

This planner belongs to: _____

Kirkland Middle School

430 18TH Avenue
Kirkland, WA 98033

Motto: Expect the Best

Vision Statement: A caring community of dynamic, lifelong learners

2018 - 2019



Principal – Deborah K.W. McCarson
Office Manager – Betty Ann Ray

Associate Principal – Julie Dixon
ASB & Associate Principal's Assistant – Karla Parker

Counselor – Steve Hynden (Last names A-L)
Counselor - Carol Hinrichs (Last names M-Z)
Counseling Secretary and Registrar – Janette Gatbunton

Athletic Director – Terry Higbee

Activities Coordinator – Sara Ward

Main Office: (425) 936-2420

Attendance: (425) 936-2421

Counseling: (425) 936-2423

Fax: (425) 889-1589

Web Site: <http://www.lwsd.org/kims>

Goals

Our goals are to create a sense of community within the school which fosters respect for self and others, to maintain order and security, to provide a suitable learning environment, and to teach responsible behavior. The definitions and procedures conforming to state laws and regulations and the Lake Washington School District Regulations have been developed by Kirkland Middle School parents, teachers, students, and administrators to meet these goals.

Table of Contents

	Page
Daily Schedule	4
<u>Academics</u>	5
- Being Prepared for Class	- Homework Help Opportunities
- Grades	- Homework Requests
 <u>Attendance</u>	 5-7
- Absence and Late to School Procedures	- Making Up Work Due to Absences
- Early Dismissal	- Pre-Arranged Absences
- Excessive Absences or Tardies	- Tardy to Class
- Excused Absences	- Unexcused Absences/Becca Bill
 <u>Extra-Curricular</u>	 8-9
- After-School Activities	- Athletic Program
- Activities and Clubs	- Eligibility for All Activities and Athletics
- Associated Student Body (ASB) Student Government	- Evening Activities
- Associated Student Body (ASB) Card	- School Dances
 <u>Kirkland Middle School's Procedures</u>	 9-11
- Balloons, Cakes, Cupcakes or Birthday Treats	- Lunches
- Bus Passes	- Medication
- Breakfast	- Netbooks
- Campus Visitors	- Passing Periods
- Classroom Visits by Parents	- Planners
- Closed Campus	- Restitution

- Fines and Fees
- Lost and Found

- School and District Events

Building Climate and Student Conduct 11-14

- Academic Readiness
- Assembly Behavior
- Cell Phones and Electronic Devices
- Cheating/Plagiarism/Forgery
- Disrespect for Student Property
- Dress Code
- Emotional and Physical Safety
- Food and Drink
- Hall Passes
- Inappropriate Displays of Affection
- Lunchtime Expectations
- Nuisance/Personal Items
- Physical Horseplay
- Panther Pride Awards
- Progressive Discipline
- Removal of Privileges
- Seeing or Hearing About Something Dangerous
- Student and School Pictures
- Substitute Teachers

Lake Washington School District Middle School Rights and Responsibilities 2017-2018 15 -30

Lake Washington School District 2017-2018 Calendar.....31

DAILY SCHEDULE

2018 - 2019

MON., TUES., THURS., FRI.					WEDNESDAY				
1st Period	8:35	-	9:25	(50 Min.)	1st Period	8:35	-	9:15	(40 Min.)
2nd Period	9:30	-	10:20	(50 Min.)	2nd Period	9:20	-	10:00	(40 Min.)
3rd Period	10:25	-	11:15	(50 Min.)	3rd Period	10:05	-	10:45	(40 Min.)
"A" Lunch	11:20	-	11:50	(30 Min.)	"A" Lunch	10:50	-	11:20	(30 Min.)
"A" - 4th Period	11:55	-	12:45	(50 Min.)	"A" - 4th Period	11:25	-	12:05	(40 Min.)
"B" - 4th Period	11:20	-	12:10	(50 Min.)	"B" - 4th Period	10:50	-	11:30	(40 Min.)
"B" Lunch	12:15	-	12:45	(30 Min.)	"B" Lunch	11:35	-	12:05	(30 Min.)
5th Period	12:50	-	1:40	(50 Min.)	5th Period	12:10	-	12:50	(40 Min.)
6th Period	1:45	-	2:35	(50 Min.)	6th Period	12:55	-	1:35	(40 Min.)
Panther Time	2:55	-	3:05	(30 Min.)					

