

Kirkland Middle School Student Handbook

430 18TH Avenue
Kirkland, WA 98033

Motto: Expect the Best

Vision Statement: A caring community of dynamic, lifelong learners

2022-2023



Principal – Niki Cassaro

Office Manager – Wendy McCrain

Associate Principal – Darcie Breynaert

ASB & Associate Principal's Assistant – Karla Parker

Dean of Students – Ashley Rowe

Counselors – Madison Granston Rogers and Jordan White

Counseling Secretary and Registrar – Olivia Whidby

Athletic Director – Katelyn Shaw

Activities Coordinator – Fernando Garcia

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.

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DAILY SCHEDULE

2022 - 2023

Monday, Tuesday, Thursday, Friday						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.)
PT/AP	10:25	-	10:55	(30 Min.)		3rd Period	10:05	-	10:45	(40 Min.)
3 rd Period	11:00		11:50	(50 Min.)						
"A" Lunch	11:50	-	12:20	(30 Min.)		"A" Lunch	10:50	-	11:20	(30 Min.)
"A" - 4th Period	12:25	-	1:15	(50 Min.)		"A" - 4th Period	11:25	-	12:05	(40 Min.)
"B" - 4th Period	11:55	-	12:45	(50 Min.)		"B" - 4th Period	10:50	-	11:30	(40 Min.)
"B" Lunch	12:45	-	1:15	(30 Min.)		"B" Lunch	11:35	-	12:05	(30 Min.)
5th Period	1:20	-	2:10	(50 Min.)		5th Period	12:10	-	12:50	(40 Min.)
6th Period	2:15	-	3:05	(50 Min.)		6th Period	12:55	-	1:35	(40 Min.)
						EARLY RELEASE				

❖ Academics

Being Prepared for Class

Students are expected each day to bring completed assignments, fully charged netbook, books, paper, pens, pencils, and other required materials specific to the class.

Grades

Students and families can access academic progress tracked on Skyward at any time. This can be accessed via the Lake Washington School District website at "[For Student and Families](#)".

Homework Help Opportunities at Kirkland Middle School

KiMS offers multiple opportunities for students to access their teachers.

- Individual teachers – Teachers may be available to assist students before and after school by appointment.
- Power Hour – Offered Tuesday and Thursday after school from 3:05 to 3:45. Supervised homework time open to all students.
- Academic Prep/Panther Time – Students will have opportunities during Academic Prep on Tuesdays, Thursdays, and Fridays to get additional academic support.

Homework Requests

Making up missed assignments is the student's responsibility. Methods to obtain missed assignments include accessing classroom Teams; calling a fellow student; emailing/calling the teacher; upon returning to school, signing up for Academic Prep period, 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.

❖ Attendance Policies and Procedures

Overall Attendance Expectations:

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** 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 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 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 arrangements 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 the teacher's 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 at the beginning of class or they will be considered tardy. Consequences for being tardy are progressive in nature and may include lunch duty, lunch or after school detention, 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 arriving 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	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
6- Lates	Administration	Two lunch detentions assigned to student, Tardy marked in Skyward.
7-Lates	Administration	One week lunch detention, Tardy marked in Skyward.
8-Lates	Administration	One hour after school detention for 3 days, Tardy marked in Skyward.
9-Lates	Administration	One hour after school detention for 5 days, Tardy marked in Skyward.
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 not involved in an after-school 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.

Associated Student Body (ASB) Student Government

Kirkland Middle School ASB consists 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 collaborating 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 and can be purchased in the Main Office. 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.

Athletic Program

Kirkland offers a full participation athletic program and everyone who turns out plays. Students should listen carefully for bulletin announcements that tell when athletic seasons begin. Forms can be found in the Main Office or via <https://kims.lwsd.org/activities/athletics>.

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

1. Purchase of an ASB card (\$30).
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 two-years.
 - 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

Season One—September 12-October 28, 2022

Season Two—October 31-December 16, 2022

Intramurals--January 8-February 3, 2023

Season Three—February 6-March 24, 2023

Intramurals—March 27-April 7, 2023

Season Four—April 11-June 3, 2023

Boys' Basketball, Cross Country/Boys & Girls, Boys' Tennis

Girls' Badminton, Soccer/Boys and Girls

To be determined

Girls' Basketball, Wrestling/Boys & Girls

To be determined

Girls' Tennis, Track/Boys & Girls, Girls' Volleyball

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 and not sold at the door.** 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

Bus Passes Not Allowed

Lake Washington School District transportation prohibits students riding home with other students. All students must ride the bus they are assigned to at the beginning of the year.

