

Seward Middle School

2018/2019

STUDENT HANDBOOK



PO Box 1149
304 Sea Lion Ave.
Seward, AK 99664
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<http://sewardmiddleschool.blogs.kpbsd.k12.ak.us/wpmu/>

Jenny Martin, Principal
Loretta Honebein, Secretary

Bell Schedule

First Bell: 7:45
Per 1 7:50-8:40
Per 2 8:40-9:30
Per 3 9:35-10:25
Per 4 10:25-11:15
Lunch 11:15-11:45
Per 5 11:48-12:37
Per 6 12:41-1:30
Per 7 1:34-2:20

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Mission of Seward Middle School

All Seward Silvers exemplify respect, responsibility, and personal best.



Vision of Seward Middle School

Seward Middle School is a team of inquisitive, empowered learners driven to grow and flourish through self-directed learning in a safe inclusive environment supported by family and community.

Seward Middle School

P.O. Box 1149
304 Sea Lion Ave.
Seward, Alaska 99664
(907) 224-9000 office
(907) 224-9001 fax

Home of the Silvers



Statement of Philosophy

Welcome to Seward Middle School, home of the Silvers! Seward Middle School is a unique place to learn and grow. It is our mission to provide an atmosphere that is positive, kind, nurturing, productive, and safe—where students know we care about them. Only in this type of environment can students become empowered to face meaningful challenges, find support in times of failure, and find the motivation to persist when times are difficult. To accomplish this, the environment at Seward Middle School is dependent on the community, families, staff, and students working together.

Middle school years are some of most exciting times in a child's life. In a matter of three years we witness and observe not only students' unique potential, but also who they may become in the future. Each carry with them unique skills and contributions, and it is in middle school where students begin to apply, refine, and reap their exciting rewards. It is our purpose to nurture our students through social, emotional, and academic channels, so that we can witness them reach their full potential.

The Seward Middle School Student/Parent Handbook was created to establish a safe and orderly school campus where everyone's right to a public education is protected. This handbook was created by the Seward Middle School Handbook Committee, which included site council members, certified and classified staff, school administration, and membership from the Student Leadership Team. This handbook is a guide for you. It will help answer many questions you may have about your school's rules and regulations. Having a student handbook helps ensure that students are treated fairly and rules are enforced consistently by all members of the school.

It's going to be great year, and we are all here for any questions you may have. I have an open-door policy and invite any parent, student, or member of the community to stop by anytime.

Go Silvers!

Jenny Martin

Principal

Seward Middle School Directory

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Seward, AK 99664
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Kenai Peninsula School District
148 N. Binkley
Soldotna, AK 99669
Phone: (907) 714-8888
Fax: (907) 262-9645

Certified Staff:

Principal	Jenny Martin	jmartin@kpbsd.org
6 Math/Science	Clay Ellsworth	cellsworth@kpbsd.org
6 LAR/Social Studies	Ashton Mallory	kmallory@kpbsd.org
7/8 Language Arts	Shelly Walker	mwalker@kpbsd.org
7/8 Math	Becki Dixon	rdixon@kpbsd.org
7/8 Science	Carlyn Nichols	cnichols@kpbsd.org
7/8 Social Studies	Myla Liljemark	mliljemark@kpbsd.org
PE Teacher	Coty Beck	cbeck@kpbsd.org
Quest Teacher	Keri Russell	krussell@kpbsd.org
Music Teacher	Cee Jay Levine	clevine@kpbsd.org
Resource Teacher (IN)	Jess Gal	jgal@kpbsd.org
Resource Teacher	Pam Bauer	pbauer@kpbsd.org
Personalized Learning Coach	Amanda Adams	aadams@kpbsd.org
Speech Pathologist	Cecilia Deatherage	cdeatherage@kpbsd.org
School Psychologist	Terese Kashi	tkashi@kpbsd.org
Connections Teacher	Jake Parrett	jparrett@kpbsd.org

Classified Staff:

Secretary	Loretta Honebein	lhonebein@kpbsd.org
SRO	Off. Morgan Woodard	mwoodard@kpbsd.org
Nurse	Yoly Ifflander	yifflander@kpbsd.org
Instructional Tutor	Laura Haskins	lhaskins@kpbsd.org
Library Aide	Laura Haskins	lhaskins@kpbsd.org
Special Education Aide	Alissa Fabian	afabian@kpbsd.org
Special Education Aide	Joanna Johnson	jjohnson2@kpbsd.org
Special Education Aide	Susan St. Amand	sstamand@kpbsd.org
Special Education Aide		
Student Success Liaison	Jennifer Ransom	jransom@kpbsd.org
Food Service Manager	Mira Banic	mbanic@kpbsd.org
Custodian	Steve Dudley	sdudley@kpbsd.org
Connections Sec.	Julie Lindquist	jlindquist@kpbsd.org

Seward Middle School Advisory Board:

Site Council President	Mica Van Buskirk	micad@hotmail.com
Site Council Member		
Site Council Member	Morgan Woodard	mwoodard@kpbsd.org

Seward Middle School Handbook Information

Academic Honesty

Seward Middle School believes that personal integrity is basic to all achievement. Students will reach their full potential only by being honest with themselves and with others. Seward Middle expects students to respect the educational purpose underlying all school activities. All students need to prove to themselves that they can do successful work as a result of their own efforts. Seward Middle expects that students will act honorably at all times, even when the consequence may be negative. Dishonesty will not be ignored or condoned in any circumstance by any member of Seward Middle.

The following list provides examples of what a student should not do:

- Plagiarize written, creative, or oral work (plagiarism is using the ideas of another as one's own without acknowledgement of the source).
- Submit work that is not original.
- Copying (borrowing) from another source and giving it as one's own work, and resubmitting work from another person or another class are all unacceptable practices. This includes cutting and pasting work from the internet.
- Give or receive unauthorized assistance on assessments.
- Alter grades or other academic records, give false information.
- Submit identical work in more than one course without the prior approval of the instructor.
- Provide notes, signatures, or other documents that are forgeries to school officials or teacher.

