Student Name

_____

Student's Phone: _____ Email Address _____

Teacher Name: _____ Room Number: _____

Sonoji Sakai Intermediate School
9343 Sportsman Club Road
Bainbridge Island, WA 98110
http://www.bainbridge.wednet.edu/sakai/

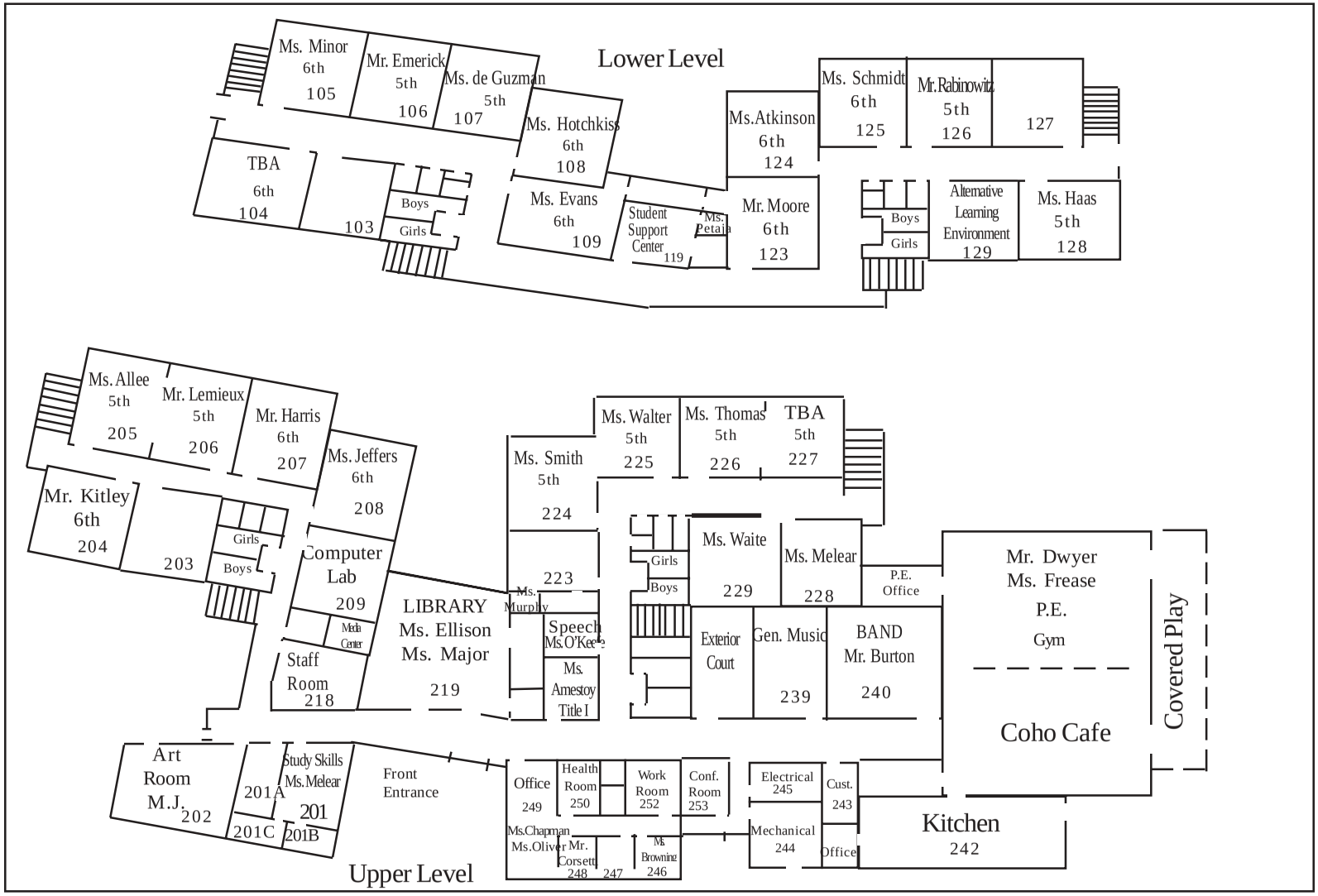
Jim Corsetti
Principal

DAILY SCHEDULE

School Day:	8:40 a.m. - 3:05 p.m.
Early Dismissal:	11:45 a.m.

