-363-4276
Crisis Clinic Teen Link	206 461-4922
Crisis 24-Hour Hotline	1-866-4CRISIS
Crisis Text Line	741-741
Children's Crisis Outreach (CCORS)	206-461-3222
Dept. of Social & Health Services	1-877-KIDS-NOW
Lifewire	425 746-1940
Friends of Youth	425 869-6490
National Runaway Safeline	1-800-RUN-AWAY
Youth Eastside Serves (YES)	425 747-4937

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## HEALTH ROOM and ILLNESS GUIDELINES

The health room is located behind the attendance office. Students that become ill or injured should check-in with their teacher to obtain a pass to the Health Room. If a student is too ill to attend class, a parent/guardian will be contacted to take them home. Otherwise, the student will be sent back to class when appropriate. Students who are seriously ill **should not come to school**. As a Bellevue School District guideline, students with fevers over 100.4 degrees, diarrhea, or vomiting should remain at home. [Too Sick for School Info](#)

### Medication at School

If medication (including over-the-counter medicine) is to be taken while at school, written instructions from the prescribing physician and parental permission must be obtained for EACH medication. A medication authorization form is available in the main office and must be completed by a physician and returned/faxed to the school nurse. If more than one medication is to be taken, additional authorization forms can be obtained.

All medications will be kept and dispensed (as ordered by the physician) by a designated school employee. Prescription and non-prescription medication must be sent in the original pharmacy container. Non-prescription (over-the-counter) medications must be clearly labeled with the child's name, dosage, and time to be given.

**NO MEDICATION (prescription or non-prescription) MAY BE GIVEN WITHOUT A PHYSICIAN'S ORDER.** There is to be NO sharing of medications of any kind. Sharing medication is grounds for immediate suspension.

# CHINOOK ROCKS

Students are expected to demonstrate **Respect**, take **Ownership**, contribute to the **Community**, act with **Kindness** and demonstrate **Scholarship** in all settings and situations. Through a shared commitment to **ROCKS**, we can create a safe and positive environment where all students are comfortable taking the risks that result in the greatest growth.

## Chinook ROCKS

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	All Environments	Hallways	Bathroom	Large Groups /Assemblies/Drills	Library/ Computer Labs	Lunch & Breakfast	Bus	Tutorial	Classroom
<b>Demonstrate Respect</b>	Respect <b>Personal Space, property and privacy</b> Speak at the appropriate level Be courteous and attentive to all staff <b>Seek to understand</b> other's Point of View and feelings Choose a wardrobe that demonstrates <b>respect for the learning environment</b> while still <b>maintaining individuality</b>	Walk on the <b>right</b> <b>Stop in places that</b> do not block others	Use the bathroom at a time that <b>does not interrupt learning</b> .	Give the speaker your <b>full attention</b> for school-appropriate purposes. Use level 0 or 1 voice	Use computers for school-appropriate purposes. Use level 0 or 1 voice	Join the <b>end</b> of the line Thank the cooks	Assist the driver in <b>maintaining a safe and clean</b> environment	Join the <b>end</b> of the line Respect the need of others for a quiet learning environment	Allow others to learn <b>without distraction</b> Give the speaker your <b>full attention</b>
<b>Take Ownership</b>	Manage your phone and plan to communicate by phone <b>before and after school, or at lunch</b> Be <b>honest</b> Positively intervene in peer behavior	Manage your <b>time and supplies</b> (locker and backpack)	Identify <b>most appropriate</b> time to use the bathroom	Positively <b>intervene</b> in peer behavior	Report computer damage Keep books in good order for the next user	Sort trash, recycling and compost Pick up trash, even if it's not yours	Know your <b>route and stop</b> Plan ahead to <b>get a bus pass</b> when needed	Have a plan for <b>using</b> the time well Know <b>what help you need</b>	Ask <b>Questions</b> and take <b>initiative</b> Be prepared with all supplies
<b>Contribute to the Community</b>	Leave it <b>cleaner</b> than you found it Leave <b>gum at home</b> Use school <b>appropriate language</b>	Interact in a <b>friendly and inviting way</b> Group in <b>large open areas</b> Gently close lockers Help peers with <b>needs like dropped items</b> Be aware of the <b>spatial needs</b> of others	Throw away paper towels in the trash Report needed <b>supplies</b> <b>Wash Hands</b>	<b>Volunteer to participate</b> when appropriate	Return books on <b>time</b> Ensure the computer is <b>ready for the next user</b>	Keep food and drink (except water) in the cafeteria Socialize in seats or in <b>activity area</b>	Clean up trash Slide all the way in to <b>make space</b> for others	Offer to <b>assist staff and peers</b>	Positively <b>participate</b> in classroom activities
<b>Act with Kindness</b>	Use <b>Kind</b> and <b>polite</b> words Politely <b>decline to gossip</b> Welcome and support all <b>students and guests</b>		Leave it <b>cleaner</b> than you found it and dispose of all waste properly	Demonstrate <b>appreciation</b> for the speaker (applause) Sit with <b>new students</b> Make sure there is <b>room for all</b>	Thank the Librarian for her help	Invite others to sit with you	Offer a <b>seat</b> to others Greet the driver	Offer to <b>work with other students</b>	Support peer <b>learning, contribution and risk taking</b>
<b>Engage in Scholarship</b>	Be <b>prepared</b> Maintain a positive and growth <b>mindset</b> Demonstrate academic <b>honesty</b>	Arrive to class and <b>tutorial on time</b>	Use the bathroom in a <b>timely</b> manner	<b>Think</b> about the information presented	Use library to <b>enhance learning</b>	Use the restroom <b>during</b> lunch	Make sure you grab <b>all belongings</b>	Focus on <b>academics grade</b> . Ask <b>questions</b>	Focus on <b>skills not grade</b> . Take <b>academic risks</b> Persevere