Accidents

All accidents should be reported immediately to the staff member in charge. Every accident in the school building, on the school grounds, at practice sessions, or at any school sponsored event must be reported with an accident form completed. Individual accident insurance is not provided by the school.

Appropriate Music at School or Sports Activities/Functions

In order for school activities and functions to be enjoyable for all students and community members, any music played at such functions must be reviewed by the school administration.

Assemblies/Pep Rallies

Assemblies are occasionally offered and are to be attended by all students and staff, unless otherwise specified by the principal. Prior to assemblies, students are to report to assigned classes. Students will not be allowed to leave the assembly until the program is completed. It is important for students to be courteous and polite to all speakers, guests, and fellow students. Students who misbehave during an assembly will be removed from the assembly, disciplined accordingly, and may not be allowed to attend future assemblies. Proper behavior at an assembly includes: no talking, keeping hands to self, making eye contact with presenter, and expressing approval by applause.

Attendance

Schools in Alaska are evaluated in part by their attendance. At Seward Middle, we believe regular attendance plays a key role in the success a student achieves in school. We also recognize our

responsibility under the law to ensure that students attend school regularly. Parents and guardians of children aged 7-16 years are obligated to send their children to public school except as allowed by law. Seward Middle must abide by all state attendance laws and may use any legal means to correct the problems of excessive absence or truancy. Parents will receive an automated call the day of each absence.

Prearranged and Excused Absences

At the parent's request, the Principal may excuse a student absence for health reasons, family emergencies or other reasons the Principal determines constitute good cause. Student absence for religious instruction or participation in religious exercise away from school property may be excused. However, all absences count against the school's attendance rating.

If absences become excessive (5 or more), the principal may ask for documentation from a doctor, religious leader, or other authority in order to continue to accept the absences as excused.

Class Requirements for Excused Absences

Parents or students should arrange in advance for the Principal and teacher(s) to provide direction to student studies while away from school for periods of 3-10 consecutive days. Students absent for more than 10 consecutive days shall be dropped from the class rolls. Students with excused absences shall be allowed two days for each one day absent to turn in missing work or assessments. If a student misses class and does not subsequently turn in homework, take a test, or fulfill another class requirement which s/he missed, said student will have two (2) days to make up for every one (1) excused absence., the student will be ineligible for extra-curricular activities (including field trips) until the work is made up.

Truancy

Any student found in violation of the district truancy policy (absent for five days or more per semester), will be referred to the intervention team for the purpose of developing a strategy in resolving truant behavior. Chronic truancy cases will be referred to the school resource officer (A.S. 14.30.010 and 020).

Policy for Unexcused Absences

If a Seward Middle student has 10 or more unexcused absences, the Principal will contact parents and invite them to attend an Intervention Team meeting. Families are strongly encouraged, but not required to attend. The contact will be recorded in the student's cumulative file. A second letter will be sent home reminding family of the importance of attendance in school and requesting the family do everything possible to increase student's attendance.

At 15 unexcused absences, the Principal will contact parents, and the Intervention Team will continue to document these contacts.

At 20 unexcused absences, the Principal and Intervention Team will consider the absences chronic and turn the records of attendance and parent contact over to the Assistant Superintendent of Instruction, who will contact the family, and law enforcement will be notified.

Backpack/Coats/Personal Belongings

Backpacks, large seasonal clothing, and other personal belongings can be stored in your locker. No other items except gym and athletic gear can be stored in your gym locker. Seward Middle School is not responsible for lost or stolen items. Students will be held responsible for lost or stolen school property in their possession (See *Search and Seizure* policy).

Basic School/Classroom Expectations (School Mission)

Exemplify Respect
Accept Responsibility
Display Personal Best

Building Use/Community Recreation

A building use application must be filled out and approved by the school principal. The application must be submitted to the office at a minimum 10 days before the event.

Change of Address, Phone, or Emergency Contacts

There are occasions that arise that make it imperative that the office be able to reach the student's parents/guardians. Please keep the school informed of any address, email address, phone, or emergency contact changes.

Common Sense Media

Internet and technology safety course instructed to all levels in the fall each year. (See District Site)

Communications/Announcements Sent Home

To keep parents informed during the school year, newsletters, announcements relating to school functions and various other notices are sent home via students, the KPBSD App, our website, and/or by mail. This information may also be posted on Facebook and Powerschool. It is the student's responsibility to take these notices home. On the last day of each month, a newsletter is posted to our website, and sent through email which outlines important events.

Seward Middle Blog Page:

<http://sewardmiddleschool.blogs.kpbsd.k12.ak.us/wpmu/>

Seward Middle Facebook Page:

<https://www.facebook.com/Seward-Middle-School-1702307403327719/>

Computer and Electronic Device Policy

Computers and electronic devices are to be used for educational purposes only. All personal computers brought to campus will be governed by the school computer use policy. This may include installing applications and software used to monitor computer use. Each student is asked to sign a computer use agreement outlining appropriate use of computers. Inappropriate use of computers and electronic devices, including violations of internet use will be subject to consequences determined by school administration (See Disciplinary Matrix). This may include loss of computer privileges and/or

confiscation of personal computers. It is expected that each user be polite, kind, courteous, and respectful at all times, and equipment should be used for school-related purposes during the school day. It is the duty of all members of Seward Middle to adhere to the district's Acceptable Use Policy. Students are allowed access to email for educational purposes only. Any electronic communications at school will and can be monitored for appropriateness. It is important that students have access to this technology and communication media.

Personal electronic devices should be turned off or put on silent from 7:45-2:20. Special permission to turn on may be authorized by staff. Failure to comply with these restrictions will result in confiscation of the device for the day, and other consequences listed within the Discipline Matrix (see Appendix). If a student refuses the request of any staff member during confiscation, the student will be sent to the office and parents/guardians contacted.

Conduct

The school administration shall initiate and enforce a set of school rules, in keeping with district policy and regulation. These rules shall facilitate effective learning and promote attitudes and habits of good citizenship. Instruction regarding student rights and responsibilities is made in this handbook. The school administration shall support the classroom teacher in their efforts to promote improved and acceptable behavior in students.