IMPORTANT PHONE NUMBERS

Office Phone: (206) 780-6500
Fax Number: (206) 780-6565
Attendance Line: (206) 780-6600
Transportation: (206) 842-4641


Lower Level
Ms. Minor 6th 105
Mr. Emerick 5th 106
Ms. de Guzman 5th 107
Ms. Hotchkiss 6th 108
TBA 6th 104
103
Boys
Girls
Ms. Evans 6th 109
Student Support Center 119
Ms. Petaja
Ms.Atkinson 6th 124
Mr. Moore 6th 123
Ms. Schmidt 6th 125
Mr.Rabinowitz 5th 126
127
Boys
Girls
Alternative Learning Environment 129
Ms. Haas 5th 128
Ms. Allee 5th 205
Mr. Lemieux 5th 206
Mr. Harris 6th 207
Ms. Jeffers 6th 208
Mr. Kitley 6th 204
203
Girls
Boys
Computer Lab 209
Media Center
Staff Room 218
LIBRARY Ms. Ellison Ms. Major 219
Ms. Smith 5th 224
223
Ms. Murphy
Speech Ms.O'Keefe
Ms. Amestoy Title I
Ms. Walter 5th 225
Ms. Thomas 5th 226
TBA 5th 227
Girls
Boys
Ms. Waite 229
Ms. Melear 228
P.E. Office
Exterior Court
Gen. Music 239
BAND Mr. Burton 240
Mr. Dwyer
Ms. Frease
P.E.
Gym
Coho Cafe
Covered Play
Art Room M.J. 202
201A
201C
201B
Study Skills Ms.Melear 201
Front Entrance
Office 249
Health Room 250
Work Room 252
Conf. Room 253
Ms.Chapman
Ms.Oliver
Mr. Corsetti 248
247
Ms. Browning 246
Electrical 245
Cust. 243
Mechanical 244
Office
Kitchen 242
Upper Level

SCHOOL RULES

Members of the Sakai community are

Reasonable, Respectful, Responsible, and Reliable

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 hotline to report their child's absence or late arrival before 9:30 a.m. each morning of their absence. To report or excuse an absence, please use our "Attendance Hotline" - 780-6600.

If a student is to leave school early, ride a different bus than normal, be picked up after school, etc., 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.
   g. Other special education services as needed.
3. School Health Services
4. Title I/Remedial Reading Assistance Program
5. Multi-Cultural Program
6. English as a Second Language Specialist

If your child 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 842-2907.

BUSES, WALKERS, AND BIKES

Almost all Sakai children 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 in the local paper prior to the beginning of the school year.

An emergency schedule for limited bus service is sent home via the bulletin in the fall. Limited bus service is usually caused by inclement weather.

BUS NOTES: If your child is going to get off somewhere other than his/her regular bus stop or desires to ride another bus, a note must be sent to school. Without a note, the bus driver can only let students 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. Park only in designated areas, 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 children is not available until 8:40. It would be appreciated by school personnel if your child did not arrive at school before that time.

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.

DISCIPLINE CYCLE

STEP 1 All minor offenses are handled on the spot in class, halls, playground, and other general areas of the school.

STEP 2 If step 1 had not been effective, students will be referred to the Student Support Center for problem solving. Parents will be contacted by note or phone.

STEP 3 For continuous disruptive behavior, a student will be referred to the principal. Following the meeting with the principal, a restriction in activities or similar consequence will be assigned. Parents will be contacted by phone or note.

STEP 4 Suspension is used after Step 2 has not been effective in changing student behavior, or for an offense viewed as serious enough to warrant suspensions.

STEP 5 Expulsion, or placement out of the regular school setting, is used as the last resort when all else has been tried and the student is still not functioning adequately in the school setting.

SERIOUS OFFENSES

For serious offenses, Step 3 or 4 will be initiated. 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.
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

Throughout the school year the district has scheduled half day early dismissal. The purposes of these special days are to provide for extended teachers' meetings, curriculum development, grade level planning, and preparation for parent conferences. Please keep a copy of the district calendar handy so you will know when to expect early dismissal days. Students will be dismissed at 11:45a.m. on early dismissal days.

EMERGENCY SCHOOL CLOSURES

From time to time "wild weather" causes schools to close or alter time schedules. 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. On very rare occasions school may need to be closed and students sent home. For this reason it is imperative that your listing of emergency contacts in the office is up to date. We urge you to have a plan of action established for your household as to where your child 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 child. 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 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 IS/RCW 28A.85 Officer and/or Section 504 Coordinator at 8499 Madison Avenue, Bainbridge Island, WA 98110, (206) 842-4714

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 child's learning.

How much homework is most effective?

The frequency and amount of homework should gradually increase throughout the school years.

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 an established area for homework.
- Set aside a regularly scheduled time for homework.
- Review your child's planner and check on the work quality.
- When concerns arise, please contact the teacher.

Teacher Responsibility

- Establish homework expectations and procedures with the class.
- Provide clear directions and opportunity for clarification.
- Communicate homework assignments daily via the web, the Sakai planner, or homework hotline.
- Coordinate homework assignments within teaching team.

