

Sonoji Sakai Intermediate School

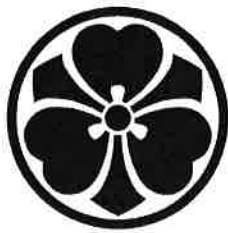
2020-2021

NAME _____

ADDRESS _____

CITY/TOWN _____ STATE _____ ZIP _____

STUDENT NO. _____ HOMEROOM _____ PHONE _____



Sonoji Sakai Intermediate School

Drew Crandall

Principal

780-6501

Travis Tebo

Associate Principal

780-6502

Beth Hebert

Counselor

780-6506

Lauren Ruocco

Counselor

780-6522

DAILY SCHEDULE

School Day: 8:50 am – 3:15 pm

Early Mondays: 8:50 am – 1:45 pm

IMPORTANT PHONE NUMBERS

Office Phone: (206) 780-6500

Fax Number: (206) 780-6565

Attendance Line: (206) 780-6600

Transportation: (206) 842-4241

Sonoji Sakai Intermediate School

9343 Sportsman Club Road

Bainbridge Island, WA 98110

<http://www.bisd303.org>

BAINBRIDGE ISLAND SCHOOL DISTRICT

2020 – 2021 CALENDAR

APPROVED 1/31/2019-REVISED 2/13/2020

AUGUST 2020

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

SEPTEMBER 2020

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

OCTOBER 2020

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

NOVEMBER 2020

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

DECEMBER 2020

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JANUARY 2021

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

FEBRUARY 2021

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

MARCH 2021

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

APRIL 2021

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

MAY 2021

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JUNE 2021

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17*	18*	19
20	21*	22*	23*	24	25	26
27	28	29	30			

JULY 2021

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

IMPORTANT DATES

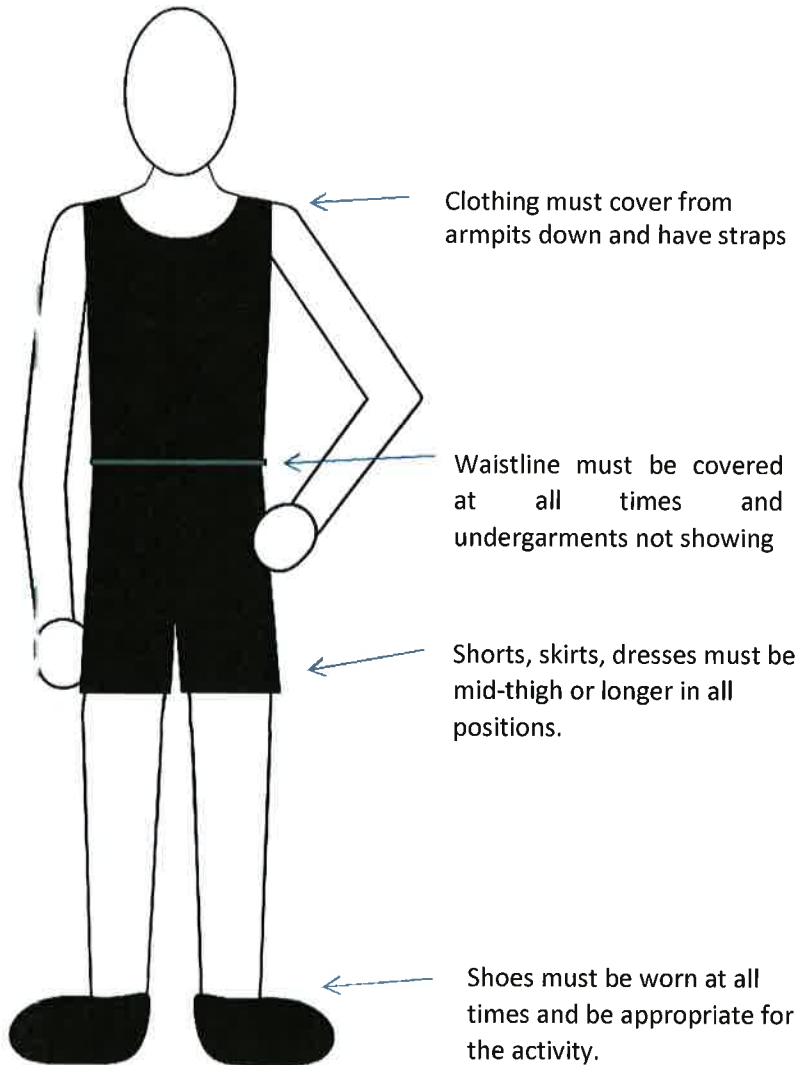
Mondays: Staff Training (90 minute early release – K-12)

