



## KEY PENINSULA MIDDLE SCHOOL

*Home of the Cougars*

**5510 Key Peninsula Hwy North**

**Lakebay, WA 98349**

**Main Office: (253) 530-4200**

<b>Administrative Staff</b>	Principal: Jeri Goebel Assistant Principal: Luke Grunberg
<b>Office Staff</b>	Office Manager: Kari Trivette Secretary: Jaime Ramsey-McGrath Assistant Secretary: Melissa Meikle Health Tech: Alisa Abernathy Librarian: Elaine Gilman Bookkeeper: Teresa Smith

### OUR MISSION STATEMENT

**Our continuing mission is to teach the love of learning which creates positive community members.**

***KPMS Cougars are...Respectful, Responsible, and Safe***

## **GENERAL INFORMATION**

### **Attendance**

Attendance makes a great impact on student success! Please arrive at school after 7:50 AM and be on time to all classes, beginning at 8:15 AM. On Wednesdays, classes begin at 9:15 AM.

**Parents or Guardians must call the school (253) 530-4200 if a student is expected to be tardy or absent.** If there is no answer, please leave a voicemail message including your student's name, your name, the reason for the absence and a phone number in case we need to contact you. If this call is *not* made on the day of the absence, parents or guardians must send a note to school including the student's first and last name, date(s) of absence, and reason for absence, the first day of the student's return to school. Please include your daytime telephone number or email address.

Requests for missed work are granted **after the second day** of a student's excused absence from each class. **Please allow up to 24 hours' notice for missed work requests.** Students should make arrangements with teachers to make up in-class activities on their return to school. If you have an excused absence you will be allowed to make up your work based on your teacher's make-up policy. It is the **student's** responsibility to obtain and complete missed assignments. **We recommend that parents access their Parent Portal account** to email teachers and get make-up assignments.

#### **Examples of excused absence/tardy:**

- Illness (A health provider's note may be required if a student is absent from school for more than 10 days.)
- Serious illness or bereavement
- Religious holiday
- Doctor or dental appointment

#### **Examples of unexcused absence/tardy:**

- Transportation problems or missing the bus
- Oversleeping
- Skipping classes
- Babysitting siblings
- Chronic absence due to illness (without a health care provider's note when required)

#### **Unverified Absences**

**All unverified absences must be excused within 3 school days after the absence or they will become unexcused.** State law requires that we report to the state all unexcused absences each month. A legal process may occur after 5 unexcused absences in a month or 10 in a school year. This process is from the Becca Bill that was passed in 1995 and requires all school districts to track student absences and to notify parents when their children have violated attendance procedures. Unexcused absences and tardies may result in disciplinary action. After excessive absences in a year a doctor's note may be required.

