

# **Sonoji Sakai Intermediate School**

## **2021-2022**

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

Iris White

Office Manager

780-6503

Annette Salmon

Registrar/Attendance

780-6504

### **DAILY SCHEDULE**

School Day: 8:55 am – 3:25 pm

Early Mondays: 8:55 am – 1:55 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****2021 – 2022 CALENDAR****AUGUST 2021**

S	M	T	W	Th	F	S
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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 2021**

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**OCTOBER 2021**

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31						

**NOVEMBER 2021**

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**DECEMBER 2021**

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**JANUARY 2022**

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**FEBRUARY 2022**

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**MARCH 2022**

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**APRIL 2022**

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**MAY 2022**

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**JUNE 2022**

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**JULY 2022**

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30	31					

**IMPORTANT DATES**

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

Date	Event	Notes	Key
Sept 1	First Day		
Sept 6	Labor Day	TBD	GR 5-8 Conferences
TBD	GR K-6 No School/Conferences	Feb 21	Presidents Day Holiday
Nov 11	Veterans Day	Feb 22-25	Mid-Winter Break
Nov 24-26	Thanksgiving	Apr 4-8	Spring Break
Dec 20-31	Winter Break	May 30	Memorial Day
Jan 17	MLK Holiday	June 11	Graduation
TBD	GR K-4 No School/Conferences	TBD	GR 9-11 Semester Finals
TBD	GR 9-12 Semester Finals	June 16	Last Day/Student Half-Day
		July 4	Independence Day

**Key**

<input type="checkbox"/>	Student First Day/Last Day
<b>BOLD TEXT</b>	Staff Training: Mondays 90 min. early release K-12
<input type="checkbox"/>	School Board Mtg-2 <sup>nd</sup> & Last Thu Ex Aug/Nov/Dec/April/June/July
<input type="checkbox"/>	Important Dates Section
<input type="checkbox"/>	No School
*	Possible Adjusted Last Day

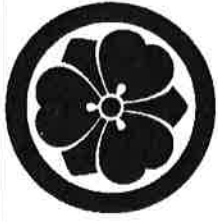


# Sakai Intermediate School ... 200 level

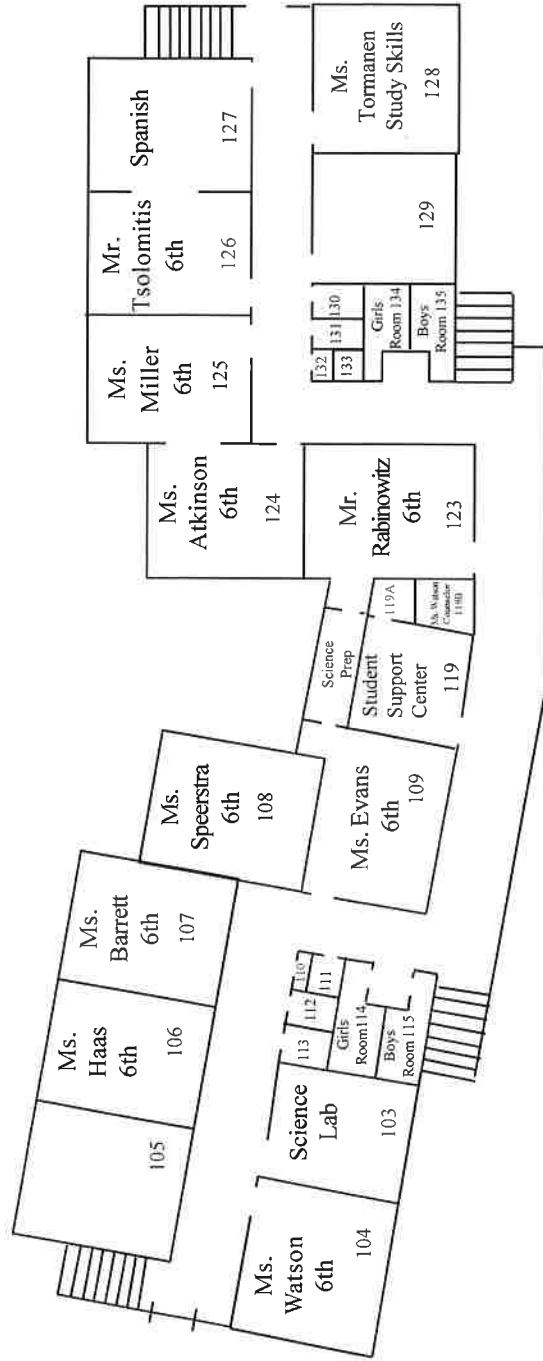


**Visitor Parking**

**Bus Loading & Staff Parking**



# Sakai Intermediate School ... 100 level



## WELCOME TO SAKAI

The staff at Sakai welcome you to the 2021-22 school year. We are so excited to have you as a member of our learning community. Our number one goal is provide a safe and welcoming environment for you to learn and grow. We hope you have a wonderful school year!

## ARRIVAL AND DISMISSAL

### *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. Please see map on our school website for the pick-up route. 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.

## *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.

## ATTENDANCE GUIDELINES

At Sakai, we want to create engaged students that value learning. Students need to be in class to receive necessary instruction and to have the opportunities to interactive academically with their peers. To meet this goal, students are expected to be at school, on time and ready to learn for the entire scheduled school day. 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.