Date	Event	Notes	Key
Sept 2	First Day		Student First Day
Sept 7	Labor Day	TBD	Tentative Last Day
TBD	GR K-6 No School/Conferences	Feb 15 Feb 16-19	Staff Training: Mondays 90 min. early release K-12
Nov 11	Veterans Day	Apr 5-9	School Board Mtg-2nd & Last Thu Ex Aug/Nov/Dec/April/June/July
Nov 26-27	Thanksgiving	May 31	Important Dates Section
Dec 21-Jan 1	Winter Break	June 12	No School
Jan 18	MLK Holiday	TBD	
TBD	GR K-4 NoSchool/Conferences	June 16	Possible Adjusted Last Day To meet the 180-day state requirement
TBD	GR 9-12 Semester Finals	July 4-5	

Insert 100 level map

Sakai Intermediate School Dress Standards

An important mission of our school is to ensure both the physical and emotional safety and well-being of those who attend here. We believe that our school is your workplace, along with our staff's. Think of your daily clothes as something you would wear to work. To help us accomplish this mission and to maintain a proper, orderly learning environment, please observe the following dress requirements:



Students found to be out of dress standard:

Procedure:

1. The student will be directed to change or cover the inappropriate attire.
2. If the student refuses to change or cover the inappropriate attire, the student will be placed in the office until the clothing is corrected.
3. If an inappropriate garment is worn a second time, further disciplinary actions may be taken.

Please note: Guidelines for dress, also apply to other property or possessions for which students are responsible such as lockers and notebooks. No pictures or messages are to be displayed related to weapons, drugs, alcohol, tobacco, sex, or harassment.

BISD District Guidelines

*Clothing on which there are references to alcohol, drug, or tobacco products or activities is not to be worn at Sakai.

*No clothing may communicate messages of harassment or hate.

*Students may not wear, possess, use, distribute, or display any clothing, color, jewelry, emblem, badge, symbol, colored bandanna or triangle scarf, or sash which represents or evidences membership or affiliation with any gang or promote gang-related activity.

*No clothing with graphic or written references to weapons or topics sexual in nature (explicit or implicit) is permitted on campus.

ATTENDANCE

School research consistently shows a clear relationship between school attendance and achievement. Families are encouraged to avoid scheduling conflicts that will cause students to miss class. **Parents are expected to call the Attendance Line to report their student's absence or late arrival before 9:30 a.m. each morning of their absence.** If you haven't called in your student's absence prior to 9:30, you will receive an automated phone call asking you to call in the absence. To report or excuse an absence, please call our Attendance Line, (206) 780-6600.

If a student is to leave school early or ride a different bus than normal, please send a note to school. This helps eliminate confusion for students. All students arriving late or leaving early are expected to be signed in or out by their parent in the office.

ASSURED SERVICES

The following special services and/or programs are available in the Bainbridge Island schools:

1. Counseling
2. Special Education Services
 - a. School Psychologist
 - b. Speech/Language Pathologist
 - c. Occupational Therapist/Physical Therapist
 - d. Special Education Teachers
 - e. Community Learning Program - provides community based instruction and project oriented learning experiences for special education students.
 - f. Other special education services as needed.
3. School Health Services
4. Title I/Remedial Assistance Program in Reading
5. Multi-Cultural Program
6. English as a Second Language Specialist

If your student has been involved in any similar programs in another school district or if you wish to know more about any of these services, please talk to the building counselor or principal. You may also direct your questions to the district Special Services Office by calling (206) 842-2907.