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## Classroom and Academic Conduct

### GENERAL EXPECTATIONS

Unless otherwise explicitly stated by the teacher of the specific class at a specific time, all school wide expectations are true in the classroom at all times. Teachers may add additional expectations for their classroom.

### GUEST TEACHERS

Guest teachers are to be treated with respect and cooperation. Students are expected to comply and cooperate with the requests and directions of substitute teachers as they would with any staff member. This is especially important with guest teachers, as students do not have a preexisting relationship built with guest teachers.

### HOMEWORK

We believe in the value of homework. Through homework, students extend their learning, practice valuable skills, and participate in family-team efforts. Homework helps to develop a sense of responsibility in students and prepares students to be accountable in their future world. If a scheduled routine is not established, students (like many adults) will find it hard to juggle their other involvements and interests. **To better ensure student learning and success, please set aside time after school each day for students to work on school-related activities** (homework, projects, test/quiz studying, note review, class reading, personal reading, etc.). If you would like ideas or assistance in setting up a productive homework routine, please contact your counselor or teachers.

### ACADEMIC HONESTY

Chinook Middle School students are expected to demonstrate the highest standards of academic, personal, and social integrity. Classroom and assignment grades should be an accurate indication of a student's own work and knowledge. Cheating undermines authentic learning and the reputations of individuals and schools.

Academic dishonesty is the misrepresentation by a student of his or her performance. Cheating is an attempt by the student to show a level of skill that is not a true reflection of ability or effort.

**Forms of Academic Dishonesty** include (but are not limited to):

- **Cheating on tests:** Giving or receiving any assistance on a test or quiz without permission of the teacher, unauthorized use of tests or answer keys, falsifying answers or scores.
- **Unauthorized Collaboration:** Working with another student on an individual assignment, copying another student's work, or allowing a student to copy one's own work, without the permission of the teacher.
- **Students should assume that all class work and homework is individual work unless clearly stated as otherwise by the teacher.**
- **Plagiarism:** Using another person's ideas, words, or work and taking credit for it as your own. This includes the copying of published materials and internet sources, as well as the work of other students. It is the responsibility of the student to cite sources of text that does not represent his/her own work.