Breakfast

Breakfast is available to students each morning in the cafeteria. Students must eat all food in the cafeteria as it is not allowed elsewhere in the building.

Campus Visitors

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 parent/guardian 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. We discourage students in bringing items of value and large quantities of money. Items not claimed are donated at the end of each semester.

- **Valuables and Electronics** - Students are responsible for items brought to 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. Students are required to have their cards or cash to receive school lunch. Students may not utilize food delivery service for lunch such as Uber Eats, pizza, etc.

Medication

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 for the school year. Please refer to the LWSD Student Rights and Responsibilities <https://www.lwsd.org/programs-and-services/student-services/student-rights-and-responsibilities>.

Passing Periods

Passing periods are five minutes long. Students are expected to use this time to get a drink from the drinking fountain and use the restroom. Students are not allowed to eat during passing period

Planners

Students are given a Kirkland Middle School planner on the first day of school. We require students to record assignments in their planners in each class daily to support successful schoolwork habits. If lost, a replacement planner can be purchased for \$5.00 in the Main Office.

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

All school conduct regulations remain in effect at school and at 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

Positive Behavior Interventions

Kirkland Middle School is a positive place where we support one another through our attitude and behaviors. We celebrate our successes at KiMS and believe that everyone can be successful in and out of the classroom. We use our Kirkland Middle School PBIS core values which include: Kind, Respectful and Responsible. We treat everyone in our school with these values in mind. We call this "The Panther Way".

Below are the expectations for each part of our building utilizing our values.

Area	Kind	Responsible	Respectful
Hallway	*We honor personal space and others' belongings, making room for others to pass. *We use language that builds each other up	*We walk through the halls and stairs at a calm and steady pace *We stay to the right and pay attention to our surroundings *We arrive to class on time *We go directly to our destination	*We walk quietly during class time as others are learning *We politely greet others *We use appropriate words and volume when interacting with others *We take the initiative to keep the hallways clean
Pods (during class) & Student Workspaces	*We work cooperatively with our peers * We promote inclusion when we collaborate with our peers *We use language that builds each other up	*We return materials to the classroom * We complete and submit our own work *We stay on task	*We manage ourselves to allow learning in other classrooms *We listen to others without interrupting *We keep our food in our backpacks

		*We put the furniture back where we found it	
Library	*We are mindful of our space and surroundings *We offer help to others *We welcome anyone to our tables *We participate in library activities *We respect peers' book choices	*We take care of our books *We turn in/renew books on their due dates *We replace books in correct spaces *We ask for help if needed *We use appropriate language	*We follow library rules *We listen to the staff in the library *We ask permission to use library materials *We wait patiently in the book check-out line
Bathrooms	*We wait our turn *We move away from problems * We are upstanders when a problem arises *We use appropriate language and polite manners	*We use the bathroom during passing period/return to class immediately *We report misbehaviors *We wash our hands with soap/water *We leave the bathroom as we found it	*We respect the space *We respect other's privacy *We keep a quiet voice *We keep our hands to ourselves *We leave our phones in the classroom
Locker Room	*We are considerate to others and allow students to access lockers *We acknowledge others and report any conflicts *We use appropriate language and polite manners	*We only use/touch our lockers/belongings *We keep the locker room clean *We lock up valuable items	*We keep our electronics away *We honor peoples' personal space and belongings *We walk at all times in the locker room

Area	Kind	Responsible	Respectful
Outside on School grounds	*We include everyone *We use appropriate language *We acknowledge people we see when entering the building	*We pick up our food and belongings placing wrappers in the appropriate containers *We stay in the school zone *We enter the building safely and efficiently	*We are considerate of others and their personal property *We arrive to class at the appropriate times *We keep our hands to ourselves
Cafeteria	*We invite others to sit with us *We use appropriate language *We keep our hands to ourselves	* We pick up our food and belongings placing wrappers in the appropriate containers *We give others space *We wash our hands after eating *We are ready with our ID cards out in the lunch line	*We greet all people and thank them *We are considerate with our words and actions *We wait our turn in the lunch line * We are considerate of classes that are in session
Stairways	*We use kind words *We give people space *We are helpful to those around us	*We walk down the stairs *We travel on the right side of the stairs *We keep moving in the stairways	*We are mindful of our surroundings *We use safe hands while using the stairs * We keep moving after using the stairs
Classrooms	*We include all students in groups	*We come to class prepared and on time (Laptops charged)	*We keep our phones safely stowed in our back packs * We express opinions politely