❖ Academics

Being Prepared for Class

Being prepared for class is an important way for students to be successful in Kirkland Middle School classes. Bringing appropriate and necessary materials (e.g., completed assignments, fully-charged netbook, books, paper, pens, pencils, etc.) to class is an expectation for all students at Kirkland Middle School. Being prepared also means appropriate clothing for the classes students have that day such as PE, Science, Art, etc.

Grades

Progress reports will be sent home every nine weeks (at the end of each quarter). Students' academic progress may be tracked on Skyward. This can be accessed via the Lake Washington School District website under. "[For Student and Families](#)"

Homework Help Opportunities at Kirkland Middle School

KiMS offers multiple opportunities for students to access their teachers during the course of a school week.

- Catch Up Café & Library – Open during lunches. Quiet place for students to get ahead on their studies or catch up on missing work.
- Individual teachers – Teachers may be available to assist students before and after school by appointment.
- Power Hour – Offered Tuesday and Thursday after school from 3:00 to 3:45. Supervised homework time open to all students.
- Panther Time – When possible, Panther Time will be used for teachers to engage students in academic support or enrichment opportunities.

Homework Requests

Making up missed assignments is the **student's responsibility**. Methods to obtain missed assignments include: calling a fellow student; emailing/calling the teacher; upon returning to class, obtaining assignments from the teacher and making arrangements to make up labs and quizzes. When a student is absent due to illness for three consecutive days, parents/guardians may request a student's homework. **If parents/guardians know the student will be out for three or more days, they may request homework on the second day of illness.** The homework may be picked up on the third day. Parents may request homework through the Counseling Office. **Teachers require a twenty-four hour notice to prepare assignments.** Please see "Make Up Work Due to Absence" under "Attendance" for more information.

Planner & Home Communication

At Kirkland Middle School, we use two forms of communication with students and families for tracking grades and projects. Our primary means is the student planner. We encourage students to refer to it regularly for information regarding homework and due dates. Our staff also uses the Haiku communication system. This is used in different ways depending on the staff member. We ask that students make sure they are clear on how their teachers use Power School Learning(formerly Haiku) in the classroom.

❖ Attendance Policies and Procedures

Overall Attendance Expectation:

In keeping with Kirkland Middle School's motto "Expect the Best" and the desire to encourage students to take personal responsibility for their actions, it is expected that students attend every day and are on time. **Vacations or other non-illness absences should be avoided during the school days as vacation days are provided within the regular school calendar.**

Safe Arrivals

All absences must be called into the attendance office at **(425) 936-2421 by 8:45 AM on the day of the absence** in order to verify or excuse an absence. If we have not received a call regarding a student's absence prior to **8:45 AM**, families will receive a call from our "Safe Arrival" system reporting a student's absence and requesting that the parent/guardian contact the Attendance Office at the number listed above. Please call us immediately upon receiving this call.

Excused Absences

Parents or guardians should notify the school in person, by phone, or in writing/email within 48 hours of an absence if they wish to have the principal consider it as an excused absence. The school will determine whether absences or late arrivals are excused. Excused absences (based on Washington State Compulsory School Attendance and Admission Law RCW 28A.225, also called the "Becca Bill" and LWSD Policy) include the following: illness, medical appointments,

family emergency, religious holiday, school-related field trips, suspensions, or other pre-arranged absence. If sufficient reason for an absence is not provided, the absence will be considered unexcused. The principal may not approve an absence if it causes a serious adverse effect on the student's educational progress.

Excessive Excused Absences (per semester)

10 Days Excessive Excused Absences – At 10 days of excused absences the parent/guardian will receive a notification letter regarding their student's excessive excused absences alerting them to next steps in our attendance follow-up procedures and will be required to meet with Associate Principal.

15 Days Excessive Excused Absences – Doctor's Note Required – At 15 days of excused absences the parent/guardian will receive a notification letter requiring a doctor's note to accompany further absences by their student.