**Regarding plagiarism:** If a student is uncertain if his/her work is appropriate, he or she should discuss it with the teacher *before* anything is turned in. This will allow for any necessary clarification. In addition, students and families often have questions about plagiarism and how to cite sources that are used by students (including information from websites). In addition to the information received in the classroom, the following resources may also provide some useful information:

- [www.indiana.edu/~wts/pamphlets/plagiarism.shtml](http://www.indiana.edu/~wts/pamphlets/plagiarism.shtml)
- [owl.english.purdue.edu/owl/resource/619/01/](http://owl.english.purdue.edu/owl/resource/619/01/)
- The “Middle School MLA Citation Guide” in this handbook also provides specific information on citing and documenting sources.

Students who feel pressured to cheat, either by claiming work/answers as their own or providing work/answers for others, should speak with a teacher, counselor, or other trusted adult. These adults can offer advice on acting with integrity and minimizing conflict with peers.

**Consequences for Academic Dishonesty** include, but are *not* limited to the following:

First Offense

- Loss of credit on the assignment/test for all students involved.
- The teacher will notify the parents and the administration about the incident.

Second Offense

- Loss of credit on the assignment/test for all students involved.
- The teacher will notify the parents and the administration about the incident.
- Parents contacted by an administrator. Additional violations will result in progressive discipline including suspension from school.

All related Bellevue School District Policies and Procedures can be accessed through the Bellevue School District website at [www.bsd405.org](http://www.bsd405.org) under the ‘About Us’ tab then under ‘Board Policy & Procedures.’

## General and Non-Classroom Conduct

Students are expected to Demonstrate Respect, Take Ownership, Contribute to the Community, Act with Kindness and Embody Scholarship in all settings and situations. Through a shared commitment to ROCKS, we can create a safe and positive environment where all students are comfortable taking the risks that result in the greatest growth.

In addition to the expectations chart under the Chinook ROCKS page, here are some specific expectations.

### ASSEMBLY EXPECTATIONS

Assemblies are scheduled at specific times during the school year. Some are more formal in nature (Veteran’s Day assembly, music performances) while others are more informal. Students are expected to use appropriate behaviors for each of these assemblies with formal assemblies requiring a dignified and silent atmosphere. Students are expected to enter and leave the gym with their teacher and are expected to sit with their class. Students are also expected to walk in an orderly manner when entering and exiting the gym.

### HALL PASSES

Each student must have a hall pass if he/she is out of the classroom at any time during a class period. If a student needs to leave a classroom for any reason, the student must first have permission from the teacher.

Students are also expected to take care of restroom and locker needs during passing times. Students will not be allowed to leave classes during the first 10 minutes or the last 10 minutes of any class period. Please plan ahead and organize your passing times so that you are ready for each of your classes.

## HALLWAY EXPECTATIONS

Students should ***stay to the right*** when in the hallways, when entering and exiting the building, and when using the stairs. Any student involved in inappropriate hallway behavior such as roughhousing, pushing, shoving, kicking, yelling, or binder-checking ***will be subject to disciplinary action*** by the nearest teacher and/or referred to an administrator.

## LUNCH TIME EXPECTATIONS

Cooperation in the cafeteria is essential in order to allow everyone to be served his or her lunch quickly and to maintain a positive lunchtime environment. Every student will benefit if the following expectations are followed:

- Please be fair – Students are not allowed to ‘save places’ or ‘cut in’ the lunch line. If this occurs, a detention could be issued.
- Students are expected to clean their tables after eating by picking up ***any*** trash and are expected to dispose of garbage and recycling in the proper containers. Even if the trash is ‘not yours,’ please pick it up if it is on your table.
- Students must stay in the cafeteria for the first 10 minutes of lunch. After cleaning their table, students may stay in the cafeteria (remaining seated at a table) or go to the basketball courts, gym, or library. Food and drinks are NOT allowed outside the cafeteria.
- Students are to remain in the designated areas during lunch time. Students are NOT allowed to go to their lockers or the 1400, 2400, 1500, 2500, Gym and Music wings for any reason.

## SCHOOL BUS EXPECTATIONS

Students should observe all rules established by BSD Transportation. Violation of school bus rules can create an immediate danger to the health and safety of others. Student conduct on the buses and at the bus stops must reflect good judgment and meet all expectations for Chinook Middle School students. All school rules and consequences apply while students are on the bus and while students are waiting at their bus stops.