Teachers shall conduct a well-planned, effective classroom program and initiate and enforce a set of classroom regulations that facilitate effective learning. Teachers and staff shall cooperate with administration and other classroom teachers in enforcing general school rules and appropriate campus behaviors. Student behavior will be recorded within Powerschool.

Parents/guardians are expected to comply with the laws governing the conduct and education of their children. They shall also be expected to cooperate with school authorities regarding the behavior of their children. Parents/guardians may be held liable for misconduct of their children to the extent provided by law.

Students shall have the responsibility to contribute to the improvement of the school program and operation through the exercise of good citizenship. Students who violate the law or rules and regulations of the school and school district may be subject to alternative programs, discipline, suspension, or expulsion.

Actions which impede or obstruct the learning process and/or the operation of the school are not acceptable. The following are not allowed on school premises, school sponsored transportation, or at school related activities:

- Smoking, or possession of tobacco in any form
- Possession, use of, or being under the influence of alcohol, narcotics, illegal drugs, chemical substances, or paraphernalia
- Possession of weapons or objects considered as dangerous
- Vulgarity/Profanity
- Gambling
- Use of fireworks
- Harassment of any sort
- Energy drinks
- Personal items such as toys, stuffed animals, pillows, or other items that are distracting or take away from students' academic focus should be left at home unless a prior arrangement is made.

Detention

At the discretion of the teacher or principal, students may be required to serve a lunch detention for a period not to exceed 30 minutes. Detention will be held for the entirety of lunch and supervised by a detention monitor.

Discipline

When appropriate, Seward Middle School Discipline Matrix will be followed when dealing with student discipline issues that are referred to the office. Student behavior may be entered in Powerschool. The principal has the final decision on all office referrals and can adjust consequences as needed.

Dress and Appearance

Any attire that may cause a disruption to the educational process will not be allowed. In matters of opinion, the judgement of the teacher and administrator will prevail. No headwear (caps, beanies, hoods, etc.) allowed in the building during regular school hours.

Clothing and dress that distracts, or threatens the safety of students in the learning environment are not permitted. These include: strapless, exposed straps, low neck lines, bare midriff, exposed undergarments, skin exposed above mid-thigh, and clothing which advertises sex, drugs, alcohol, violence, vulgarity, or gang related activities.

For dress code violations, see Code of Conduct Disciplinary Matrix (see Appendix)

Eligibility

Activities are an extension, second to academics, as you represent Seward Middle from the beginning to the end of the season. Students must be on time to school and attend, fully participate in each class, and keep a passing average. Additionally, students must be in good standing behaviorally, with no infractions within Code of Conduct during week of competition.

Eligibility checks will occur each Monday, the week of scheduled competition. Coaches and teachers will be notified, and team rosters for the week of competition will be finalized Tuesday evening.

Emergency Drills

Emergency procedures and drills are required by law and are important safety precautions. Prescribed routes are posted and drills are practiced in each room. Emergency drills should be conducted in a quiet and orderly manner. Classes are to stay together with a teacher or staff member. Directions to evacuate or barricade may be determined by teacher. Students are to remain outside the building until the signal is given to return inside. Emergency drills conducted at Seward Middle include monthly fire drills and bi-yearly ALICE and earthquake drills. Emergency personnel may be present during drills to observe and assist as needed.

Enrollment

Parents/Guardians can enroll their children at the school office. The school secretary will provide an enrollment packet for each child to be registered at Seward Middle School that must be completed before a student can begin classes. Part of enrollment includes immunization and health documentation (see Health and Immunization).

Equipment and Facilities

Each student is expected to assume responsibility for care of all school property. Students who damage property accidentally or deliberately are responsible for paying for the damage. Damage of a malicious nature will be considered a major offense (see Vandalism in Discipline Matrix).

Exploratory

There are a number of electives or exploratories available to students at the start of each quarter. These exploratories include: Foods, Makers Lab, Music, Ukulele, Team Sports, Swimming, Digital Film, Yearbook, Outdoor Education, Drama, Art, Health, and Geoscience. Students are assigned an exploratory to truly explore each area. The students go through each one on a rotation schedule per grade level.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age certain rights with respect to the student's educational records. All written and verbal communication in regard to student records and information will be handled with utmost confidentiality.

Field Trips

When field trips are planned, parents will be provided a letter explaining the trip in detail. A permission slip will also include information. Students not having a permission slip signed by a parent or guardian will not be eligible to participate in the field trip and/or activity. It is the student's responsibility to provide parents/guardians with the permission slip and information. Field trip eligibility will be based on school activity requirements for behavior, attendance, and academic standing. The classroom teacher may have additional requirements for eligibility. If a student does not qualify to attend a field trip, an alternative assignment may be given.

Health and Immunization

Alaska State Law requires a "no immunization, no school" policy. Students must be immunized against diphtheria, tetanus, polio, whooping cough, measles, mumps, rubella, hepatitis B, and hepatitis A, unless a religious exemption is granted.

The school recognizes the importance of periodic health examinations conducted according to state health regulations. The nurse will conduct height, weight, vision and hearing screenings each year. Students receiving medical examinations and/or receiving emergency health treatment while at school (shots, medicine, etc.) must have signed permission from their parents/guardians.

When your child is ill or has a condition that is contagious, please keep him/her at home. The school must be notified in the event of an illness/absence. Parents/guardians will be notified if their child becomes ill during school and is required to go home.

Homework Policy

Homework will be assigned by the classroom teacher at his or her discretion, and may be required as a component of a final grade. Students should make sure they understand assignments before taking the

work home. It is recommended that consistent study time be set aside each day for students and a quiet study area provided. Parents should make certain that assigned work is completed by the student. After-school tutoring is also available for homework assistance.

Injury and Illness

In the event a student becomes seriously ill or injured, efforts will be made to contact the parent or guardian to determine appropriate action. In addition, school personnel will complete the required reports and documentation.