Unexcused Absences

Any absence that is not excused by the parent, guardian, or school will remain unexcused. Examples of unexcused absences would include: oversleeping, missed bus, traffic, homework, shopping, babysitting, trips not pre-arranged through the office (see Pre-Arranged Absence Contract), or other absences that could be planned outside the school day.

- Parents will be notified in writing or by phone after **one unexcused** absence in a month.
- A parent conference will be initiated after **three unexcused** absences in a month to improve the student's attendance.
- The parent, student and school must enter into a contract to improve the student's attendance after **five unexcused absences in a month**, or the case may be referred to a Community Truancy Board,
- The school district may file truancy petitions with the juvenile court or refer to Community Truancy Board after **seven unexcused absences in a month, or ten unexcused absences in an academic year.**

Excessive Unexcused Absences

The Becca Law is intended to stop truancy before it becomes a problem. The law requires only one thing of students: Attend School. If a student has unexcused absences, the law requires the school district to take action. The Becca law pertains only to when a student misses the majority of the school day (3 or more periods). See Attendance Matrix below for consequences of unexcused absences.

Pre-Arranged Absences

A Pre-Arranged Absence Contract must be completed 48 hours in advance of when a student will be missing school for three or more days. Students obtain the Contract from the Main Office. Once an absence contract is issued, the student will take it to each teacher before or after school to obtain homework or make arrangement with the teacher as to when tests, homework, and assignments can be completed. Students must schedule make-up testing with their teacher before or after school. Teachers are not required to provide work in advance; however, all assignments that have been provided are due upon the student's return to school. Failure to complete an absence contract and have it turned into the Attendance Office prior to the absence may result in a student receiving a zero for the assignments missed. Absence contracts are not completed until all signatures are gathered and returned to the Attendance Office.

Making up work due to Absences

For each day a student is absent, the student has the same number of days to make up the work, provided the absence is excused. It is up to teacher discretion to provide make-up work in cases of unexcused absences, and academic performance may suffer as a result.

Late to Class/Late to School

Students are expected to be in their seats, with necessary materials out, beginning the warm-up activity when the clock changes to the starting time of class. Students who are not in their seats and working when class begins will be considered tardy. Consequences for being tardy are progressive in nature and may include lunch duty, detention, in-

school suspension and/or parent conference (See Attendance Matrix below). Students who miss more than half of a class period are considered absent.

Late to School

A student who arrives late to school is required to report to the Attendance Office for an admit slip. The student must have a note or the parent/guardian must call the attendance office to be considered by the administration as excused. (See Unexcused Absences Examples)

Early Dismissal

For appointments during the day, students must bring a note from parent/guardian prior to the start of the day to receive an early dismissal pass from the Attendance Office. Parents/guardians are required to sign their student out at the Attendance Office. Students returning to school the same day need to check in at the Attendance Office when they return.

ATTENDANCE CONSEQUENCES

INFRACTION	PERSON RESPONSIBLE	CONSEQUENCE
1-2-Lates	Classroom Teacher	Marked in Skyward, warning
3-Lates	Administration	Parent/guardian email
4-Lates	Administration	Lunch duty, parent/guardian email
5-Lates	Administration	Parent/student/administration conference, Lunch Detention Assigned to Student, Attendance/Truancy offense included in student's record.
6- Lates	Administration	Two lunch detentions assigned to student, Attendance/Truancy offense included in student's record.
7-Lates	Administration	One week lunch detention, Attendance/Truancy offense included in student's record
8-Lates	Administration	One hour after school detention for 3 days, Attendance/Truancy offense included in student's record
9-Lates	Administration	One hour after school detention for 5 days, Attendance/Truancy offense included in student's record
10+ Lates	Administration	Parent/student/administration conference, one week of lunch detention and one week after school detention, Tardy Contract
10+ Excused Absences/Semester	Administration	Letter to Parent/Guardian, Parent/Associate Principal Conference
15+ Excused Absences/Semester	Administration	Letter to Parent/Guardian, Doctor's Note Required, Referral to LWSD Attendance Specialist
1- Unexcused Absence/Month	Administration	Phone call or email to parent/guardian
3-4 Unexcused Absences/Month	Administration	Letter to Parent/guardian/Meeting with Associate Principal, WARNS assessment
5-6 Unexcused Absences/Month	Administration	Student Contract, Parent/guardian Meeting with Associate Principal, Counselor and LWSD Attendance Specialist
7+ Unexcused Absences/Month	LWSD Attendance Specialist	Refer to Community Truancy Board or petition filed by LWSD Attendance Specialist
10+ Unexcused Absences/Year	LWSD Attendance Specialist	Truancy Petition filed by LWSD Attendance Specialist