While riding the bus, students are expected to:

1. ***Cooperate with the driver at all times and comply with all requests and directions.***
2. Be courteous. Share the seat with others. Do not use obscene/profane language. Talk quietly.
3. Stay in their seats at all times.
4. Keep their head, hands, and feet inside the bus.
5. Keep the bus clean. Throw away all litter.
6. Cross the street in front of the bus – never behind it.

Students should be aware that the ***school bus drivers have the right to assign seats*** on the bus at any time. If a student misbehaves at the bus stop or on the bus, he/she may be issued a Student Conduct Citation, may be issued a bus ticket by the bus driver, or may lose their bus riding privileges for the balance of the semester or school year. The student may also receive additional consequences from a Chinook administrator.

## DISPLAYS OF AFFECTION

Overt displays of affection including handholding, kissing, and prolonged hugging are discouraged at school. Students engaged in an inappropriate display of affection will be asked to stop and may be referred to an administrator for possible disciplinary action.

## DRESS and APPEARANCE

Student dress will be regulated when, in the judgment of school administrators, there is a reasonable expectation that:

- A health or safety hazard will be presented by the student's dress or appearance including possible membership in a gang or hate group

- Damage to school property will result from the student's dress
- A material and substantial disruption of the educational process will result from the students' dress or appearance.

For the purpose of this policy, a material and substantial disruption of the educational process may be found to exist when a student's conduct is inconsistent with any part of the educational mission of the school district. Prohibited conduct includes the use of lewd, sexual, drug, tobacco or alcohol-related messages, or gang-related apparel.

### **PHYSICAL ASSAULT/FIGHTING**

We encourage all students to manage conflicts in a reasonable and appropriate manner. Often a face-to-face mediation can dispel rumors and dissipate peer pressure that might lead to a fight. Our goal for each year is that Chinook be a fight-free environment.

If you are a victim of a physical assault:

- Attempt to block any punches – protect yourself
- Get away from the situation immediately
- Seek adult assistance immediately

Consequences: Striking another student can result in a suspension. ***Striking back constitutes participation in a fight***, and therefore, a potential suspension for the non-instigating student. Any future offenses will result in more severe consequences. All related Bellevue School District Policies and Procedures can be accessed through the Bellevue School District website at [www.bsd405.org](http://www.bsd405.org) under the 'About Us' tab then under 'Board Policy & Procedures.'

### **POSSESSION OF ALCOHOL, DRUGS, OR TOBACCO PRODUCTS**

The possession of drugs, drug paraphernalia, alcohol, cigarettes, or tobacco products are not allowed at Chinook Middle School or any other school. The use, sale, or exchange of these items is illegal and is prohibited at Chinook Middle School. The unauthorized use, sale, or exchange of medical prescriptions is also prohibited. Students who violate this policy are subject to disciplinary action up to and including expulsion from the Bellevue School District. All related Bellevue School District Policies and Procedures can be accessed through the Bellevue School District website at [www.bsd405.org](http://www.bsd405.org) under the 'About Us' tab then under 'Board Policy & Procedures.'

### **USE OF LASER POINTERS AND AEROSOLS/SPRAYS**

Due to health and safety concerns, laser pointers and aerosols/sprays are not allowed on campus. Students should not bring or apply body sprays (Axe sprays, etc.), colognes, or perfumes anywhere at school including the locker rooms (please use stick, gel, or roll-on deodorants instead). Using aerosols/sprays at school can cause health problems and concerns for many people on our campus (students with Asthma, etc.). If you choose to apply these scents, please do so prior to coming to school. Students choosing to bring any of these prohibited items to school will have the item confiscated.

### **WEAPONS AND LOOK ALIKES**

The safety and security of each student and staff member at Chinook is of utmost importance. The possession of any weapon will result in immediate disciplinary action up to and including suspension, expulsion, and referral to the appropriate law enforcement agency. Any look-alike toy gun or other weapon will also be cause for discipline because the look-alike items are frightening to students and adults on campus. **If a student sees, hears about, or learns of anyone bringing a weapon to campus, they should immediately inform an adult.**

All related Bellevue School District Policies and Procedures can be accessed through the Bellevue School District website at [www.bsd405.org](http://www.bsd405.org) under the 'About Us' tab then under 'Board Policy & Procedures.'