## *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.

## GENERAL INFORMATION

### *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.

### *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.

### *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.

### *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.

### *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.

## *MEDICATION AT SCHOOL*

In order for student's 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, phones, and playthings should not be visible at school. The school cannot take responsibility for lost or stolen valuables.

## *'ERS*

At Sakai, students are issued a locker from their classroom teacher to hold their belongings. However, lockers at Sakai do not lock, so we call them 'ers (lockers without the lock). Students are expected to keep their 'ers in good condition (for instance, not leaving old lunches in them).

## *NEWSLETTER*

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.

## *SAKAI PTO*

Sakai is fortunate to have a highly active PTO. Meetings are held monthly during the school year. 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.

## *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.

## *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.

## **SAKAI STUDENT ACADEMIC EXPECTATIONS**

### *COHO TIME*

Students at Sakai have a 45 minute period once a week that we call "COHO Time", Courageous (or Compassionate) Observers Helping Others. We use this time to teach school wide behavior expectations and provide social-emotional learning opportunities.

### *HOMEWORK GUIDELINES*

Homework is academic work aimed at practice and extension of skills learned in class. We give homework to support student learning in class. Homework helps teachers monitor students' learning progress and involves parents in their student's learning. Students, families and teachers all partner for student success. In regard to homework, responsibilities are as follows.

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.

### *STUDENT PLANNER*

Learning organizational skills is an important part of education for students at the intermediate level. At the beginning of school, each student is given 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 Sakai Technology information is printed in the planner.

### *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.

## **SAKAI STUDENT CONDUCT**

### *ANTI-BULLYING AGREEMENTS*

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.

### *RECESS EXPECTATIONS*

1. Have fun! Play Safe! Be respectful, responsible, reasonable, and reliable.
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 and return equipment immediately.
10. No gum or food outside at recess.

### *CLOTHING AND DRESS EXPECTATIONS*

Students at Sakai are expected to dress in a manner that promotes a healthy and respectful learning environment. Clothing may not suggest or portray profanity, promote drugs, tobacco, violence, or alcohol, nor may it be sexually suggestive or display inappropriate pictures or words.

### *SAKAI SPIRIT*

To recognize students who are respectful, reasonable, responsible, and reliable, "Sakai Spirit" certificates will be awarded. Students may turn the certificate into the Sakai Spirit box, located in the office. Twice a month a drawing will be held and students whose names are drawn are invited to have pizza with the Principal.

### *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 email, 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.
- Students should follow all school Digital Citizenship expectations.

### **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 on the school district website or available upon request from the principal. Because Sakai is a bullying and harassment free school, policy 3706 is below.

## **Policy 3706: 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.

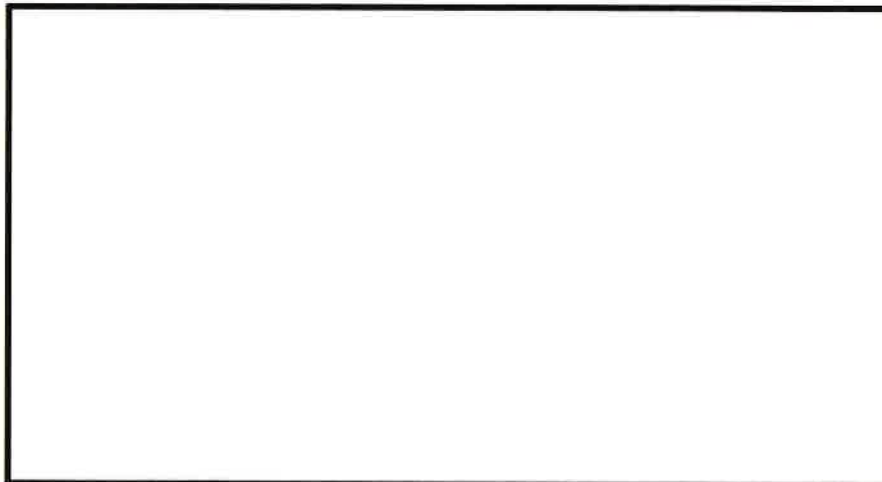
If directly informing the alleged harasser does not result in elimination of the offensive, unwelcome behavior, or if an individual selects not to directly inform the alleged harasser, the individual is strongly encouraged to report orally or in writing the allegations to the district.

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 DU 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.



# SAKAI TECHNOLOGY

## SAKAI INTERMEDIATE SCHOOL



### WELCOME

#### Mr. Gurtler

Room 209  
206-780-6532  
[mgurtler@bisd303.org](mailto:mgurtler@bisd303.org)

#### Ms. Grant

Library  
206-780-6530  
[cgrant@bisd303.org](mailto:cgrant@bisd303.org)



If you need help with tech issues or have questions, you can stop by Room 209.

There are loaner chromebooks and a charging cart available in Room 209.

### Chromebooks

- Use your **frogröck login and password**.
- Bring it to school fully charged each day.
- Carry your Chromebook to and from school in the assigned Chromebook bag (not just your backpack).
- You are responsible for its care!

**Printing:** Print to a Sakai Cloud Printer. Release your printing by typing your **Skyward password** in the print release station.

### Sakai Student Portal

- Quick access to information important to Sakai students.
- Click the "Home" icon in the Chrome browser to access.

### Google Classroom

Teachers use Google Classroom as our classroom management system. Your teacher will give you information to access.

### Skyward

This is an application where you can view your grades and other district information. Use your **Skyward login and password**. A link to Skyward is on the Student Portal and the school website.

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