❖ Extra-Curricular

After-School Activities

Students who are loitering on campus or not involved in an activity (supporting or participating) will be asked to leave school grounds. Spectators and participants are to demonstrate sportsmanship; this includes refraining from making inappropriate comments to officials, opponents, and fans. Failure to do so will result in person/persons being asked to leave and not allowed to return to after school activities without approval from administration.

Activities and Clubs

All students are encouraged to get involved in after-school activities such as sports or activities. There are a variety of clubs and activities that meet before and after school. Listen to the announcements for days and times of upcoming meetings.

Information about clubs and activities offered will be provided both at the beginning and throughout the school year. Note: Club/activity offerings are subject to change due to changes in staff and funding.

Associated Student Body (ASB) Student Government

The students of Kirkland Middle School are governed by an executive board consisting of six elected officers and a student representative council consisting of one student from each Panther Time class. This group works to promote leadership, initiative and change through the student body. They work in partnership with our leadership class to promote the wide variety of ASB activities.

Associated Student Body (ASB) Card

An ASB card is required to participate in any athletic, academic or club activity. The ASB card costs \$25.00 and will reduce the cost of many school related activities. There is a \$5 replacement charge for lost ASB/ID cards. ASB cards can be purchased in the Main Office.

Athletic Program

Kirkland offers a full participation athletic program and everyone who turns out plays. All students are encouraged to participate. Participating in interscholastic athletics helps enrich a student's school experience by increasing their school spirit, increasing daily exercise and teaching them about the game and how to be a part of a team. Students should listen carefully for bulletin announcements that tell when athletic seasons begin. Forms can be found in the Main Office or via <http://new.lwsd.org/students-families/athletics>

Before students can participate in any Interscholastic sport, they must meet the district eligibility requirements. These include:

1. Purchase of an ASB card (\$25.00)
2. Completing eligibility forms with all the items listed below:
 - Parent permission
 - Signed Athletic Policy
 - Physical Exam -- Recommended to be done prior to start of school. It is valid for a two year period of time.
 - Verification of insurance
 - Emergency medical authorization
3. Pay for participation fee or obtain a waiver for a reduced fee in the Main Office.
 - **Athletic Program Fees** - \$75 per inter-scholastic sport with an individual cap of \$150. Siblings at the same school are capped at \$225. Scholarship request forms are available in the office. Intramural fee is \$25.
 - **Refunds** – Will be provided if a student athlete is not able to participate prior to the first competition.

Interscholastic Sports Schedule for the 2018-2019 Seasons

Season One (Sept. 10 – Oct. 26)	Boys/Girls Cross Country, Boys Tennis, Boys Basketball
Season Two (Oct. 29 – Dec.21)	Girls Badminton; Boys Soccer
Season Three (Feb. 5– Mar. 29)	Boys/Girls Wrestling, Girls Basketball
Season Four (Apr.14– June 7)	Boys/Girls Track & Field, Girls Tennis, Girls Volleyball

Interscholastic Description: Competition with other LWSD middle schools.

Intramural Sports Schedule for the 2018-2019 Seasons

Sports To Be Determined

Session One: (Jan. 7-Jan. 18)

Session Two: (Jan. 22-Feb. 1)

Eligibility for All Activities, Clubs and Athletics

Students must be in attendance for at least one-half of the school day to participate in any school-related activity or sporting event, unless previously arranged with administration. To maintain eligibility; the student shall maintain passing grades in all subjects taken and have a current 2.0 GPA.

Evening Activities

To attend any evening event that requires a ticket to gain entrance, students and families must purchase tickets prior to the event. We do not sell tickets at the door. Students who are loitering on campus or not involved in an activity (supporting or participating) will be asked to leave school grounds.