## **HARASSMENT, SEXUAL HARASSMENT, AND BULLYING**

Harassment or bullying of any kind (verbal, sexual, racial, gender, physical, etc.) will not be tolerated at Chinook Middle School and should be reported to an adult immediately. Chinook follows the Bellevue School District and Washington State guidelines regarding harassment and bullying of any kind. Harassment or bullying will result in consequences ranging from a warning and parent conference to immediate short or long-term suspension. All related Bellevue School District Policies and Procedures can be accessed through the Bellevue School District website at [www.bsd405.org](http://www.bsd405.org) under the 'About Us' tab then under 'Board Policy & Procedures.'

**Sexual Harassment:** Students should not direct sexually oriented actions toward other students in the form of comments or names. Touching, rubbing, fondling, or pantsing other students is considered sexual harassment, and will result in a referral to an administrator for disciplinary action which may include suspension.

If a student is experiencing harassment of any kind, it is important for the student to take the following steps:

- **Step 1** - The student needs to communicate to the harasser how he/she feels and that the behavior needs to stop. This may be done either verbally or in writing. Students then should get support/help from a friend, parent, staff member, or trusted adult.
- **Step 2** - If the behavior does not stop, the student should go to a teacher, counselor or an administrator. The student will be asked to document exactly what happened. It is important that the student be as specific as possible (who, what, when, where, witnesses, your response, harasser response, your feelings, etc.). At this point, the staff member will intervene with the other student. All related Bellevue School District Policies and Procedures can be accessed through the Bellevue School District website at [www.bsd405.org](http://www.bsd405.org) under the 'About Us' tab then under 'Board Policy & Procedures.'

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## **CHINOOK'S Philosophy of Discipline**

Each person at Chinook Middle School has a responsibility to help develop and maintain an effective and positive learning environment. Every child deserves a positive place to learn. Remember...

***Each person's rights end where another's rights begin.***

It is our belief that our disciplinary policies should be positive and directed toward the goal of self-discipline and self-control. The emphasis is on the benefits of good self-discipline, both for the group and for the individual. Discipline strategies assist in developing responsible students and adults who respect the rights of others. Our desire is that we treat each other as changing and growing individuals for whom education is a life-long process.

Every staff member has the responsibility to hold students accountable for inappropriate behavior. Discipline imposed by a staff member for minor violations of school or classroom rules is timely, appropriate, and does not involve a referral to the office.

## **SCHOOL RULES and DISCIPLINARY CONSEQUENCES**

Appropriate disciplinary consequences will be imposed on student(s) that violate school policies and rules while on school premises, while using school transportation, while participating in school-sponsored activities at school and while away from the school grounds, and while away from school grounds if the conduct would directly affect the school. Consequences begin as Restorative and instructive intervention in an effort to help students meet expectations, but progress to punitive if students continue to not meet expectations for positive behavior, or if the behavior is of a high enough level.

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## FORMS OF DISCIPLINARY INTERVENTION (following Restorative Intervention)

### DETENTION

**After school detention** - Assigned by a staff member or administrator. A one-day notice, verbal or written, will be given to allow students and parents/guardians time to arrange for transportation, if needed. It is held certain days after school from 3:00 PM to 4:00 PM.

**Lunch detention** - Assigned by office staff or an administrator, or by a teacher in consultation with an administrator. Students will eat their lunch in the office and remain there for the duration of their lunch. Cafeteria clean up may also be involved.

### WEDNESDAY DETENTION

Assigned by an administrator. It is held on Wednesday afternoons from 1:26 PM to 3:00 PM. Written and/or verbal notification supplied to both student and parents. **For students that have accumulated more than three detentions in a semester, Wednesday Detention will be assigned in place of additional detentions.**

### RESTITUTION

Damaged or stolen items must be paid for, replaced, or repaired by the responsible parties.

### CONFISCATION

Items inappropriate for school will be confiscated. Final determination of return is dependent upon the item.