BUSES, WALKERS, AND BIKES

Almost all Sakai students ride buses. Students waiting at bus stops are expected to wait in a safe and appropriate manner. Students are to follow the directions of their bus driver. They should remain in their seats and talk in a quiet manner.

Bus schedules and stops are published on the district transportation website prior to the beginning of the school year.

An emergency schedule for limited bus service is also on the district transportation website. Limited bus service is usually caused by inclement weather.

BUS NOTES: If your student is going to get off the bus at a stop other than their regular bus stop, or desires to ride another bus, a note to that effect must be sent to school stating the route number and the stop where the student will exit the bus. Without a note, the bus driver can only let a student off at their regular bus stop. Students may not use the office phone to make arrangements to go to a friend's house after school.

STUDENTS WALKING OR BIKING TO AND FROM SCHOOL:

Because of the unsupervised nature of walking to and from school, we ask the parents to ensure that students know proper pedestrian safety. Students riding bikes must wear a helmet at all times.

AUTO DROP OFF AND PICK UP: In an effort to minimize traffic congestion, all students are encouraged to ride school buses to and from school. If you must drive your student to school, please use extreme caution at all times. Student drop off is in the north parking lot, avoid blocking other cars, and please allow yourself plenty of time! If you are picking a student up prior to the end of the school day, please park and come to the office to sign your student out.

Supervision of students is not available until 15 minutes prior to the start of school. It would be appreciated by school personnel if your student did not arrive at school before that time.

COHO TIME

Students at Sakai have a 45 minute period each Monday that we call "COHO Time", Courageous (or Compassionate) Observers Helping Others. We use this time to work with the Olweus Bullying Prevention Program. This program includes all students to not tolerate and report bullying. By modeling school-wide participation and empowering students to stand up to bullying in positive ways, we hope to be part of a school

and community where bullying is not tolerated. Our classroom lessons include class meetings, role playing and team building activities.

ANTI-BULLYING RULES

1. We will not bully others.
2. We will try to help students who are bullied.
3. We will try to include students who are left out.
4. If we know that somebody is being bullied, we will tell an adult at school, and an adult at home.

DISCIPLINE POLICY

At Sakai we are proud of our school and committed to providing an educational environment that is pleasant and conducive to learning. Our goal as a school community (parents, staff, and students) is to promote cooperation, responsibility, mutual respect, and to develop self-direction in our students. We will emphasize a positive and consistent approach to all matters concerning discipline. In order to realize these goals, members of the Sakai learning community are expected to be: respectful, responsible, reasonable, and reliable.

In order to create a favorable learning atmosphere, students will behave in ways that enhance their learning and that of others.

Students are responsible for their own actions and are held accountable for following all school and classroom rules.

SERIOUS OFFENSES

Examples of serious offenses include the following:

1. Fighting and physical abuse.
2. Defiance of authority and/or disrespect of adults.
3. Continuous disruptive behavior.
4. Malicious Harassment - The intent to intimidate or harass another person because of, or in any way that is directed toward, the person's race, color, sex, religion, ancestry, national origin or mental, physical or sensory handicap or perceived sexual orientation.
5. Criminal behavior such as arson, theft, vandalism, false alarm, weapons, alcohol or drugs, fireworks, etc.

NOTE: Referral may be made to outside agencies (law enforcement, fire department, etc.) if necessary.

Firearms and weapons are not allowed in school or district facilities, on school grounds, at school sponsored activities, or on transportation vehicles provided by the school district. If a student brings a firearm to school, it will result in an immediate expulsion for no less than one calendar year, and parents and law enforcement officials will be notified. The expulsion may be modified by the school district on a case by case basis.

