



PORT SUSAN MIDDLE SCHOOL

OUR PROMISE

Every student in the Stanwood-Camano School District is **empowered to learn** in an inclusive setting and is **prepared for the future** of their choice.

KNIGHTS CODE

Our choices will support learning, show kindness, and embrace the diversity of others in order to be our best self.



Student Handbook 23-24

**Information in this handbook can help you make decisions that will help you have a successful year. It may be updated throughout the school year as needed*

Port Susan Middle School Home of the Knights

7506 267th Street NW, Stanwood, WA 98292
Tel. (360) 629-1360 Fax (360) 629-1365
Website: psmweb.stanwood.wednet.edu

PSMS Contact Information

Principal: [Cherae Almanza](#) x4103
Asst Principal/Athletic Director: [Cristy Auckland](#) x4107
Office Manager/ Registrar: [Becca Nunnally](#) x4100
Main Office: [Whitney Holtum](#) x4102
Attendance/Athletics: [Sonia Kline](#) x4101
Health Room: [Suzie Bliss](#) x4113

Port Susan Mission Statement & Welcome

Port Susan Middle School's purpose is to prepare students for their future by developing independent, responsible learners who strive for excellence in a safe and caring school community. We believe that middle schoolers are in a unique developmental stage of social, emotional, and physical transition. We should challenge middle school students to reach their highest potential. We need to provide opportunities in the arts, academics, technology, and athletics that will enrich and encourage lifelong learning. Middle

schoolers need positive adult and peer interaction at school and within the community. The start of a new school year is always an exciting time, and we hope you are looking forward to a great year! We are here to help in any way we can to make your year a positive one. Take some time to look at the different ways you can be involved. Your participation helps make PSMS a better place and your school experience is only as good as you make it. Welcome to PSMS!



Kindness
Noble
Integrity
Grit
Hardworking,
Trustworthy
Success

"Success is no accident. It is hard work, perseverance, learning, studying, sacrifice and most of all, love of what you are doing". -Pele

STUDENT DAILY SCHEDULE

Regular Bell Schedule

Period 1 7:40-8:32

Period 2 8:35-9:27

Advisory 9:30-9:55

Period 3 9:58-10:50

Period 4A:
Lunch 10:53-11:23
Class 11:26-12:20

Period 4B:
Class 10:53-11:47
Lunch 11:50-12:20

Period 5 12:23-1:15

Period 6 1:18-2:10

Wednesday Bell Schedule

Period 1 9:00-9:47

Period 2 9:50-10:32

Period 3 10:35-11:17

Period 4A:
Lunch 11:20-11:50
Class 11:53-12:40

Period 4B:
Class 11:20-12:07
Lunch 12:10-12:40

Period 5 12:43-1:25

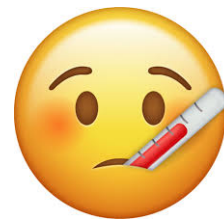
Period 6 1:28-2:10

attendance
MATTERS

Absences

When absent, your parent/guardian can excuse it by either calling: (360) 629-1366, emailing skline@stanwood.wednet.edu, or putting the absence into skyward. **All absences must be excused within 72 hours of your return to school.* School attendance is mandatory and schools are required to take action when students have unexcused absences. Attendance [Policy](#) and [Procedure](#). If you are going to be absent for multiple days you may request work. A maximum of five days of assignments are given at one time.

Appointments: Regular attendance is an important part of being a successful student. If it is necessary to schedule an appointment during school, your guardian should write a note with the time and date of appointment.



If You Become Sick at School

If you become sick at school, we will contact guardians. Staff can take care of small problems fixed by a bandage or ice. Students are not allowed to have medications at school unless their doctor has completed an authorization form and the parent has delivered medication and authorization to the nurse. [More Information here](#).

Port Susan Knight's Code

Our choices will support learning, show kindness, and embrace the diversity of others in order to be our best self.

Teacher Responsibilities	Student Responsibilities
<ul style="list-style-type: none"> Communicate learning expectations Be clear and consistent Support an inclusive environment Allow a fresh start daily Check for understanding Provide targeted feedback Use strategies that engage learning 	<ul style="list-style-type: none"> Respect everyone's right to learn Be on time and prepared Follow routines and expectations Accept challenges Learn from mistakes Be an active learner Give your best effort

Student & Teacher Expectations



To help maintain health and safety of students:

- Students go straight to class when released
- Students will be allowed to bring water bottles
- Students use restroom during class with teacher permission to prevent multiple students at once
- ☐ For safety reasons hoods are not allowed inside
- Students are expected to obey reasonable requests from all of our school staff
- Students are expected to avoid inappropriate contact, foul language, and dangerous behavior
- Students will enjoy a climate free from harassment or verbal/physical intimidation
- Bikes should be locked at bike racks and skateboards are not allowed on campus.
- We encourage students to bring only water
- Please keep campus clean and dispose of trash
- Please keep all valuables and toys at home

Student Discipline Information

Knights Code

Our choices will support learning, show kindness, and embrace the diversity of others in order to be our best self.



To promote consistent expectations, PSMS follows the Knights Code. Infraction slips are issued once expectations have been clearly taught and behavior has been addressed and communication home of behavior concerns. Students will serve the infraction during recess. For more information:

SCSD [Student Conduct Policy](#) and [Procedure](#), [SCSD Student Discipline](#), PSMS [Discipline Framework](#), the [Honor Level System](#), & [Infractions](#).