### SUSPENSION

- **Class Intervention** – Student is sent to the office to see an administrator. Parents/guardians are contacted by the teacher.
- **Short-term Suspension** – Student is sent home for a maximum of ten school days. Parents/guardians are contacted. A *Notice of Disciplinary Action* is sent with the student, if possible, and is also mailed. Students on short-term suspension will be given the opportunity to make up work. During the time of the suspension, the student is not allowed on school grounds for any reason. Suspended students may not participate in school activities or be on school district property during their suspensions. Student may be placed on a behavior contract upon his/her return to school.
- **Emergency Expulsion** – This is used when a student is needed to be absent from school until safety can be assured or an investigation is completed. This will then be converted to a short term suspension or excused absence.
- **Long-term Suspension, and Expulsion** – These more extensive consequences are imposed is necessary based on the severity of the disciplinary situation.



## BELLEVUE SCHOOL DISTRICT POLICIES AND PROCEDURES

Complete policies and procedures can be found in the BSD digital policy and procedure manual found on the District website: [Policies & Procedures – Bellevue School District \(bsd405.org\)](https://www.bsd405.org/policies-procedures)

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## Personal Belongings

### PERSONAL PROPERTY

Personal property should never be left unattended at school. Students should not lend their personal property to other students. Students are strongly discouraged from bringing expensive items to school. ***Chinook Middle School is not responsible for recovery of lost or stolen property.***

Students need to lock up their belongings and ***make sure their locker and P.E. locker are locked at all times.*** Any locker problems should be reported to the office as soon as possible. The safest place for any item is OUT OF SIGHT and ON YOUR PERSON.

### LOCKERS

Lockers may be assigned to students each year. For the safety and security of your own items, **do not share your locker combination with others** – not even your best friend. All lockers are to be treated with respect. **Do not hit or kick your locker.** This can cause damage and may result in a detention. Any changes in locker assignments will be handled by the office ONLY. If you have any concerns or problems with your locker, please check with the office for assistance. All lockers at school are a part of the building and are subject to inspection by school administrators.

**PE Lockers:** To prevent stolen valuables in the locker room, student must lock their belongings in a PE locker during their Physical Education class or when participating in after school sports activities.

### TO OPEN YOUR COMBINATION LOCK:

Beginning at 0, turn right two complete turns, and stop at your first combination number.

1. Turn left, one whole turn past your first number, and stop at your middle number.
2. Turn right and stop at your last number. Lift the locker handle to open the locker.
3. Please be sure to keep the dial moving in only one direction for each step.
4. ***If you accidentally move the dial in the wrong direction (even a little), you will need to start over at step one.***

### BACKPACKS and BOOK BAGS

Students are permitted to bring backpacks or book bags to class, with some exceptions.

- Backpacks are not allowed in PE, as the PE lockers are not large enough to fit backpacks and we do not want students to leave their belongings unattended.
- Students should leave their backpacks in their school locker or stored under the Commons stairs and retrieved after PE.
- Roller bags or oversized bags are not permitted due to safety and space.
- Oversized items should be stored in lockers and not carried during the day.
- Backpack privileges may be revoked by administrators based on student behavior.

### BICYCLES, SKATEBOARDS, SCOOTERS, ETC.

Students may not ride bicycles, skateboards, scooters, etc. on campus. If brought to school, bicycles must be locked in the bike locker area, and skateboards and scooters must be kept in the student's locker. Students who ride their skateboard, scooter, or bicycle on campus may have the item confiscated and held in the office pending parent conference.

### FOOD and DRINKS

Plain water, unflavored and uncolored, may be consumed in class unless directed otherwise by the teacher (Water is not allowed in Science & Art classrooms, as well as the Computer Labs and Library). Food, coffee and

sports drinks and other non-water beverages are not allowed outside of the cafeteria. Sixth grade students are allowed a small, healthy snack (with only minimal clean-up required) during their 3<sup>rd</sup> period class.

## **GUM**

Chewing gum is not allowed at Chinook Middle School due to damage to furniture, carpeting, and equipment. Thank you for helping keep our campus clean and looking great! Students that choose to chew gum will receive a warning on first offense. Additional gum chewing may result in detention, classroom clean-up, or other appropriate consequences.