EARLY DISMISSAL

The school district has scheduled an early release every Monday. This time will provide for extended teachers' meetings, curriculum development, staff training, grade level planning, and preparation for parent conferences.

EMERGENCY SCHOOL CLOSURES

The decision to close school or operate on a revised schedule is often made early in the morning. As soon as a decision is made, the information is given to local TV and radio stations. Parents will also receive an automated phone call from the district with the status of school. On very rare occasions, school may need to be closed and students sent home. We urge you to have a plan of action established for your household as to where your student should go if you are not home.

EMERGENCY STUDENT PICK UP

In the event of a major emergency (earthquake, etc.), we will implement the following procedures to release students:

1. All entryways will be secured in order to direct those coming to pick up students to one central location.
2. Students will be signed out only to those individuals authorized to pick them up. When properly signed out, school staff will bring the student to the sign out area to be reunited.

Please DO NOT go directly to the classroom to get your student. Using a central sign out area helps us maintain an accurate accounting of our students.

EQUAL EDUCATION OPPORTUNITY

The Bainbridge Island School District #303 complies with all federal rules and regulations and codes to not discriminate on the basis of race, color, national origin, sex, or handicap. This holds true for all students who are interested in participating

in educational programs and/or extra-curricular school activities. Inquiries regarding compliance procedures may be directed to the school district's Title IX/RCW28A.85 Officer and/or Section 504 Coordinator at 8499 Madison Avenue, Bainbridge Island, WA 98110, (206) 842-4714.

FAMILY ACCESS

Parents are encouraged to use their Family Access account to view their student's progress, late assignments, grades, lunch account, etc. You can also update email, emergency contacts, address and phone. Contact the school office for your log in and password.

GUESTS AT SCHOOL

Students may not bring other students to school as guests. Parents are welcome to visit according to district policies and procedures.

HOMEWORK GUIDELINES

What is homework?

Homework is defined as preparation for class, or practice and extension of skills learned in class.

Why do we give homework?

We give homework to develop a positive attitude in the student toward learning and to allow students an opportunity to learn how to use time and study skills effectively. Homework helps teachers monitor students' learning progress and involves parents in their student's learning.

How much homework is most effective?

Sakai Intermediate students will be expected to set aside an average of one hour for homework each night. This hour will often include silent reading. However, homework time will vary with special projects and from student to student.

Student Responsibility

Record assignments in the Sakai planner or its equivalent.

Clarify instructions before leaving school.

Take home needed materials.

Develop responsibility for managing time, space, and work.

Complete and return assignments with proper heading on papers.

Parent Responsibility

Provide a quiet and established area for homework.

Set aside a regularly scheduled time for homework.

Review your student's planner and check on the work quality.

When concerns arise, please contact the teacher.

Teacher Responsibility

Establish homework expectations and procedures.

Provide clear directions and opportunity for clarification.

Communicate homework assignments daily via the classroom website and the Sakai planner.

Late Work Guidelines

During the first 6-8 weeks, we spend extra time emphasizing the importance of turning in assignments on time. Late assignments will receive a score of "L" on the progress report and assignment is considered a "2". Students have a clean slate to begin the second semester. In individual cases, accommodations are made, especially on an IEP for special education students, allowing extended time with no penalty.

ILLNESS AT SCHOOL

Should your student become ill at school (i.e., temperature exceeding 99.6, vomiting, severe coughing) or receives an injury requiring more than primary first aid, he/she will report to the nurse's office. Whenever necessary, the office will notify you and arrange for him/her to go home. In case no one is home during the day, one of the alternate parties you have designated on the emergency form will be contacted. It is most important that you provide two local alternates for this purpose. We are unable to care for sick students beyond a reasonable length of time.

LOST AND FOUND

Every day we have several unclaimed coats, sweaters and other clothing items brought in from the playground. Parents should urge students to check the "Lost and Found", and are free to come in and check for lost items. Unclaimed items are donated to charity throughout the year. **PLEASE MARK COATS, JACKETS, SWEATERS WITH YOUR STUDENT'S NAME.**

BREAKFAST AND LUNCH

Milk or juice may be purchased each day when breakfast or lunch is served. Items can be paid by cash or check at time of purchase or in the office. Money can be added to a student's account with a credit card via Family Access.