	<p><u>Pre-arranged Absences</u></p> <p>If you are planning some time away during normal school days, please send your student to the office with a note stating the days he/she will be gone and why you are leaving. We will give your student the <b>Pre-Arranged Absence Form</b> to take around to his/her teachers, get a parent signature and then return the form to the main office. The student could then get any school work prior to leaving that he/she can do ahead of time or take with him/her. The form will go to our Assistant Principal for approval and all absences will be marked excused. <b>Remember that teachers will need more than a day to get student's work together.</b> Please notify us as soon as you know you will be out of town.</p> <p>Students are required to leave campus at the end of the school day unless participating in a supervised activity. Students may not leave campus from sports or club events and return to campus for any reason.</p>
<b>Late Arrival</b>	<p>When a student has a morning appointment prior to school, and they will arrive late, <b>please call to excuse and give an estimated arrival time.</b> If calling is not possible the student must be signed in at the main office by an adult. Do not drop the students off in the parking lot, even if they have a note. Without an adult to excuse them or a Doctor/Dentist note, this will be counted as an unexcused tardy.</p>
<b>Early Dismissal</b>	<p>Parents need to come into the main office to sign a student out. We will call them to the office from class at that time. Please allow your student a couple of minutes to gather their things from their locker.</p> <p>If someone other than a parent is picking up a student prior to the 2:45 school dismissal time, please make sure that person is on the student's emergency form and allowed to pick up your student; otherwise, we will not be able to release the student. A phone call or a note from the parent stating that someone else has your permission to pick up your student from school today is required for anyone not on the emergency form.</p> <p>Please call the Main Office if there are changes in your address, phone number and parent daytime contact numbers. <b>We must have current emergency contact information on file for each student.</b> Forms are sent home during the first week of school and are available in the Main Office.</p>
<b>Bookkeeper Fees &amp; Fines</b>	<p><b>The Bookkeeper's Office is open to students before school and at Lunch/Honor Time only.</b></p> <p>P.E. uniforms, Band and Choir supplies, Cougar Sweatshirts and T's, locks, and fundraising items (i.e., magazines and cookie dough) are sold through the Bookkeeper's Office. Fines for lost or damaged materials and elective class fees also are paid at the bookkeeper's office. Class fees <b>may be waived or reduced</b> using the same guidelines that apply to the <b>Free/Reduced Lunch applications.</b> Fill out the Free &amp; Reduced Fee Waiver form and indicate that the information may be shared with the bookkeeper. The form may be obtained from the school office and <b>must be on file in order to receive waived or reduced fees.</b> A <i>new</i> Fee Waiver form must be submitted each year.</p>

	<p><b>All</b> outstanding fees and fines must be cleared in order to participate in sports/activities and year end events. Release of yearbooks could be delayed to the last day of school. To assure participation, students may check with the school bookkeeper about the status of their account.</p>
<p><b>Cell Phone &amp; Personal Electronics</b></p>	<p><b>Cell phones are allowed before school, during lunches, and after school. Do not use them during class time or during passing time unless directed by the teacher. Phones will be confiscated if this expectation is not met. KPMS is not responsible for lost or stolen personal items.</b></p> <p>Headphones and earbuds may be worn in the lunchroom and used with auditory curricular materials or as designated as an academic support tool. They may not be worn within the classroom or in the hallway without permission.</p>
<p><b>Textbook Policy</b></p>	<p>Basic textbooks are on loan for student use during the school year. Students will be charged for lost or damaged textbooks. At the end of the year, report cards and yearbooks may be withheld for non-payment of lost or damaged textbooks.</p>
<p><b>Computer Use Guidelines</b></p>	<p>Students receive a school issued Chromebook and must show responsible and appropriate use of their device. Please remember to charge your device at home every night and bring it with you each day. Any damage must be reported to the KPMS library. Fees may be applied.</p> <p>All students will have access to the Internet. Students must agree to log on only under their own assigned user ID. The Internet must be used appropriately and for the purpose of a student's education. The student may not go to inappropriate sites or use the Internet for personal text messaging. Students may never touch a teacher's computer, classroom computer, and/or other technology tools without specific teacher permission and direction. Student responsibilities for these district-owned Chromebooks are detailed in the <u>PSD Possibilities Responsibilities Manual</u>, which can be found online at: (<a href="https://www.psd401.net/learning/possibilities">https://www.psd401.net/learning/possibilities</a>).</p>
<p><b>Bus Transportation</b></p>	<p>KPMS office must receive bus notes to travel on another bus. Please include the student's name, who he/she is going home with and the bus number. We also accept bus notes by fax or email. Students with bus notes should bring them to the main office before their 1<sup>st</sup> period class of the day. They may then pick up their bus note from the office during Honor Time at lunch. Bus notes turned in after the students 1<sup>st</sup> class of the day will not be honored. <u>Students are not allowed to make phone calls for bus notes at the end of the day.</u></p> <p>Our school day ends at 2:45pm. Transportation changes cannot be accommodated after 2:30pm.</p> <p><u>Emergency Bus Routes/Procedures</u> Emergency bus routes and procedures, including radio/television stations broadcasting emergency transportation messages during bad weather are provided to students in the fall. If Peninsula School District is <b>not</b> mentioned on the radio, (KIRO 710 AM, KOMO 1000 AM, KING 1090 AM, KGHP 89.3, 89.9. 104.5 FM, KIRO 100.7 FM), or TV (KING 5, KIRO 7, KOMO 4), or listed on the internet at <a href="http://www.schoolreport.org">www.schoolreport.org</a>, assume that school is operating on a normal schedule. If</p>