## **TEXTBOOKS**

In some classes, textbooks are provided for all students in the district at no cost. Students are obligated to keep their textbooks in good condition. PLEASE be sure names are written in ink inside the book in case it is misplaced. A fine will be assessed for lost or damaged books. Students with unpaid fines at the end of the school year will not receive their yearbook until their fines are paid.

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## **Electronics and Cell Phones**

### **CELL PHONES and ELECTRONICS**

The safest place for electronic equipment is at home. Students who choose to bring I-Pads, digital book readers, cameras, AirPods, etc. to school should keep them turned off, out of sight, and on their person.

The intent of the Cell Phone and Electronics policy is to protect instructional time, preserve privacy and teach responsible use of these items. Students are allowed to have personal cell phones and electronics at school under the following conditions:

- Cell Phones and Electronics must remain turned OFF, OUT of SIGHT, and kept on their person during the school day. This includes passing time between classes.
- Students may appropriately use Cell Phones and Electronics before school, after school, and during lunch in the commons. ***Appropriate use includes not taking any pictures or videos at school.***
- With the permission of the teacher and for educational purposes, students may use Cell Phones and Electronics at the teacher's discretion.
- Students should assume that these devices should not be used unless clearly directed by the teacher in that class period for a specific learning activity.
- Students who do not comply with the Cell Phone and Electronics policy will have the item confiscated.
- Students are strongly discouraged from bringing expensive models of cell phones or electronics to school. The only secure place for a cell phone is on the owner's person, NOT kept in lockers or backpacks.
- **All state and local laws, district policies, and school policies apply to the use of cell phones and electronics. This includes policies on Harassment, Intimidation, and Bullying both inside and outside of the school day.** Students who violate policy will be subject to disciplinary action including suspension or expulsion.
- All related Bellevue School District Policies and Procedures can be accessed through the Bellevue School District website at [www.bsd405.org](http://www.bsd405.org) under the 'About Us' tab then under 'Board Policy & Procedures.'
- Chinook is not responsible for recovery of lost or stolen property. Please report stolen property to the nearest local police. A case number is required for BSD to clear any possible laptop replacement fines.

<b>Violation of Cell Phone/Electronics Policy</b>	<b>Student Complies</b> with request to hand over item	Student is <b>non-compliant/argues</b>
1 <sup>st</sup> Offense	Phone/Item held in Main Office until picked up by student	Phone/Item held for parent. 1 detention
2 <sup>nd</sup> Offense	Phone/Item held in Main Office until picked up by parent	Phone/Item held for parent. 2 detentions
3 <sup>rd</sup> Offense	Phone/Item held by administrator. Parent Conference	Phone/Item held by administrator. Parent Conference

## **COMPUTER NETWORK ACCESS and ONLINE SAFETY**

Students at Chinook Middle school are provided laptops to use for educational purposes.

### **BSD Issued Laptop Damage or Misuse**

Students should keep laptops in good working order. Accidental damage will be covered by the district (unless repeated), negligent accidents may result in a \$100 fine, and gross negligence may result in students/families paying for all repairs/replacement. Damage or loss should be reported within 2 days.

- Food and liquid must stay at least 3 feet away from school computers.
- Never put items, even paper, between the screen and the keyboard
- Always keep computers in their case, or other container specifically designed for laptop protection from damage, when not in use.
- Students must follow the acceptable use policy when using the laptop or any school provided technology (including software resources).
- District resources are to be used for academic purposes, especially at school.
- Intentionally bypassing or altering the basic operating procedures of district technology or safety/restrictions is prohibited.
- Installation of unapproved software or apps is prohibited.
- Using district technology to send negative messages in any form can be considered Harassment, Intimidation or Bullying.

### **Online Safety**

Important personal safety issues arise when accessing district computer networks. For this reason, pay attention to the following guidelines:

- Personal information such as address and telephone numbers should remain confidential when communicating electronically. Students should never reveal such information without permission from their teacher or other adult.
- Students should never make appointments to meet people in person that they have contacted online without teacher or parent permission.
- Students should notify their teacher or other adult whenever they come across information or messages that are dangerous, inappropriate, or make them feel uncomfortable.