Free and reduced breakfast and lunches are available from the federal government for those who meet certain criteria. Forms are available in the office.

MEDICATION AT SCHOOL

In order for students to receive any medication while at school, a "Physicians Order for Medication at School" form MUST be completely filled out by both the doctor and the parent and returned to the school prior to the medication administration.

Medications, other than inhalers, must be brought into the building office, in the original container, by a parent, guardian, or designated adult substitute (NOT THE STUDENT). Many of these medications are considered controlled substances.

For students with known anaphylactic reactions, the EPI-PEN or Audi-Q is the only form of epinephrine injection that will be accepted for use in the school setting. Please feel free to call the school nurse with any questions or concerns.

MONEY AND VALUABLES, ETC.

Students are requested not to bring more money to school than is needed during the school day. Valuable items, electronics and playthings should not be visible at school. The school cannot take responsibility for lost or stolen valuables.

NEWSLETTER

Bi-weekly during the school year, the "Coho Connection", our school newsletter, will be posted on our website and emailed to all email addresses listed in Family Access. This is an important communication link between school and home and will list important dates, PTO news, and other pertinent information.

Hard copies can be sent home with students upon request. To receive an email edition of the newsletter, please ensure your email address is listed in Family Access.

PARENT/STAFF COMMUNICATION

Communicating directly with parents and the community is very important to us. Every classroom and work station is

equipped with INTERNET, electronic mail and a telephone. To contact a staff member via email, please address messages as follows:

First initial,lastname@bisd303.org

PROGRESS REPORTING

Parent-teacher conferences are scheduled twice during the school year. These conferences are scheduled for October and January.

The two-way exchange of information is an approach that can give both the teacher and the parents a better understanding of the student and his/her school progress. Parents are encouraged to contact the teacher any time there is a need or concern.

RECESS SAFETY PROCEDURES

1. **HAVE FUN! PLAY SAFELY! BE CONSIDERATE!**
2. Playground supervisors are in FULL charge. Students must cooperate with their instructions.
3. Parking lots, fences, railings, wooded areas, etc. are off limits.
4. Students must get permission from the playground supervisor to retrieve balls or play equipment that go off school grounds.
5. Soccer, football and kickball games are to be played only in the north field.
6. Students are not to throw rocks, snowballs, sand, or any objects that could cause injuries.
7. Tag is ok, but not in the climbing bars area. Excessively rough play such as wrestling, tackle football, slide tackling, etc. is not allowed.
8. Tennis balls can be used but hard balls or bats may not be used. Toy guns, knives, etc. are not to be brought to school.
9. The end-of-recess bell is a signal to stop activity, return equipment, and return to class.
10. No gum or food outside at recess.

SAKAI PTO

Sakai is fortunate to have a highly active PTO. Meetings are held the first Friday of each month. The PTO adds to our

parent involvement by providing volunteers, having meetings that explain our educational programs, and providing a representative to a district parent council. The PTO also provides input on key school issues. Your participation in PTO is invited.

SAKAI SITE COUNCIL

The Site Council is charged with the responsibility to provide building-level leadership toward the achievement of the district goals and target objectives. The council is composed of four parents, two classroom teachers, one special programs teacher, classified support staff members, and the school administrators. The council meets on a monthly basis and utilizes the parent newsletter to communicate their activities to the Sakai School community. Please contact the school office if you have any questions regarding the Site Council.

SAKAI SPIRIT

To recognize students who are respectful, reasonable, responsible, and reliable, "Sakai Spirit" certificates will be awarded. After the certificate is signed by a parent/guardian, students may return the certificate to the school office. Twice a month a drawing will be held and students whose names are drawn are invited to have pizza with the Assistant Principal.