Leaving Early and Arriving Late

Students leaving the school building early during the school day must report to the office to sign out. Students must also sign in when arriving late. The school day begins at 7:50 and ends at 2:20. Students who leave without proper permission and signing out, will be considered truant and will face disciplinary action. Students arriving late to school, or late to class on three or more occasions during the quarter may face disciplinary action (see Discipline Matrix).

Library

The library contains a wide variety of materials to be used by students and faculty in doing research and additional reading for their classes. Items may not be checked out without the help of a Seward Middle School staff member. Students will be required to pay cost of replacement of any items lost or damaged. Students will not be eligible to participate in athletics or receive a final report card at the end of the year with outstanding library fees.

Lockers

Lockers are a privilege and may be issued to students at the beginning of the school year. Lockers are school property and subject to search and seizure which gives school administration the authority to access what is inside. No student is allowed in any other student's locker. Lockers and the surrounding area should be kept neat, this includes free of markings and stickers. A student's books and materials are to be kept inside his/her assigned locker.

Gym lockers are available for assignment. Students may choose to purchase a lock and lock their gym or athletic items within their gym locker. Students may not lock any other items but gym and athletic equipment in their gym locker. Gym lockers are also subject to search and seizure, and may require cutting locks to access what is inside. The locker room is not an area to hang out and socialize.

Horseplay in the locker room, and climbing on lockers is not permitted. Failure to behave appropriately in the locker room will result in loss of locker room privileges, and students will have to change in the bathroom.

Bringing large sums of money or other valuable items to school is discouraged. The school cannot be responsible for these items unless they are entrusted to the office for safekeeping during the day. See *Search and Seizure* policy for more information.

Lost and Found

A “Lost and Found” container is kept next to the copy room in the auditorium. This is emptied from time to time and given to charity. It is recommended that articles of clothing, and any other supplies be marked clearly with the student’s name in a permanent way to facilitate identification.

Lunch, Breakfast and Meal Service

Breakfast and lunch are available daily to all students in the auditorium. Breakfast and lunch are “offered” not “served.” Federal requirements mandate that students select a minimum of 3 food items offered. Sack lunches may be brought from home and eaten in the auditorium. No food will be taken out of the auditorium from breakfast or lunch. Students may not trade or share food. Students are to interact in a safe, quiet and orderly manner. Students who run, or cut in line will be directed to the back of the line. Students are to clean up after themselves which includes returning trays, throwing away trash, and cleaning up spills. Students may be requested to help wash lunch tables, and sweep the floor. Energy drinks are not permitted within Seward Middle School.

Materials Provided by Students

Students will provide items such as gym shoes, pencils, papers, notebooks, rulers, or other special items required by the teacher for their classes. Students taking elective courses may be required to purchase special materials, or pay course fees. Students are required to have cold weather gear in case of an emergency when students are not allowed in the building.

Medication

The school recognizes that students may need to take prescribed medication during the school day in order to be able to attend school without jeopardizing their health. In such cases, when the school has received written statement from the student’s physical and parent/guardian as required by law, parent(s) or health care providers shall assist the student in taking medication. Any student using medication at school must have, on file with the school nurse, a medication form completed by the doctor and parent (includes over-the-counter and prescription medication). Parents are encouraged to communicate any health concerns regarding their child to the school nurse and the student’s teacher(s)/coaches.

Messages

Students will not be called to the office for phone messages unless it is an emergency. The office will deliver messages to students at the end of the day and there is a phone available to use at the front desk after obtaining permission.

Nursing Services

Our school is served by a nurse 2 days a week. A health record is kept in the nurse’s office for each student. Students new to the school district must present proof of a Physical Examination and an up-to-date Immunization Record. (see BP 5141) The primary responsibilities of the school nurse are to promote good health and prevent spread of disease. Our nurse conducts growth, vision, dental and hearing screenings. The nurse is the liaison between the school, medical provider and home. All parents and students should feel free to contact the nurse during the school day. *The school nurse is not*

a doctor. Students who are seriously ill or have been hurt should be taken immediately to their physician or the emergency room. Please do not wait to have them diagnosed by the school nurse.

Parent Group and Key Communicator

Seward Middle School is fortunate to have an active PTA and Site Council. There are representatives that serve on our Seward Area site base council. This group provides input and support for the school. They work hard to make sure the needs of Seward Middle are being met. All parents are invited and encouraged to join the parent group and work with our site council representatives. Seward Middle Site Council is comprised of at least two parents of Seward Middle students and at least one staff member. It serves as an advisory committee to the principal.

Open Gym/Outside Time Rules

Open gym is an option for students at lunch time and usually occurs when the weather is precipitating or unsafe. Students must be supervised by an adult at this time. During Open Gym, students are not permitted to horseplay, jump or run on the bleachers, hang on nets, or rims, kick balls, throw half court shots, or throw any balls overhand. Outside time occurs during lunch, and may be an option when the weather is fair. Students are not permitted to play in the parking area, on the trail system, or in the bushes. Students must be visible at all times. Two hand touch football only.

Office Referrals

At times, students may be referred to the office for medical, discipline and other issues. Students must check in with office staff, and be seated at circle table. Students then may be directed to an office space, including the nurse's office. Personal electronics and/or computers are not permitted in the quiet room spaces.

Pods

There are two academic project areas in the building known as north and south pod. These areas house desktop work stations and small group areas. They are very busy areas. Students are not permitted in the pods before school, during lunch, and when the pod doors are closed.

Posted Hours

The front doors will open at 7:25 AM. Students must be in direct supervision of a staff member at all times. Students are required to be in the auditorium until the pod doors open at 7:45. The tardy bell rings at 7:50. Students are dismissed at 2:20. Office hours are from 7:30-3:00 each day.

Powerschool

Powerschool is a program used for recording and reporting student academic progress. It is essential for parents to access this information regularly. Check in with the school secretary for access information. <https://ps.kpbsd.k12.ak.us/public/home.html>

Public Displays of Affection

Public displays of affection, such as holding hands, kissing or hugging in ways that are inappropriate will attract bears. Seward Middle discourages such activities to keep our school safe.