School Dances

Dances are sponsored by the ASB for the student body of Kirkland Middle School. Only current KiMS students are permitted to attend any Kirkland Middle School dance. **All tickets are pre-sold. No tickets will be sold at the door.** The dances are held from 6:30-8:30 p.m. The doors open at 6:30 p.m. and **close one half hour after the start of the dance.** Unless a parent is present to pick up the student at the door, students are not allowed to leave the dance until the dance is over. To attend the dance, students must be at school at least one-half of the school day. Appropriate student conduct is expected and discipline policies and actions are the same as those for the regular school day. **The school's dress code applies to school dances.** Students are expected to be respectful and safe.



❖ Kirkland Middle School's Procedures

Balloons, Cakes, Cupcakes or Birthday Treats

Balloons, cakes, cupcakes, and/or birthday treats are not allowed in the classrooms or hallways. Students are not allowed to bring and/or distribute food of any kind to other students. If students receive or bring balloons or food to share, they must be kept in the Main Office until the end of the school day for the student to take home.

Bus Passes

If a student wishes to ride a bus other than his/her assigned bus after school, **he/she must bring a note with parent/guardian permission to the main office before school starts.**

Breakfast

Breakfast is available to students each morning in the Cafeteria. Students must eat breakfast in the Cafeteria and be finished by 8:10.

Campus Visitors

The staff at Kirkland Middle School is responsible for the safety and welfare of students when at school. This is more easily accomplished when there is control over who is present on campus. Visitors to KiMS are required to report the Main Office upon arrival. After check-in, visitors are issued a visitor's pass. Adult guests are permitted in the building only after checking in. Student guests/visitors from other schools, organizations or communities are not permitted to attend lunches, classes, dances or other closed school functions.

Classroom Visits by Parents

Classroom visits require permission of school administration and the teacher. Kirkland Middle School requires 24-hour notice that parents would like to visit a classroom; however, Kirkland Middle School reserves the right to find a more appropriate time that is less distracting to the educational process and student learning. When visiting, parents must sign in at the front office.

Closed Campus

Once they have arrived, students may not leave school grounds without permission. This includes in the morning and during lunch. Leaving school grounds after arrival requires prior permission.

Fines and Fees

Students are responsible for all materials checked out to them or used by them. Damage incurred to school materials (academic or extra-curricular) under student use is the student's responsibility. Replacement and/or repair costs will be assessed by the school.

Lost and Found

There are two locations for lost and found items, the PE locker rooms and in the Commons. It is strongly encouraged that a student's name is written in indelible pen somewhere inside all garments brought to school. It is also strongly encouraged that all items of value such as MP3 players, hand held video game units and large quantities of money are left at home. All items not claimed are donated twice a year, at the end of first and second semester.

- **Valuables and Electronics** - Students who bring money and valuables including jewelry, cell phones, iPods, portable MP3 players, computers, cameras, etc., are responsible for these items, as well as ensuring they are secured and cared for properly at school. Kirkland Middle School and the Lake Washington School District will not be responsible for lost or stolen personal items.

Lunches

Students purchase lunch at school using an electronic cash register system. This account is accessed with the student's Kirkland Middle School identification card. **The food service does not provide emergency lunches** and students are required to have their cards or cash to receive their lunch. We encourage students to bring their cards every day to purchase lunch.

Medication

Schools rely on the cooperation of parents / guardians to safely and effectively administer medication to their students at school. All medication must be checked in by the parent and left in the Counseling Office and accompanied by an LWSD medication form (available in the Counseling Office or on the LWSD website at <http://new.lwsd.org/programs-and-services/health-services>). All medication must be in the original container and have doctor's orders on file with the school. Parents may issue over-the-counter

medication **in person** if needed; otherwise, no medication will be issued to students. Students who carry medication without a doctor's order are subject to discipline per the LWSD policy. See all policies and required forms for medication at school on the LWSD website at <http://new.lwsd.org/programs-and-services/health-services/medication-at-school>. More information can be found in the LWSD Middle School Student Rights and Responsibilities section of this document.

Laptops

Students will be issued a district laptop for their academic use during the school year. These devices enhance student learning as well as being monetarily valuable, requiring both careful handling and appropriate use. Please refer to the [District Appropriate Use Procedures \(AUP\)](#) as well as the LWSD Middle School Student Rights and Responsibilities later on in this document.