STUDENT DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act of 1974 (FERPA) permits a school district to identify certain information as "directory information" which may be released publicly without the permission of the parent/legal guardian or the student. The Bainbridge Island School District identifies directory information about the student as the following: name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, diplomas and awards received, schools attended, and other similar information.

Directory information may be used for purposes such as publication of a student directory, parent organization mailing lists, school yearbooks and newspapers, commencement programs and publication of honor rolls, and other school information about students in the public media. Such information will not be released for commercial purposes. Principals are responsible for taking precautions against unauthorized or inappropriate use of student directory information. Parents/legal guardians and 18 year old students have the right to notify school authorities that directory

information is not to be released without their prior written consent. Any such request must be submitted in writing to the school principal. Please contact the school office if you have any questions.

STUDENT PICTURES

Each fall, arrangements are made with a private photographer and our PTO to take individual pictures of our students for permanent files. As a service to parents, these pictures may be purchased on a pre-paid basis. Watch the newsletter for further information.

STUDENT PLANNER

Teaching organizational skills to students is an important part of education. At the beginning of school, each student may purchase a planner that is used to keep track of home-work assignments and important information. Teachers also use it to communicate with parents concerning homework assignments. In addition to the calendar portion of the planner, the Sakai Student Handbook, the district calendar, Sakai building map and the school dress code is printed in the first section of the planner.

STUDENT RECORDS

The Bainbridge Island School District is required by Section 99.7 of federal regulations titled, Family Educational Rights and Privacy Act (FERPA), to provide parents annual notification of their FERPA rights.

If parents have a primary or home language other than English, the district will effectively notify them of their rights under this section.

Parents will be notified of their FERPA rights annually by publication in either the student handbook; or by publication in the local newspaper; or at the beginning of each new school year by mail.

The parent or eligible student has a right to:

1. Inspect and review the student's education records.
2. Request amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
3. Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the act and the regulations in this part authorize disclosure without consent.

4. File with the U.S. Department of Education a complaint under Sec. 99.64 concerning alleged failures by the agency to comply with the requirements of the act and this part.

5. Obtain a copy of the District Policy 3600: Student Records adopted under Sec. 99.6. A copy of this policy is available by request at the Bainbridge Island Superintendent's office located at 8489 Madison Ave. N.E. This notice is intended to comply with the applicable requirements in 34 CFR Part 300, 34 CFR Part 99, and WAC 392-172-404.

STUDENT RIGHTS AND RESPONSIBILITIES

A complete copy of Bainbridge Island School District policies governing student rights and responsibilities, discipline, corrective actions, sanctions, and due process is available upon request from the Principal of each school. This document includes the following:

Policy 3210 Equal Educational Opportunities: Sexual Discrimination

It is the policy of the B.I. School District and Sakai Intermediate School not to discriminate on the basis of sex in its educational programs or activities as required by Title IX of the 1972 Education Amendments and RCW28A.640.010.

Policy 3211 Prohibition against Discrimination

The district shall provide equal educational opportunity and treatment for all students. Such equal educational opportunity shall be provided without discrimination with respect to race, creed, religion, color, national origin, age, sex, sexual orientation, marital status, parental status, or physical, sensory, or mental disabilities.

Policy 3700: Policy against Sexual Harassment

It is the policy of the Bainbridge Island School District and our school to maintain a learning and working environment that is free from all forms of discrimination, including sexual harassment. Sexual harassment is a form of misconduct which undermines the integrity of the employment relationship and the educational environment.

The district will not tolerate any form of sexual harassment. The district prohibits sexual harassment in any form by employees, students, volunteers, parents, or guardians.

Prohibited behaviors include:

- **Unwelcome touching**

- **Offensive sexual pictures, graffiti, or photographs**
- **Pressure for dating**

Policy 3705: Prohibition against Harassment, Intimidation, and Bullying

The district is committed to a safe and civil educational environment for all students, employees, volunteers, and patrons, free from harassment, intimidation, and bullying. There will be no harassment against any employee, student, volunteer, parent, or guardian on the basis of such person's race, color, gender, creed, religion, sexual orientation, ancestry, national origin, physical, sensory, or mental disabilities, or for any other reason prohibited by law.