	<p>snow occurs during a school day in sufficient quantity to release students early, the media will be informed. Students and parents should have a plan if weather or other emergency causes an early dismissal.</p>
<b>Food Service</b>	<p>Hot lunch is served daily and prices range from \$0.35 to \$3.00. Meals may be purchased in advance by placing money in an individual student account either by the student or on-line at the Peninsula School District website. Single lunches may also be purchased daily. Checks should be made out to "KPMS Foodservice." You may use the 'Mealtime Option' program for depositing funds into your child's account. <b>(You cannot use the Mealtime Option program for paying for fees and fines, ASB Card, Yearbooks, or Fundraisers.)</b> Applications for free and reduced lunch prices will be sent home with each student at the beginning of the year, or at any time upon request.</p> <p>Breakfast will be available in the cafeteria before classes begin in the morning. Offerings include breakfast sandwiches, bagels, fruit, pastries and cereal, milk and juice.</p>
<b>Grades</b>	<p>Grades are prepared and sent home at the end of the trimesters. Parent Portal is available for parents/guardians to view grades at any time on-line. Parent Portal can be accessed by student or parent password. Please contact the office for passwords. Check our website for dates of progress reports and report cards. Outstanding fine/fee reminders are also sent out at this time. <b>Grade reports are held if a student owes fines and/or fees. See Peninsula School District Policy 3231.</b></p>
<b>Health Room</b>	<p>While good attendance is very important, students should not come to school if they <b>have a rash, are not feeling well, within 24 hours of vomiting or diarrhea, or when running a fever of over 100 degrees</b>. If they come to the health room with these symptoms, they will be sent home. If a student is feeling ill while at school, their teacher should be asked for a pass to see the nurse or health technician. Students will <u>not</u> be seen in the health room without a pass from a teacher except in the case of an injury or other medical emergency.</p> <p>Injuries and illnesses will be attended by the health technician, the school nurse and/or office personnel. Students should visit the health room prior to contacting a parent so we can determine the nature and extent of an injury or illness. <b>No student will be released unless a parent or documented emergency contact person is contacted and arrangements are made for transportation and supervision.</b></p> <p><u>Medication at School</u>  By law, all medications taken at school, <b>whether prescribed by a doctor or over-the-counter</b>, must be provided in the <b>original container</b> and kept in the health room except for inhalers. This includes aspirin, cold and allergy medications and cough syrup. Students may carry inhalers if a parent/doctor permission form is on file at the school. Law requires the doctor's instructions for administering (<b>signed by the doctor</b>) as well as <b>written parent permission</b> for a student to be given medication at school.</p> <p><u>Student Medical/Dental Insurance</u>  Medical and dental insurance is offered through the school on a group policy supplied</p>

	by an independent provider for a nominal cost. Information is available in the main office and may be purchased annually. <b>All students involved in athletics must be covered by a personal medical insurance plan.</b>
<b>Library Media Center</b>	The Library is located in the center of our school and is open during regular school hours, including Honor Time. <b>NOTE:</b> Students who sign out library materials will be held financially responsible for any loss or damage to those materials.
<b>Lockers</b>	Lockers will not be used for the 2022-2023 school year.
<b>Lost &amp; Found</b>	All articles of value found in the building should be turned in to the office. Unmarked items will be placed in the "Lost and Found" box in the commons. Small items or electronics will be held in the school office. Unclaimed items will be donated to charity throughout the year.
<b>Office Phone</b>	Due to a shortage of incoming lines, student use of the office phone must be limited to <b>emergencies only</b> . Messages to students will be delivered at the end of class periods or during lunch periods to minimize disruptions to classes. Students may use the phone before school and during honor time.
<b>Visitor Policy</b>	To meet with a specific staff member during regular school hours a parent can call and make an appointment. All visitors must first check in at the main office and obtain a guest badge to wear while on our campus. As teachers and other staff are often committed and required at during-school, before/after school meetings, we ask for <b>24</b> hours notice prior to the visit by calling the Main Office. School administrators will be notified.