Re-Entry Meetings

The purpose of a re-entry meeting is to invite parents/guardians to work with staff to help prevent further discipline/attendance challenges by attending a required re-entry meeting after being suspended, having more than 10 absences in a semester, or any other reason a student is asked to leave campus. Students may not be allowed to return to regular classes until such a meeting is held. The re-entry meeting will review the reason(s) for the meeting and help the student and his/her parent or guardian develop strategies to prevent further problems.

Report Cards

Letter grades are used for 6th-8th grade. Progress Report Cards will be given to parents during scheduled parent/teacher conferences and/or mailed home at the end of each quarter. Parents will receive written notification if their child is not making adequate progress (receiving an F) up to two weeks before the end of the quarter. Report cards may be held until any outstanding fees have been paid.

Restricted Areas

Students who are observed in a restricted area which include areas to the north and west of the gym, in the pods/classrooms during lunch, before or after hours, in the parking areas, on the road, on the trails, or in the bushes, or any area not under supervision of a staff member may be suspect of inappropriate and unlawful activities. (Refer to disciplinary matrix)

School Calendar

Changes may occur to the calendar during the year—usually as a result of weather and other closures. For updated lists of events, check Seward Middle’s Facebook page, website, newsletter, and the KPBSD website.

School Closure

On rare occasions when the weather is too poor to operate the school safely, or if there are facility issues that warrant school closure, the below procedures will be used:

- KPBSD App will send out notification (should be installed on phone)
- School officials will send out an automated call ASAP, and an email will be sent
- Seward Middle Facebook page, and KPBSD website will be updated
- Local radio stations will be used as necessary

School Colors and Mascot

The school colors are blue and silver. The official school mascot is the silver salmon.

School Day

Classes are in session from 7:50-2:20 daily. Front doors open at 7:25. Breakfast is offered from 7:25 and closes at 7:45. A first bell rings at 7:45. Students need to be in their classroom by 7:50. Students arriving before school, or staying late will remain in the auditorium. Only students participating in an activity, or supervised by a coach or teacher are allowed to stay in the school after hours. An adult will be present to monitor busses. There is no supervision before or after school hours.

School Vision

The Seward Middle School vision is a result of collaboration between Seward Middle staff, Seward Middle student leadership team, and Seward Middle Site Council. It is meant to serve as a guide for all aspects of a Seward Middle School student's day.

Search and Seizure

The following rules shall apply to the search of students, their property, and of school property assigned to them (such as lockers), and to the seizure of student possessions following KPBSD board policy:

"The principal, teaching staff or other persons have a responsibility for the control and safety of students in school, on the grounds or while engaged in school-related or sponsored activities and may conduct searches of a student, spaces assigned to the student, or student property when there is probable cause to believe that items in the student's possession are illegal, unlawfully obtained, prohibited, or dangerous to students, others or property." Items identified above "shall be seized when found in the possession of students or other persons in schools, on school grounds, or engaged in school-related or supervised activities."

Substitute Teachers

Students are expected to obey any rules set forth by a substitute teacher. Substitute teachers have an incredibly challenging job. Students who misbehave for a substitute teacher will be dealt with swiftly. Substitutes have been instructed to complete a student behavior report for unacceptable student behavior.

Suspension and Expulsion

The administrative staff of Seward Middle School may suspend a student from school for violating school and/or KPBSD policy. Only the KPBSD school board can expel a student. Suspended or expelled students shall be excluded from all on campus events and any extracurricular activities during the suspension or expulsion. The principal is authorized to suspend students for periods up to ten (10) days. A suspension of less than ten (10) days may include an in-school suspension, in which the student is to be assigned to an alternate area in the school to do work. Procedural guidelines for suspension and expulsion will follow KPBSD board policy. A re-entry meeting will be scheduled and attended by the student and parents before the student is readmitted.

Study Hall

Study Hall is an option for students during exploratory, Monday-Friday. If a student is failing a class, they may be referred to study hall. Study hall time is intended to be used specifically for make-up and completion of assignments. It is not a time for non-academic activities or as a disciplinary placement.

Tardies

Promptness to class is extremely important. Students are to be in their classrooms and ready to work when the class begins. Students will be marked absent if they are 15 minutes late for class. Students who receive four tardies per quarter (cumulative) within their schedule may receive a lunch detention. All chronic tardies will be referred to the principal.

Textbooks and Library Books

Books are loaned to students for their use during the school year. Students are responsible for books assigned to them. If they are lost, damaged, or destroyed, students are responsible for replacing them, and must pay a replacement fee. Student activities such as field trips, athletic events, electives requiring course fees, may not be an option if students have lost or damaged items at the end of each quarter.

Tobacco, Alcohol and Other Drugs

The use/and or possession of or being under the influence of tobacco products, alcoholic beverages, and/or other illegal drugs, is prohibited in the school buildings, on school property, or at any school activity or event. Any student who violates this rule will be subject to the provisions of the Code of Conduct Disciplinary Matrix, shall be subject to the provisions of KPBSD policy, and may be reported to the appropriate law enforcement agencies for possible legal action.

Transportation and Bus Regulations

The bus driver is responsible for maintaining appropriate student behavior on the bus. It is a privilege to ride the school district busses. Students are denied the privilege of riding school district buses for behavior that interferes with the health, safety, comfort, or well-being of others. All students must have written permission from home if they are to return home in any manner that varies from their regular routine. Students will not be permitted to make phone calls home to arrange after school plans during class time. Bus passes must be written by office staff should students need to ride the bus or change busses.

Students who ride bicycles to school are to use the bicycle rack provided in front of the building.

Students riding skateboards to school may store them in the office until the end of the school day.

Students are NOT allowed to bring any type of motorized vehicle to school.

All Apple school busses have the following rules:

- Follow driver's directions.
- Stay in your assigned seat at all times.
- Keep your hands, feet, books, and objects to yourself and inside the bus.
- No swearing, rude gestures, cruel teasing, or put-downs.
- Use classroom voice and behavior.
- No eating or drinking.

Vandalism

Students who willfully destroy or deface property of KPBSD or others will be subject to the Code of Conduct Disciplinary Matrix for vandalism.