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 reports and assignment is considered a "2". (In fifth grade, penalties for late assignments will begin in October). 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 child 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/directory card 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.

LUNCHES

Single lunches and all milks are purchased on a daily basis when students go through the lunch line. Multi-day lunch credits are purchased in the office before school as the children arrive. The purchase of multi-day lunch credits [weekly (5), monthly (20)] etc., is recommended as a way to minimize the need for students to handle money at school.

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

MEAL PRICES

LUNCH: $3.00 Reduced: $ .40 Milk: $ .50

MEDICATION AT SCHOOL

In order for children 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 by a parent, guardian, or designated adult substitute (NOT THE STUDENT). Many of these medications are considered controlled substances. This procedural change was recommended by the State Superintendent's office due to reports of robberies in school buildings to obtain drugs, reports of students selling these substances and because students can become possible robbery targets. Although there are no known cases of this occurrence in our school district, we feel this is a very significant student safety concern and we will closely follow this recommended procedure.

For students with known anaphalactic reactions, the EPI-PEN is the only form of epinephrine injection that will be accepted for use in the school setting. The ANA-KIT will no longer be accepted in the schools. It is our opinion that the EPI-PEN provides a safer and simpler means of administering the medication in the event of an anaphalactic reaction.

MONEY, VALUABLES, ETC.

Due to the possibility of loss, students are requested not to bring more money to school than is needed during the school day. Valuable jewelry, cameras, video cameras, iPods, video games, skateboards, cellphones and playthings should not be visible at school. The school can not take responsibility for loss of valuables. Students may not send or receive texts or calls on their cell phones during school hours.

NEWSLETTER

On alternating Thursdays during the school year, the "Coho Connection", our school newsletter, will be posted on our website. This is an important communication link between school and home and will list coming events for both school and community, PTO news, and other pertinent information.

In an attempt to "save trees", the Coho is available for parents to read on our website. Hard copies can be sent home with students upon request. To receive an email announcing the latest edition of the newsletter, please go to the district website and "subscribe" to the listserve at the following address: www.bainbridge.wednet.edu/lists.

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 the email, please address messages as follows:

First initial,lastname@bisd303.org

For example: jsmith@bisd303.org

PROGRESS REPORTING

Parent-student-teacher conferences are scheduled twice during the school year in early October and late January. There is no school on these dates.

The two-way exchange of information is an approach that can give both the teacher and the parents a better understanding of the child and his/her school progress. Parents are encouraged to contact the teacher any time there is a need or concern. In addition, teachers will provide monthly progress reports to inform you of student's work completion and achievement.

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 a 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. No bicycles, skateboards, roller skates, roller blades or roller shoes are to be used. 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 all activity, return equipment to the bins and return to class in an orderly manner.
10. No gum or food outside at recess.

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 Sakai Site 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 PTO

Sakai is fortunate to have a highly active PTO. Notices will be sent home regarding PTO meetings, usually held the first Friday of each month at 10:00 a.m.. 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 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. A drawing will be held twice a month and students whose names are drawn will eat pizza lunch with the assistant principal and a guest of their choice.

COHO TIME

Students at Sakai have a 45 minute period on Monday afternoons 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 empowering students, all students, to not tolerate bullying in the school or community. By modeling our school-wide participation and empowering students to stand up to bullying in positive ways, we hope to see a school and community where bullying is not tolerated. Out 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.

SCHOOL BOARD MEETINGS

The School Board normally holds its regular monthly meetings on the second and fourth Thursdays of each month at 5:30 p.m. at Bainbridge High School. The public is always welcome.

STUDENT DRESS

Student dress and grooming do influence the learning climate of our school. Dress and appearance which cause disruption of the education process, or present health or safety problems shall not be permitted. Clothing that advertises or promotes tobacco, drugs, and/or alcohol are likewise not permitted.

Safe footwear is required at all times. Please be sure that your choice of footwear is appropriate for recess and P.E. activities. Sakai students will not be allowed to wear hats in the building. Pants must be able to stay up with or without a belt. Girls may not wear halter tops and straps on tank tops need to be the width of 3 adult fingers. Skirts/shorts must be finger tip length or lower.

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 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. If a school chooses to publish a student directory, written authorization must be obtained from parent/guardian of each student to be included in the directory.

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 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.

STUDENT PLANNERS

Teaching organizational skills to students is an important part of education. At the beginning of school each student purchases a planner that is used to keep track of homework 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 and the district calendar is printed in the first section. The cost of the planner is $7.00 and will be collected the first week of school.

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.

TEACHER QUALIFICATIONS

As a parent of a student at Sakai, you have the right to know the professional qualifications of classroom teachers and paraprofessionals who instruct your child. 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 paraeducators 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 Dixie Brown, 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.