### **KPMS Behavior Management System**

<b>Behavior Expectations</b>	<p>KPMS Cougars are <b>Respectful, Responsible, and Safe</b>.</p> <p>The last few pages of the handbook display a behavior matrix that defines what respectful, responsible, and safe look and sound like in all areas of the school. The following matrix provides guidelines for student behavior and is not an exhaustive list. These behaviors are universal, meaning they apply to the <b>bus, hallway, commons, classroom, during honor time, and the office</b>.</p> <p>Following KPMS expectations and guidelines is a crucial part of developing a learning environment that is safe, engaging, and inclusive of all students every day.</p>
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Wash hands with soap and water frequently, especially after the use of the restroom.</li> <li>7. Walk when in the school. Rubber bands, paper clips and permanent markers (Sharpies) are used with staff approval.</li> <li>8. The commercial exploitation of students at KPMS is not permitted. Students may not sell, trade, make wagers (gambling and gambling-related equipment or supplies are not allowed), conduct non-school related fundraisers, obtain monetary sponsorships or buy non-school related items on campus.</li> <li>9. Sit with your feet flat and not tipping your chair. It is easier on the furniture and helps avoid an accident.</li> <li>10. Use the hallways by walking along the right side to create an easier and safe transition.</li> <li>11. <b>Keep your hands to yourself. Respect other's personal space.</b></li> </ol> </td></tr> </table>	<b><u>Respectful</u></b>	<ol style="list-style-type: none"> <li>1. Clean up after self whether in class, cafeteria, or bathroom. 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<b>Dress &amp; Appearance Expectations</b>	<p><b><i>Specific dress code rules:</i></b>  <u>Student dress and appearance should be comfortable and covered.</u> Dress must not disrupt or interfere with the educational process/environment. For more specifics, please refer to the <b>Parents/Students Responsibility Secondary</b></p>						

**Handbook**, also available online. If deemed necessary by a school administrator, students will make phone calls home to have parents/guardians bring appropriate attire to school.

**The following limitations in dress/appearance are required:**

- Accessories: No spiked necklaces, chokers, sharp rings, wrist straps or bands. No chains worn in a manner considered to be a safety concern. (Dragging or loops which can be caught on the body or clothing of others); No masks of any type unless it is a COVID mask. No bracelets or bands deemed inappropriate with writing and/or symbols. No rubber bands, safety pins or paper clips may be worn as accessories.
- Hats or other types of head covering: Hats and headscarves are allowed outside of P.E. and shop class. In the classroom hats and hoods are monitored at the discretion of the teacher. Exceptions can be made for medical or religious reasons or for special ASB school spirit activities approved by administration.
- Pants: Pants or shorts waistline must be above the top of the pelvis or hip bones and undergarments must not be visible. Pant sagging is not allowed.
- Overalls: Straps must be attached at the shoulder or be tucked in.
- Shoes: Footwear must have soles and must be worn at all times. Shoes with wheels: Wheels must be removed during the school day. No Slippers.
- Skirts/Shorts: Are to be at least as long as the student's mid-thigh. Shorts must have a minimum three inch inseam.
- Tops: Tops should touch the top of the waistband with arms down at the sides or raised over the head. Tops must not expose cleavage or under garments. Shoulders must have a width of 3-4 inches of fabric coverage. Mesh, see through, off the shoulder, and halter tops not allowed. No torso should be showing.
- Undergarments and cleavage should not be visible
- No writing or marking on yourself or other students (this includes both clothing and skin).
- The display of any pictures, symbols, or messages which could be construed as discriminatory or harassing based on gender, age, religion, or sexual orientation. The display of any drug, alcohol, tobacco, weapons, violent, sexually suggestive, lewd, or obscene related pictures, symbols, or messages.