Violent and Aggressive Conduct

Students and staff have the right to feel safe and secure in their classrooms and while on school property or at school events. Behaviors categorized as violent and aggressive will not be tolerated and will result in immediate corrective action. Additionally, cases may be brought forth to local law enforcement. Violent and aggressive acts include, but are not limited to, possession, threat with or use of a weapon, physical assault with the intent to cause harm, verbal abuse, intimidation, extortion, bullying, gang participation, harassment, stalking, and racial slurs. Each situation of violent behavior and/or aggressive behavior will result in specific consequences determined by the seriousness of the act. Any significant consequences may include input from the parent/guardians, teacher(s), and other appropriate individuals. No threat of violence will be considered as a joke. Any bomb threats, or threats of violence, whether or not made during school hours or on school grounds, shall result in immediate disciplinary action, up to and including suspension and/or expulsion. All students shall report any and all threats of violence, including jokes and threats of suicide to a teacher or school principal. The Code of Conduct Disciplinary Matrix will be followed for all referrals involving bullying, assault, defamation, or fighting. The administration will have the final approval and decision for any consequence.

Visitors

All visitors need to report their presence and purpose to the school office. The principal will insure that the visitor's presence will not unduly interfere with the educational program. Parents and guardians of students are encouraged to visit the school. ALL VISITORS ARE TO SIGN IN AT THE OFFICE AT THE CHECK-IN COMPUTER. Parent volunteers must complete a volunteer background check before they can volunteer. Students not currently enrolled at Seward Middle School are not permitted in the auditorium, hallways, or classrooms without permission from a Seward Middle staff member. This does not include those students waiting in the foyer to board the bus or to be picked up, or students attending or participating in special events at Seward Middle after hours. Students' visitors are invited to visit before school, during lunch, and after school. Visitors are not allowed to attend regular classes without advanced notice and approval from administration and teachers.

Volunteers

Many parents are involved in school projects and/or assisting teachers. Volunteers may assist in the classroom, library, office, lunch, and with special events. If interested, parents should contact the office. ALL volunteers must complete the mandatory KPBSD volunteer screening application. <http://www.kpbsd.k12.ak.us/employment.aspx?id=19556>

Weapons, Illegal, Dangerous and Disruptive Articles

Please refer to KPBSD Board Policy 5131.7.

Withdrawal from School

Parents are asked to notify the school prior to a student's withdrawal from Seward Middle. On the day of the withdrawal, the student will receive a withdrawal slip from the office and have a slip signed

indicating that all books, etc. have been returned by the student. All money owed to the school, including outstanding lunch balances and library fines, must be paid before the student's permanent records and immunization chart can be released.

Extracurricular Eligibility

Student Activities/Extracurricular Eligibility Requirements

All students enrolled in school are members of the student body and are eligible for all extracurricular activities as long as they meet the eligibility requirements of the KPBSD. *Note: Connections students may participate in KPBSD activities, and must adhere to school and district policies for all student activities.*

It is the responsibility of students to maintain and monitor their eligibility status throughout an activity season. These eligibility requirements include: 1) academic, 2) behavior/conduct, and 3) attendance.

1) Weekly Academic Requirements

Grade checks occur each Monday, the week of competition. Eligible students are required to maintain a passing average with no F's. Only the principal can declare a student ineligible. Academic eligibility is based on passing cumulative quarter grades. Students are ineligible from the Monday following grade check to the following Monday (one calendar week).

2) Behavior/Conduct Requirements

Eligible students will not have behavioral office referrals the week of grade check.

3) Attendance Requirements

Students must meet the practice requirements set by the coach. Students must be present during the school day to participate in practice or games. Students who are absent may not participate for practice/activity that same day.

A coach or advisor may have additional eligibility requirements for their team. A student on a team (athletic, academic, etc.) must attend designated practices, as well as meet all additional participation requirements approved by the coach, advisor, and administration.

Student Activities Equipment & Supplies

School owned equipment is not to be issued to individuals or groups outside the formal dates of practice and competitive season unless otherwise approved by the head coach/sponsor and activities director. In order to give each student a sense of responsibility and an appreciation for his/her equipment, each will be held accountable for proper use. The individual the equipment was issued to at the beginning of the season will pay for equipment that is lost or abused. The coach/sponsor is responsible for demonstrating and teaching proper care of equipment. Athletic equipment, supplies, and materials belong to the school and are not to be given away or sold to students without approval from the head coach/sponsor and activities director.

The following are additional policies for activity equipment, supplies, and materials:

- Uniforms, equipment, and supplies shall be issued to the head coach/sponsor. Equipment issue records must be maintained by the head coach/sponsor.
- At the end of the season/activity period, equipment, uniforms, supplies, materials will be inventoried according to the issue records maintained by the coach/sponsor.
- The coach/sponsor will designate the date of return.

If school property is not returned in a timely fashion, the following steps will be taken by the head coach/sponsor:

- Personally contact student
- Telephone student's guardian(s) explaining the problem
- Send written notice of missing property to student's guardian
- Submit documentation of contacts to activities director who will take final action on the matter.

No student will receive any awards until all equipment, supplies, or materials have been checked-in by the issuing coach. Such notice will be included in a letter sent to the student's guardian(s).

Student Activities Travel

All students, in order to travel, must have a signed permission slip. Coaches/Sponsors are responsible for giving, collecting, and making sure students have permission slips turned in prior to travel. It is the student's responsibility to make sure they have a signed permission slip turned into their coach/sponsor before travel. If a student is sent home from an activity for behavior or KPBSD policy violations, the cost of travel back to Seward may be the responsibility of the parents/guardians. All students must wear appropriate winter gear while traveling on school/district-sponsored activities between October 1 to April 15, this includes: hat, gloves, winter coat and winter boots.

Transportation Following Practice

All students must make their own arrangements for rides home from practice and following events and competition. Students are to be picked up from these activities within 15 minutes of the end of the activity at the front of the school.