***These guidelines can also be applied to any online communication at home.*** Please be careful when communicating with anyone online, and talk with your parent/guardian about any dangerous, inappropriate, or uncomfortable messages. In addition, talk with your parent/guardian before you meet anyone in person from an online contact.

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## Technology

BSD Acceptable Use Policy - [District Acceptable Use Procedures](#)

### Get Help with Technology

Students and families can get technology support by phone, email or in-person. All students have access to the district's [Student How-To Guides](#) online. Sometimes, [restarting a device](#) can solve basic issues.

#### Online

- Monday through Friday: 7:00 a.m. to 4:30 p.m.
- Parents email [parenthelp@bsd405.org](mailto:parenthelp@bsd405.org)
- Students email [studenthelp@bsd405.org](mailto:studenthelp@bsd405.org)

#### Phone

- Monday through Friday: 7:00 a.m. to 4:30 p.m.
- Parents and students call [\(425\) 456-4321](tel:(425)456-4321)

#### In Person

- Tech support for all secondary students (both **hybrid** and **virtual**) will be available at their school
- **Virtual** students can book an appointment with the Tech Specialist at their school – visit the [Student Portal](#) (access required) for the link to schedule an appointment (look under “Quick Links”)
- Chinook Tech Specialist – J. Howerton e/ [howertonj@bsd405.org](mailto:howertonj@bsd405.org) or p/ 425-456-6380

### Unable to join a Teams meeting?

We are experiencing a number of reported instances when students could not join their Microsoft Teams meetings. They may encounter a message that says, “Sorry, your company policy prevents you from joining this call.” These steps should fix the issue:

1. In the Channel listing, click on **hidden channels**, click on each hidden channel, then
2. Click on **Show** to show the channel in your Channel list

Repeat these steps for each hidden channel. Once the Channel with the meeting shows in your list, you can join from the Calendar or directly from the Channel.

### Freezing Laptops during TEAMS meetings?

If the laptop is frozen and you cannot get to the Windows menu to restart the computer, hold the power button until the laptop shuts off. The problem should be resolved once you restart.

### Blocked Content Message

If students are unable to access web content that should be available (Teams sites, staff portal, outside websites, etc.), you may encounter a block message. An update has been pushed out that has reached most student computers, but sometimes a [restart](#) may be needed. If this does not resolve the issue, contact [studenthelp@bsd405.org](mailto:studenthelp@bsd405.org).

### Broken or lost stylus or power adapter

If your stylus or power adapter is lost or damaged, you may contact the Chinook office at 425-456-6303. In accordance with our [Laptop & Accessory Damage Guidelines](#), students are financially responsible for lost or damaged items. Applicable charges will be applied to students' accounts to replace lost or damaged items.

**Help with OneNote** - [OneNote – Bellevue School District \(bsd405.org\)](#)

**Technology Safety** - [Technology Safety – Bellevue School District \(bsd405.org\)](#)

**Technology Support** - [Technology Support for Students and Families – Bellevue School District \(bsd405.org\)](#)

# **Chinook Middle School**

## **Student Handbook Agreement**

### **2021-22**

**All Chinook students and parents must read and discuss the Chinook Middle School Student Handbook contents and understand that the student is responsible for following these procedures and guidelines.**

Access this form online at: [Student Handbook Agreement FORM](#)

<i>Handbook Category</i>	<i>Page</i>	<i>Student Initials</i>	<i>Parent Initials</i>
School Contact Information	1		
Grade Reports – ParentVUE and StudentVUE	2		
Communication	2-3		
Attendance	3-4		
Transportation/Buses	5		
After School Activity Options	6		
Counselors	7		
Community Resources	7		
Health Room and Illness Guidelines	7		
Medication at School	8		
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General and Non-Classroom Conduct	10-13		
Chinook’s Philosophy of Discipline	13-14		
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Electronics and Cell Phones	16-17		
Technology	17-18		

**Student Name:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_

**Parent Name:** \_\_\_\_\_

**Parent Signature:** \_\_\_\_\_

**Date Signed:** \_\_\_\_\_