Student School Supplies:

Students should have: comp books, lined paper, pencils/pens, class novel/SSR book, and PE clothes with them daily. Individual teachers may have additional supplies. To have a library book, here is information on [how to put a book on hold](#)

Classroom EXPECTATIONS

Classroom Standards/Grading/Late Work: Each teacher will share and communicate classroom expectations at the beginning of the school year.
Staff Email: We encourage open communication between families and school. Email is a great way to communicate without interrupting learning in the classroom. [PSMS Teacher Directory Found Here](#)



Family Access and Student Access

Skyward provides the ability to view student information anytime. This includes student schedules, assignments, grades, attendance, etc. You can even email your student's teachers! Family and Student Access is available at www.stanwood.wednet.edu. OR <http://psmweb.stanwood.wednet.edu> Students will receive login information at school. Guardians can get login information from the PSMS office (username and password work for all children in the household) We are encouraging students to access their class progress online at least once a week. More info [here](#).

Electronic Devices

Although we live in a world of electronic devices such as cell phones, iPods, and video games, these types of devices can be distracting in school. For this reason we ask that electronic devices be turned off and put away during instructional minutes (free time/recess electronics will be permitted with adult permission). If you need to reach your student during school hours, please contact the school office at 360-629-1360.



School Clothes & Dress Code

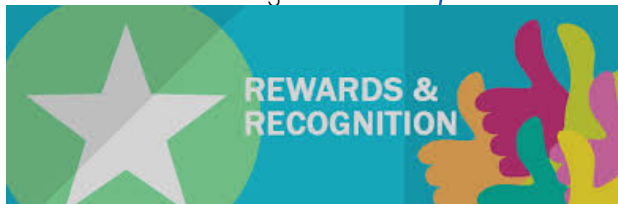
Please review the [SCSD Board Policy](#) and [Procedure](#) regarding student dress code. Students' choices in matters of dress should be made in consultation with guardians. Student dress shall only be regulated when there is: a health/safety hazard, damage to school property shall result from the student's dress; or a material and substantial disruption of the educational process will result from the students' dress or appearance.



RULES FOR STUDENTS RIDING THE BUS

- The bus driver is in charge at all times
- Be respectful, profanity not be tolerated
- Keep head, hands, feet inside the bus.
- Stay in your seat and keep the aisles clear

-Voice must be at a level so the bus driver can communicate and maintain a safe environment.
 -Students must exit bus at designated stop unless written permission from the school office
[SCSD Student Bus Conduct Policy/Procedure](#)
[Video Audio Recording on Bus Policy and Procedure](#)



PSMS Awards & Recognition

. Students are recognized by staff, students, and coaches for: academic achievement, attendance, participation in athletics and activities, positive behavior, etc. We recognize the many positive attributes of our PSMS students through Success Is No Accident Awards. These are announced during Morning Announcements.

Extra-Curricular Activities

PSMS will offer a variety of clubs for 6th-8th grade students throughout the year. Information about upcoming clubs/activities will be shared with you on morning announcements, weekly SMORE, and on the Grade-Level classrooms.

After
School
Activities

Athletics

At PSMS, we encourage students to participate in our extracurricular activities and offer four sport seasons for 7th and 8th graders. Season 1: Girls Soccer, and Boys/Girls Cross Country (grades 6-8). Season 2a: Boys Basketball and Girls Volleyball. Season 3: Girls Basketball and Boys/Girls Wrestling (grades 6-8). Season 4: Boys Soccer and Track. Listen to the Daily Bulletin for more information.

[Registration Sign Up HERE](#) and [Live Game Schedule](#)



SCSD School Board Policies/ Procedures

- Safe and Orderly Learning [Environment Policy/Procedure](#)
- Student Discipline [Policy/ Procedure](#)
- [Use of Tobacco, Nicotine Products, and Delivery Devices on School Property](#)
- [Substance Abuse Program/ Procedure](#)
- [Regulation of Dangerous Weapons on School Premises](#)

- Sexual Harassment [Policy/ Procedure](#)
- [H.I.B. Policy /Procedure/ How to Report](#)
- Nondiscrimination [Policy/ Procedure](#)
- Sexual Harassment [Policy/ Procedure](#)
- Maintaining Professional Staff & Student Boundaries [Policy/ Procedure](#)
- [Gender Inclusive Schools/ Procedure](#)
- [Freedom of Expression/ Procedure](#)
- Technology and Electronic Resources and [Internet Safety Policy/ Procedure](#)
- Public Information [Policy/ Procedure](#)
- [All SCSD Board Policies & Procedures](#)
- [SAFE Schools Vector Alert Tip Info](#)

Counseling Supports Available

The PSMS Counseling Department is an integral part of the school environment. The counselors encourage student growth and support in the areas of academics, social/emotional, personal, and career/goal setting. [Mrs. Niegemann](#) is our school counselor. [Mrs. Thompson](#) joins the team to work with 8th graders on 504 plans. [Mrs. Hart](#) is a Student Support Advocate offering services and resources for students/families. [More Info Here](#)

14.2 Nondiscrimination Statement

The Stanwood-Camano School District does not discriminate in employment, programs, or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. Inquiries regarding compliance and/or grievance procedures may be directed to the District's Title IX/Affirmative Action Officer and Civil Rights Compliance Coordinator, Christine Del Pozo (cdelpozo@stanwood.wednet.edu), or the Section 504/American Disabilities Act Coordinator, Robert Hascall (rhascall@stanwood.wednet.edu)
 Stanwood-Camano School District, 26920 Pioneer Hwy, Stanwood, WA 98292. Telephone: (360) 629-1200.