Seward Middle Extracurricular Activity Directory

I. Middle School Athletic Teams

Cross Country Running

Coaches: Shelly Walker (Head Coach)
Clay Ellsworth (Asst. Coach)

Entry Requirements: All students grades 6-8. Must meet Eligibility Requirements
\$60 fee

Season Schedule: August to October

Description: Students who participate in cross country running learn a life skill, and apply this skill over distances on our local trails and roads. During the season, they will participate in five invitationals which comprise of over 150 racers per event, from teams all around the Kenai Peninsula and Anchorage Bowl. Following the Borough Finals, at the end of the regular season, trophies will be awarded to the top three teams. A sportsmanship trophy is given to the team that exemplifies good sportsmanship throughout the season. Students may receive individual awards for their accomplishments.

Boys Soccer

Coach: Dustin Phillips (Head Coach)

Entry Requirements: All students grades 6-8. Must meet Eligibility Requirements
\$60 fee

Season Schedule: August to October

Description: Students who participate will learn the fundamental skills and strategy of the game of soccer. They will learn how to work together as a team and show good sportsmanship. During the season, the soccer team will play teams from Skyview Middle (gr. 7-8), Homer Middle (gr. 7-8), Nikiski Middle (gr. 6-8), Kenai Middle (gr. 6-8), and compete in the Borough Tournament. At the end of regular season play, trophies will be awarded to the top three teams. A sportsmanship trophy is given to the team that exemplifies good sportsmanship throughout the tournament.

Girls Soccer

Coach: Myla Liljemark (Head Coach)

Entry Requirements: All students grades 6-8. Must meet Eligibility Requirements
\$60 fee

Season Schedule: August to October

Description: Students who participate will learn the fundamental skills and strategy of the game of soccer. They will learn how to work together as a team and show good sportsmanship. During the season, the soccer team will play teams from Skyview Middle (gr. 7-8), Homer Middle (gr. 7-8), Nikiski Middle (gr. 6-8), Kenai Middle (gr. 6-8), and compete in the Borough Tournament. At the end of regular season play, trophies will be awarded to the top three teams. A sportsmanship trophy is given to the team that exemplifies good sportsmanship throughout the tournament.

Boys Basketball

Coaches: Coty Beck (Head Coach)
To Be Filled (Asst. Coach)

Entry Requirements: All boys grades 6-8. Must meet Eligibility Requirements
\$45 fee for intramurals
\$60 fee for intramural and competition play

Season Schedule: Intramurals compete in October
Tournament Play competes from October to December

Description: Students who participate will learn the fundamental skills and strategy of the game of basketball. They will learn how to work together as a team and show good sportsmanship. All students will have an opportunity to play and compete in scrimmage games during Intramural Play. Competition/Tournament Play will commence thereafter. Competition play may be limited to 20 athletes, and the 20 players will be assigned to either an A-Team or B-Team. The basketball team will play competition during the regular season with Skyview Middle (gr. 7-8), Homer Middle (gr. 7-8), Nikiski Middle (gr. 6-8), Kenai Middle (gr. 6-8), and compete in the Borough Tournament. At the end of regular season play, trophies will be awarded to the top three teams. A sportsmanship trophy is given to the team that exemplifies good sportsmanship throughout the tournament.

Girls Basketball

Coaches: Grace Williams (Head Coach)
Becki Dixon (Asst. Coach)

Entry Requirements: All girls grades 6-8. Must meet Eligibility Requirements
\$45 fee for intramurals
\$60 fee for intramural and competition play

Season Schedule: Intramurals compete in October
Tournament Play competes from October to December

Description: Students who participate will learn the fundamental skills and strategy of the game of basketball. They will learn how to work together as a team and show good sportsmanship. All students will have an opportunity to play and compete in scrimmage games during Intramural Play. Competition/Tournament Play will commence thereafter. Competition play may be limited to 20 athletes, and the 20 players will be assigned to either an A-Team or B-Team. The basketball team will play competition during the regular season with Skyview Middle (gr. 7-8), Homer Middle (gr. 7-8), Nikiski Middle (gr. 6-8), Kenai Middle (gr. 6-8), and compete in the Borough Tournament. At the end of regular season play, trophies will be awarded to the top three teams. A sportsmanship trophy is given to the team that exemplifies good sportsmanship throughout the tournament.

Girls Volleyball

Coach: Angie Hammer (Head Coach)
Jodi Kurtz (Asst. Coach)

Entry Requirements: All girls grades 6-8. Must meet Eligibility Requirements.
\$45 fee for intramurals
\$60 fee for intramural and competition play

Season Schedule: Intramurals compete in January
Tournament Play competes from January to March

Description: Students who participate will learn the fundamental skills and strategy of the game of basketball. They will learn how to work together as a team and show good sportsmanship. All students will have an opportunity to play and compete in scrimmage games during Intramural Play. Competition/Tournament Play will commence thereafter. Competition play may be limited to 20 athletes, and the 20 players will be assigned to either an A-Team or B-Team. The volleyball team will play competition during the regular season with Skyview Middle (gr. 7-8), Homer Middle (gr. 7-8), Nikiski Middle (gr. 6-8), Kenai Middle (gr. 6-8), and compete in the Borough Tournament. At the end of regular season play, trophies will be awarded to the top three teams. A sportsmanship trophy is given to the team that exemplifies good sportsmanship throughout the tournament.

Wrestling

Coach: Aaron Sorenson (Head Coach)

Entry Requirements: All students grades 6-8. Must meet Eligibility Requirements
\$60 fee

Season Schedule: January to February

Description: Students will learn grappling techniques such as throws, takedowns, joint locks, pins and other grappling holds. Students practice competing against one other wrestler. Wrestling is a great way to get in shape and have fun working together to meet individual goals. During the season, the team competes against students from around the District. Students will receive individual awards for their accomplishments, and at the end of regular season play, trophies will be awarded to the top three teams. A sportsmanship trophy is given to the team that exemplifies good sportsmanship throughout the tournament.