Harassment, intimidation, and bullying are defined for purposes of this policy as any intentional acts, statements, or conduct which have the purpose or effect of materially or substantially interfering with an individual's educational or work performance, or creating an intimidating, hostile, or offensive educational or work environment.

COMPLAINT PROCESS

Informal: Any individual who believes he or she has been harassed is encouraged to directly inform any alleged harasser that the behavior is offensive, unwelcome, and must stop.

If directly informing the alleged harasser does not result in elimination of the offensive, unwelcome behavior, or if an individual selects not to directly inform the alleged harasser, the individual is strongly encouraged to report orally or in writing the allegations to the district.

The district will take all complaints of harassment seriously and will act to investigate all complaints. Any student, employee, volunteer, parent, or guardian who believes that he or she has been subjected to harassment in the educational environment or in connection with his or her district employment is strongly encouraged to bring his or her complaint to the immediate attention of his or her Principal, supervisor, manager, Title IX Affirmative Action Officer and/or a district administrator. The Title IX/ Affirmative Officer may also receive formal reports or complaints of harassment. All such complaints will be promptly and fairly investigated and, where appropriate, immediate corrective action will be taken.

TEACHER QUALIFICATIONS

As a parent of a student at Sakai, you have the right to know the professional qualifications of classroom teachers and Para educators who instruct your student. Federal guidelines, outlined in the reauthorization of the Elementary and Secondary Educational Act of 2002, require school districts to make this information available to parents. It is important for you to know that:

- All teachers currently employed by the Bainbridge Island School District have met the Washington State qualification and licensing criteria for the grade levels and subject matter they teach.
- All Para educators currently employed by the Bainbridge Island School District in an instructional capacity have met Washington State qualifications.

Parents also have the right to request information about a teacher's college major, any graduate certification or degrees earned by the teacher, and the field of discipline of those certificates or degrees. If you would like to receive any of this information, please contact our district Human Resources Specialist, at (206) 780-1056.

TECHNOLOGY GUIDELINES

The Sakai school network and computers are intended for educational activities only. Games are not appropriate unless introduced by the classroom teacher for educational purposes. Students are expected to follow all rules and appropriate behaviors established by the school district. Violation of these rules may result in disciplinary action (including loss of computer privileges, detention, suspension or expulsion). Important guidelines are:

- Computers and other equipment are to be used respectfully and carefully, for school related and approved programs, projects, and assignments only.
- Classroom accounts and passwords are to be used only by the appropriate classroom. Students are expected to maintain password confidentiality.
- Users shall not access files other than their own, seek information on files or passwords, obtain copies of, or alter files belonging to other students, or misrepresent others on the system or attempt to gain unauthorized access to the system (hacking).

- Student use of electronic mail, use of chat rooms, instant messaging services, and other forms of direct electronic communication is prohibited, unless use is specifically authorized by the teacher for an educational activity.
- Students are prohibited from installing software or downloading programs on any computer. Software installation must be completed by a staff member.
- Students are responsible for the content of what they publish. Accessing Internet material that is obscene, violent, or considered harmful is prohibited.
- Students should notify their teacher or other adult immediately whenever they come across information or messages that are dangerous or inappropriate.

VACATION POLICY

The Bainbridge Island School District policy states that parent approved absences for taking a vacation during school must be approved by teachers and the principal prior to the student's absence. Students will be permitted to make up any work missed under reasonable conditions and time limits established by the teacher. Teachers are not required to assign "different" work, or have assignments prepared for students going on vacation before those same assignments are introduced in class. An "Excused Vacation Approval Form" must be completed and turned in 2 weeks prior to the student's absence. This form can be found on the Sakai website. If this absence is not approved, you will be contacted by the Principal.