	<ul style="list-style-type: none"> *We bring a positive attitude to class each day * We help others *We are caring to all who enter the room 	<ul style="list-style-type: none"> *We clean our workspaces after use *We submit our own work *We actively participate in class *We do our best always! 	<ul style="list-style-type: none"> * We wait for others to finish speaking *We are mindful of personal space *We treat school property carefully
Gym/Track	<ul style="list-style-type: none"> *We pay attention to teachers *We give 100% effort *We use kind words *We share with others 	<ul style="list-style-type: none"> *We stay within school boundaries *We put equipment away *We always put safety first 	<ul style="list-style-type: none"> *We respect the equipment *We are considerate of the outside and leave it how we find it
Assembly	<ul style="list-style-type: none"> *We cheer when appropriate *We stay focused on speaker *We are quiet when speaker is talking 	<ul style="list-style-type: none"> *We have an open mind *We wait to be dismissed * We travel with our teacher and sit in our assigned spots 	<ul style="list-style-type: none"> *We listen to the speaker *We follow the directions of staff * We keep behavior positive and appropriate

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

*School-issued laptops are the only electronic devices that are allowed to be used at Kirkland Middle School. All other electronic devices, headphones or any type of earbuds are prohibited. These devices must be off and stored in backpacks during school.

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. 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

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.

Consequences

1. Minor Offense-Homework or Classwork: Office Referral, notify parent/guardian, loss of credit or lunch detention to re-do the assignment.
2. Major Offense-Assessment (test or quiz): Office Referral, notify parent/guardian, loss of credit or after school detention to retake the assessment.

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, backpack, laptop, or other property without permission.

Dress Code

Kirkland Middle School Dress Code Requirements:

The responsibility for the dress and grooming of a student rest primarily with the student and parents or guardians. Students must wear a top, bottom and shoes to school each day.

- At a minimum, tops must be opaque (not see-through) from armpit line to one inch above navel (bellybutton).
- At a minimum, bottoms must be opaque (not see-through) and cover all private parts, including the buttocks, at all times
- Footwear must be worn at school and should be appropriate for the respective class's activities.
- Chest, nipples, genitalia (private parts), buttocks, and undergarments shall not be exposed. A sports bra is considered an undergarment, not a top.
- Any item or personal belonging may not display designs or messages/insinuations that are sexual in nature, or promote drugs, tobacco, alcohol, weapons, obscenity or profanity, gangs, violence or are derogatory towards any group or person.
- Hoods may not cover the head during school hours.

If a staff member believes a student may be in violation of the above dress code, staff will discretely refer the concern to an administrator. Staff will not address concern directly with the student. Except in cases of severe violations, students will not be sent out of class for violating the dress code. The student will be supported privately with solutions to resolve the violation.

Consequences within the school-wide discipline system will be applied if a student continues to wear inappropriate clothing after receiving guidance to resolve the dress code violation.

Emotional Safety

If students encounter difficulties such as bullying, harassment, or any behaviors that create discomfort for them, they should see a teacher, a counselor, or an administrator as soon as possible. Please see *Harassment, Intimidation, and Bullying* section of the LWSD Student Rights and Responsibilities handbook for more information <https://www.lwsd.org/programs-and-services/student-services/student-rights-and-responsibilities>.

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.

Physical Safety

Students are asked to report any physical aggression (intentional pushing, tripping, hitting, or spitting which could be expected to cause physical injury to another person) to adults at school. Progressive discipline will ensue. Please see below under the section entitled Progressive Discipline.

Food & Drink

Ordering food from local restaurants during lunch time by students is prohibited.

Hall Passes

Students who are in the hall during class time need to sign out, carry a hall pass, and sign back in upon return. Students without a hall pass will be asked to return to class.

Inappropriate Display of Affection

Excessive displays of affection are inappropriate at school and school-sponsored activities and therefore are not permitted.

Lunchtime Expectations:

Students are expected to follow the PBIS matrix for the cafeteria.

Below are some additional expectations.

1. The throwing of food or other objects, flipping water bottles, and the popping of bags, cups, and/or milk cartons is not permitted.
2. After eating lunch, students are expected to throw away/recycle their lunch materials.
3. During lunch, students may be in the 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.
4. Students wait to go to class until dismissed.

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 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. 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.

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 portion of the 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.
- 15 Minute Lunch Detention –served in the office the first 15 minutes of a student's lunch. Cell phone will be stored in the office.
- 30 Minute 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.
- 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. Also, it could be the result of behavior outside of the classroom.

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, report it to a staff member **immediately**. If a student hears a rumor or gossip about a weapon or anything else dangerous at school or on the bus, it needs to be reported 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 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/other guest will result in parent/guardian notification and/or lunch or after school detention depending on the severity.



Thank you for being a part of a long tradition of outstanding Panthers.
GO PANTHERS!