Nordic Skiing

Coach: Shelly Walker (Head Coach)

Entry Requirements: All students grades 6-8. Must meet Eligibility Requirements
\$60 fee

Season Schedule: January to March

Description: Students will learn the skills and strategies of cross country/Nordic skiing. During the season, they will participate in five invitationals which comprise of over 100 racers per event, from teams all around the Kenai Peninsula and Anchorage Bowl. Following the Borough Finals, at the end of the regular season, trophies will be awarded to the top three teams. A sportsmanship trophy is given to the team that exemplifies good sportsmanship throughout the season. Students may receive individual awards for their accomplishments.

Track and Field

Coach: Lori Allen (Head Coach)
Myla Liljemark (Asst. Coach)

Entry Requirements: All students grades 6-8. Must meet Eligibility Requirements
\$60 fee

Season Schedule: April to May

Description: Students will participate in running events, throwing events, and jumping events. Jumping events are high jump, long and triple jump. Discus and shot put are the throwing events. Running events include the 100, 200, 400, 800, 1600 meter and relay running events. Students will learn team work and sportsmanship. Track and field is a great way to get in shape, and have fun working together to meet individual goals. Following the Borough Finals, at the end of the regular season, trophies will be awarded to the top three teams. A sportsmanship trophy is given to the team that exemplifies good sportsmanship throughout the season. Students may receive individual awards for their accomplishments.

II. Middle School Music Festivals

Choir and Band – NOT currently offered at Seward Middle School

Teacher: N/A

Entry Requirements: All students grades 6-8. Must meet Eligibility Requirements
\$10 participation fee

Season Schedule: Mass Choir—Hosted by Skyview Middle School in April
Mass Band—Hosted by Homer Middle School in May

Description: Band and choir will be offered as an elective for all 6-8 grade students interested. The concert band will include an eclectic blend of brass, woodwind, percussion, piano, and strings. Many of these productions will include a light blend of popular and seasonal music, including a winter and spring performance. Students in band may participate in Mass Band. Students interested in choir will participate in a group of 16-20 students during exploratory. The choir may use instrumental accompaniment. Students in choir may be eligible to participate in Mass Choir. Awards may be given to exceptional school or individual performances.

III. Middle School Academic Clubs

Student Leadership Team (formerly Student Council)

Advisors: Pam Bauer & Clay Ellsworth

Entry Requirements: All students grades 6-8. Must complete an application process with a reference.
Must meet Eligibility Requirements

Meeting Schedule: Year round

Description: Student Leadership Team members are elected and tasked with leading their class and Seward Middle School. SLT members follow all school rules, are advocates for the school, and lead by example. An SLT representative attends Site Council meetings when asked, and helps with carnivals, spirit weeks, field day, student activities, activity nights, and fundraising for student activities. All officials must attend scheduled meetings.

To be a member of the Student Leadership Team, each student must apply to the team which includes a reference from a member of our staff. Once accepted into the leadership team, each executive position is secured through a voting process within the council. The Student Leadership Team will make recommendations and assist in the decision-making process regarding student-related issues and activities. A Student Leadership Team member may be asked to report at each Seward Site Council meeting and deliver a student report.

If a student leadership member should get three discipline referrals during their term, they may no longer be on the team—including any referral for a major infraction.

Mind-A-Mazes

Advisor: Keri Russell

Entry Requirements: Open to all students grades 6-8

Meeting Schedule: Projects mostly completed at school with staff support. Parents may be asked to help at home as well. Competition is held in October.

Description: Students work in teams to solve a long-term, hands on problem. Past activities have included pendulums, catapults, airplanes and more. There will be a competition held at school and the top four teams will compete at the district level in Soldotna.

Geography Bee

Advisors: Myla Liljemark

Entry Requirements: Grades 6-8 nomination required based on classroom Geography test scores

Meeting Schedule: February to April. State Geography Bee is in April.

Description: Geography Bee is a great challenge for students. Students challenge themselves to recall and learn many places, and geographical regions and landforms around the world. It allows students to gain confidence in standing up in front of a crowd and performing their best. The winner of the Seward Middle School Geography Bee is given the honor of representing the school at the state Geography Bee in Anchorage.

Battle of the Books

Advisors: Clay Ellsworth & Shelly Walker

Entry Requirements: Open to all students grades 6-8

Meeting Schedule: August-February during lunch. Battles are the first three weeks of February.

Description: Alaska's Battle of the Books is a reading incentive program for students in grades 3-12. Students read designated books and come together to demonstrate their abilities to test their knowledge of the books they have read. Students who participate in Battle of the Books are expected to read 10-16 Battle Books in a given year. Each student is given his/her own set of Battle questions and a Battle bookmark to keep track of his/her reading. The team meets at lunch to read and quiz each other. The District competition is in February.

Math Bowl

Advisor: Keri Russell

Entry Requirements: Open to all students in grade 6

Meeting Schedule: Spring months during the school day. The District meet is in May.

Description: Students practice math problem-solving and then go to the Math Bowl to compete against teams from around the District.

Math Meet

Advisor: Keri Russell

Entry Requirements: Open to all students in grades 7 and 8

Meeting Schedule: Spring months during the school day. The District meet is in May.

Description: Students practice math problem-solving and travel to Homer Middle School to compete individually and as a team in a high level math competition.

Seward Middle School Regular Bell Schedule

Per 1 7:50-8:40

Per 2 8:40-9:30

Per 3 9:35-10:25

Per 4 10:25-11:15

Lunch 11:15-11:45

Per 5 11:48-12:37

Per 6 12:41-1:30

Per 7 1:34-2:20

Seward Middle School 2-Hour Delay Start

Per 1 9:50-10:23

Per 2 10:23-10:56

Per 3 10:59-11:32

Per 4 11:32-12:05

Lunch 12:05-12:35

Per 5 12:38-1:11

Per 6 1:14-1:47

Per 7 1:50-2:20

Seward Middle School Early Release

Per 1 7:50-8:35

Per 2 8:35-9:10

Per 3 9:13-9:48

Per 4 9:48-10:23

Per 5 10:26-11:01

Per 6 11:04-11:39

Lunch 11:39-12:09

Per 7 12:12-12:50