Passing Periods

Passing periods are five minutes long and students are expected to move on to their next class rather than loitering in the hallways or pod areas. Passing period should also be used to get a drink and use the restroom.

Planners

To help students develop organizational skills, all students will be provided a student planner at the beginning of the year. If lost, a replacement planner can be purchased for \$5.00 in the Main Office. All students are required to have a planner.

Restitution

LWSD and/or Kirkland Middle School property, including property issued to students, which is damaged, lost, or stolen will be replaced or repaired. The decision will be the responsibility of the school or district and will be communicated to the student and family. Student discipline that involves restitution will not be the responsibility of the school or the district and will be handled directly by the families involved.

School and District Events

For high school athletic events, middle school students must be accompanied by an adult. Students must show picture identification for events. All school conduct regulations remain in effect at school and district events and apply to students when they are visitors at other schools. Students will be accountable at their home school for violations that occur at other district schools or at school-sponsored events.

❖ Building Climate & Student Conduct

Kirkland Middle School is a positive place where we support one another in our attitude and behavior. A positive attitude and excellent behavior are expected, appreciated and rewarded. We celebrate our successes at KiMS and believe that everyone can be successful! Should a student make the choice to break the rules as outlined in the KiMS handbook or violate behavior expectations, a progressive discipline policy will be implemented to help the student reflect and learn, leading to better choices.

KiMS core values are respect for self and others, safety through orderly behavior, engagement in the learning community and personal responsibility for behavior.

Teachers, administrators and staff will not tolerate any behavior that interferes with or is detrimental to the core values of the school, school sponsored activities or any other aspect of the educational process. District Policies regarding misconduct and discipline will be the guide for disciplinary decisions. Additional district policies, behavior expectations, and Student Rights and Responsibilities can be found later in this handbook.

In the event a student or parent disagrees with the action taken by a teacher, they are encouraged to contact the teacher directly for clarification of the incident. If further action is needed, the following procedure should be followed:

- The student or parent should schedule a conference with the teacher to resolve the issue.
- The student or parent may contact the school Associate Principal and seek a formal review of the action.

Academic Readiness

Students will come to class prepared with appropriate materials, ready to work and learn. Students will be in their seats and performing the assigned teacher tasks when asked. While in class, all students will be expected to engage in classroom activities and do all assigned work.

Assembly Behavior

There will be several different types of assemblies, each requiring respectful behavior. In general, however, several procedures must be observed regardless of the assembly:

- Students are to sit with their assigned class.
- When a speaker steps to the microphone, students are to give that person their undivided attention.
- Applause is the only acceptable form of audience approval at most assemblies.
- Remember that everyone's respectful behavior reflects positively on the student body.

Cell Phones and Electronic Devices

*Electronic devices, including headphones, may be used BEFORE SCHOOL, AFTER SCHOOL and DURING LUNCH TIME. STUDENTS ARE NOT ALLOWED TO USE THEM DURING PASSING TIME. These devices must be off and stored out of sight PRIOR TO GOING TO CLASS. Devices may be used during class with teacher permission for educational purposes only.

1st Offense: Item will be confiscated and delivered to the Main Office to be picked up by student after school.

2nd Offense: Item will be confiscated and delivered to the Main Office. Item must be picked up by a parent or guardian and Lunch Detention will be assigned.

3rd Offense: Item will be confiscated and delivered to the Main Office. Item must be picked up by a parent or guardian and Lunch Detention will be assigned. For one week, the student will be asked to check phone into the office at the beginning of the day and retrieve it at the end of the day. Violation will be entered as an offense in Skyward

4th Offense: Item will be confiscated and delivered to the Main Office. Item must be picked up by a parent or guardian and Lunch Detention will be assigned. Student will check phone into the office at the beginning of the day and retrieve it at the end of the day for the remainder of the school year.

Unwelcomed photos of staff and students used in disparaging ways and without permission, including online or via cell phones or other devices, will result in the school issuing discipline.

Cheating/Plagiarism/Forgery

Academic integrity speaks to a student's commitment and responsibility to pursue scholarship openly and honestly. Copying someone else's work, providing their own work to be copied, giving the answers to test questions or claiming someone else's ideas as their own are all examples of violations of academic integrity. Engaging in cheating, plagiarism and forgery will result in progressive discipline and an expectation that students can demonstrate their knowledge independently.