**Safety related limitations to dress/appearance:**

No articles of clothing which promote/display/contain/ insinuate any of the following in picture expression, symbol or word information: Alcohol/Drug/Tobacco/Tobacco related products, Discrimination (includes but not limited to race, gender, sexual identity), Gang related: No bandanas or colors; no throwing signs, Profanity, Sex, Violence

**Due to construction PE Uniforms are Not Required, but attire must be suitable for physical activity and must include shoes.**

## **KPMS STUDENT BEHAVIOR INFRACTIONS/CONSEQUENCES**



<b>Behavior Interventions</b>	<p>Our Cougar values are important in our daily routines and interactions with one another. These values include being:</p> <p style="text-align: center;"><b>Respectful, Responsible, and Safe</b></p> <p>Students are responsible for demonstrating these values at all times, and students also have the right to expect others to demonstrate these values as well.</p> <p>Students who are not meeting Key Peninsula Middle School behavior expectations or the expectations in the PSD Parent/Student Handbook may result in a Behavior Incident Report that is referred to the main office. An Incident Report leads to a disciplinary consequence so that the student can:</p> <ol style="list-style-type: none"> <li>1.) Reflect on why the behavior happened</li> <li>2.) Repair damage and harm that occurred</li> <li>3.) Prepare for improved behavior in the future.</li> </ol> <p>Examples of consequences include written reflection, formal apology, lunch detention, restorative action/restitution, after-school detention, loss of a privilege, or suspension from class.</p> <p>The consequence required depends on several factors including:</p> <ul style="list-style-type: none"> <li>• <b>Severity</b> - Did the behavior have a significant impact on the safety and security of our school? Did the behavior cause a significant disruption to learning? Consequences escalate based on the behavior's severity.</li> <li>• <b>Frequency</b> - Is there a pattern of repeated behavior in Incident Reports? Consequences escalate based on the behavior's frequency.</li> <li>• <b>Responsibility</b> - Does the person responsible for the behavior also demonstrate responsibility for repairing any harm that it created? Consequences may be lessened when commitment to repairing and learning is demonstrated.</li> </ul> <p>Details relating to student conduct, discipline, and rights and responsibilities are specifically detailed in the <u><i>Student/Parent Rights and Responsibilities Parent/Student Handbook</i></u> available on the PSD website:  <a href="https://www.psd401.net/learning/parent-student-handbook">https://www.psd401.net/learning/parent-student-handbook</a></p>
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## **KPMS SUPPORTS**

<b>School Counseling</b>	<p>Counselors are available to help students with school and personal concerns. During the school year, our counselors coordinate and administer the student testing program (SBAC), register and orient students, provide individual and group counseling groups, assist students in conflict resolution, make outside counseling contacts and referrals, and monitor student academic and social/behavioral performance.</p> <p>Students <u>must</u> have a signed pass to see a counselor during class time. Students may request an appointment to see a counselor by putting their name and reason on a request slip in the Counseling Center.</p>
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<b>Student Planner</b>	<b>All students will be provided a Student Planner/Agenda during the first week of school. Bring this planner to each class daily. It will serve as a record for assignments in each class throughout the year.</b> This student planner is designed to be a quick reference for students and families and a useful communication link between school and home and is part of our AVID organizational focus.
<b>PTSA Student Store</b>	The PTSA Student Store is operated by ASB and KPMS Bookkeeper. This will be open based on phases of construction.