Disrespect for Student Property

Damaging another student's property or using other student's property without permission is not allowed. This includes accessing another student's PE locker, book bag, backpack, netbook or other property without permission.

Dress Code

Students are expected to exercise good judgment, safety, good taste, and modesty regarding dress and grooming. Any clothing considered disruptive to the educational process is inappropriate for school. Students who choose not to follow the dress code will be issued a warning and/or asked to change clothes and parents may be asked to bring other clothing. We recommend that expensive, important and irreplaceable personal items be marked with indelible ink. This identification will help locate items if they are lost.

Shirts and Tops:

- The bottom of a student's shirt, blouse or top must meet the top of his/her pants, shorts, or skirts while in the standing and/or sitting position.
- There should be no bare midriffs. Students must be able to raise his/her arms above his/her head without exposing bare areas.
- All shirts, blouses, and tops must cover a student's back and shoulders. Therefore, we do not allow visible undergarments or undergarments used as outerwear, racer-back tops, halter tops, tube tops or spaghetti straps.
- Tank tops require a shoulder strap that is two fingers in width. Any top that has a low neck-line is not allowed.
- We do not allow revealing or see-through clothing or clothing which has adult themes such as alcohol, profanity, violence, weapons, or gang-related attire or has tobacco, drug, sexist or racist subject matter.
- All sweaters, shirts, pullovers, etc., must be worn appropriately at all times.

Pants/Shorts/Skirts/Shoes:

- Shirts and shoes must be worn at all times on campus.
- All student shorts or skirts must completely cover a student's backside at all times. The student needs to be able to sit down and not expose his/her backside or underwear.
- No jeans, shorts or skirts that sit low on the waist, or sagging of pants are allowed. The student needs to be able to sit down and not expose his/her backside or underwear.

- There should be no holes in pants or shorts within 5 inches of your hip in the front. Pants/shorts should not have holes above the mid-thigh area in the back.

Other

- Students may wear hoods on their heads only before school, during lunch and after school.
- No large chains may be worn or in a student's possession at school.
- Sunglasses are not to be worn during class time.
- Head wear is allowed in the classroom based solely on teacher discretion (religious head wear is appropriate).

Dress Code Consequences:

- 1st Offense: Warning, parent e-mail, student changes into appropriate clothing (parents may be asked to bring other clothing or student changing into clothing from the office.)
- 2nd Offense: Lunch detention, parent phone call, student changes into appropriate clothing (parents may be asked to bring other clothing or student changing into clothing from the office.)

Emotional and Physical Safety

Every student's security, safety, and comfort are most important to all of us. Kirkland Middle School staff is committed to maintaining confidentiality. If students encounter difficulties such as assaults, harassment, theft, or any behaviors that create discomfort for them, students should see a teacher, a counselor or an administrator as soon as possible. Please see *Incident Reporting and Investigative Process* of the Lake Washington Middle School Student Rights and Responsibilities handbook for more information. More information is also available on the district website at <http://new.lwsd.org/about-us/policy-and-regulations/harassment-intimidation-and-bullying-of-students-jfd>

Bullying will not be tolerated. We have four rules that all members of our community will be abide by:

Rule 1: We will not bully others.

Rule 2: We will try to help students who are bullied.

Rule 3: We will try to include students who are left out.

Rule 4: If we know that somebody is being bullied, we will tell an adult at school and an adult at home.

Food & Drink

We are proud of our campus and strive to keep it free of litter. For this reason, food and drink are only permitted in the Commons. Ordering food from local restaurants during lunch time by students is prohibited. Students may not bring food to share with others.

Hall Passes

If a student must leave class during the period, then a hall pass must be issued and signed by a teacher. Students without a hall pass will be asked to return to class. Students must sign out before leaving class and sign back in upon return.

Inappropriate Display of Affection

Kirkland is a place of education, a place to teach and learn. Excessive displays of affection are inappropriate at school and school-sponsored activities and therefore are not permitted.

Lunchtime Expectations

We believe that lunch is an important time for students to relax; however, students are still expected to adhere to school rules and expectations. Consequences for violating school rules while at lunch will be progressive.

- Students may eat lunch in the Cafeteria only. Food or beverages are not allowed outside the cafeteria area.
- Students may not bring food to share with others or order food from outside restaurants.
- Students are not allowed to bring and/or distribute food of any kind to other students. If students bring food to share, it must be kept in the Main Office until the end of the school day for the student to take home.
- Students may not cut in line or hold a place in line for another student.
- The throwing of food or other objects and the popping of bags, cups, and/or milk cartons is not permitted.
- After eating lunch, students are expected to throw away/recycle their lunch materials.
- There is no sitting on, standing on, or moving across the tops of tables.

- During lunch, students may be in the Commons, cafeteria, and outside the front of the building. Students may also go to the library when available, but anywhere else downstairs is off-limits (including restrooms). Other off-limit areas during the lunch period include: areas near classrooms, pods, hallways, tennis courts, gym and parking lot.
- Students will be allowed to enter the hallways five minutes before class starts.

Nuisance/Personal Items

Items inappropriate for school, e.g., personal speakers, laser pointers, beepers, balloons, darts, toothpicks, rubber bands, radios, cap/water guns, noisemakers, toys, etc., are not allowed at school. Any items that create disruption or detract from an orderly school environment should not be brought to school and will be confiscated. Parents will be required to pick up these items from school administration, and disciplinary action may result. If a student has reoccurring or persistent problems with bringing or using these types of items, there will be progressive discipline consequences.

Physical Horseplay

Courteous and safe behavior is expected at all times. Horseplay on campus such as running, wrestling, riding on someone's back, chasing another student and grabbing another student's backpack are examples of physical actions that are not permitted.

Panther Pride Awards

All staff at KiMS look for opportunities to recognize students exhibiting positive qualities that enhance everyone's experience at KiMS. Some examples of these qualities are a sense of humor, showing empathy or kindness, being persistent, being respectful and being responsible. Students who receive a Panther Pride Award will be personally recognized and thanked by the staff, given a small token of our appreciation for their actions

Progressive Discipline

Progressive discipline attempts to relate the disciplinary action or intervention to the severity of the offense and the number of times that offense (or accumulated offenses) has occurred. The goals of Kirkland Middle School match the goals of the Lake Washington School District as outlined in the Lake Washington Middle School Student Rights and Responsibilities handbook.

- Classroom based consequence – Teacher works with student individually to correct behavior and work towards the student continuing to be a part of the learning environment. This may include warnings, being asked to take a break from class, student/teacher discussion or a delayed consequence such as coming in before or after school to make up for lost learning time.
- Lunch Duty – Lunch duty is served the last 15 minutes of a student's lunch. Students will help in the lunch room by cleaning up around the Cafeteria. When assigned, students are expected to report to a lunch room supervisor 15 minutes after the start of lunch and be excused from duty when complete.
- Lunch Detention – Lunch detention is served in an isolated area in the office during the entire lunch period. Students' cell phones will be stored in the office during this time. Students may bring a sack lunch or a school lunch will be provided and charged to their lunch account.
- Office Referral – Consequences for office referrals will be determined on a case by case basis by an administrator. Typically, an office referral is the result of a student being unable to resolve or correct behavior in partnership with the classroom teacher.

Removal of Privileges

Student activities and other school-related events are a privilege. Failure to comply with school and district rules and policies may result in a student being removed from or not permitted to attend any or all functions. These functions include assemblies, club meetings, dances, field trips, school parties, sports activities, etc.

Seeing or Hearing About Something Dangerous

If a student or parent sees something or someone doing something that is dangerous or illegal, they need to make a staff member aware **immediately**. If a student hears a rumor or gossip about a weapon or anything else dangerous at school or on the bus, they need to report the rumor to an adult right away. The identity of the reporter will remain confidential.

Student and School Pictures

Any student who uses inappropriate gestures, body positions, etc., in a school picture will not be permitted to be in the retake picture, and he/she will make restitution for any cost incurred for the retake.

Substitute Teachers

Substitute teachers and other adult guests in our building are to be supported and treated respectfully. Students referred to the administration by a substitute teacher may be issued In-School Suspension for the first referral. A letter will be sent home to the parent stating that in the event of a second referral, the student will be issued three days In-School Suspension.