### **KPMS STUDENT RECOGNITION and REWARD**

<b>School-wide Recognition</b>			
	<b>Respectful</b>  <b>The Good Neighbor Award</b> (Criteria: role model to other students; great manners; even when upset, treats others with dignity; uses kind and considerate words; honors the personal space and property of others; an interactive listener; positive attitude; attempts to help others feel welcome and/or make friends)  <b>The Growth Mindset Award</b> (Criteria: recognition for student who made most growth in engaging in positive student behaviors)	<b>Responsible</b>  <b>The Employability Award</b> (Criteria: 100% work turn in; regularly brings supplies/materials to class; arrives on time to class; listens to and follows the direction of adults; actively participates in class)  <b>The Creative Risk Taker Award</b> (Criteria: recognizes students who take creative risks and produce distinguished levels of performance in an elective class. EX: Band, Choir, Art, Photography, Robotics, Computers, MMP, etc)  <b>The Grit and Perseverance Award</b> (GPA Makes a conscious effort to learn; completes the work assigned despite personal challenge; comes to class prepared to work and with a “can do” attitude)	<b>Safe</b>  <b>The Good Friend Award</b> (Criteria: follows school safety rules and encourages others to engage in safe behaviors; reports bullying; helps students access counselors to resolve conflicts; keeps hands/feet/objects to self; listens to and follows the directions of adults)

	<p><b>Honor Roll (GPA based)(per Trimester)</b></p> <p><b>Perfect Attendance (per Trimester)</b></p>	
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**The “Ultimate” Recognition Achievement Award: The Cougar Pride Award**--- the students that embody all the criteria from The Good Neighbor Award, The Employability Award, and the Good Friend Award *combined* consistently throughout the Trimester

**Other Respectful, Responsible and Safe Recognition:**

- **Cougar Pride Recognition:** Students who “get caught” by staff embodying the expected behaviors defined in the KPMS Behavior Matrix will be recognized with a reward system. These will be awarded per staff discretion.
- **Grade Level Recognition:** Each grade level teacher team has developed specific criteria for students to be recognized and rewarded. Grade level teachers will teach students at the beginning of the year and re-teach throughout the school year what students will need to do to receive recognition in these categories.
- **The Principal’s Award**—Eligibility: 8<sup>th</sup> graders that embody all the criteria from The Good Neighbor Award, The Employability Award, and the Good Friend Award combined consistently throughout their entire schooling years at KPMS. Teacher nominated; Principal selected.

## **KPMS ACTIVITIES, ATHLETICS, & CLUBS**

<b>Associated Student Body (ASB)</b>	<p>At KPMS, we have an active Associated Student Body, Student Council and Leadership class. Through elected representatives, all students have the opportunity to voice their opinion concerning school activities and projects.</p> <p><u>KPMS ASB leaders:</u> <b>Abigayel Hone</b> -President; <b>Emily Reeves</b> - Vice President; <b>Julia Davis</b> -Secretary; <b>Sofie Babbitt</b> -Treasurer</p>
<b>Activity Cards</b>	<p>Activity cards are one source of income for the ASB fund. The cost for the cards is <b>\$20.00</b> and these funds help to pay after school clubs, activities, Honor Time equipment and much more. Students who purchase an ASB card will receive discounts on dance activities, yearbooks, entry into special activities and other privileges throughout the year. ASB cards are <b>required</b> to participate in <b>all sports</b>. <b>ASB card discounts apply only to the person whose name appears on the card.</b> Please see your counselor for special financial need circumstances. If you are on Free/Reduced Lunch, this fee will be waived.</p>

<b>Activities &amp; Clubs</b>	Many clubs and activities will be offered through ASB. We also partner with a variety of community groups who provide after-school clubs and activities. Listen closely to morning announcements for opportunities to have fun, make friends and improve skills in a variety of areas. Each club/activity has guidelines and expectations. Many special activities and events take place throughout the school year.
<b>Dances</b>	<p>Dances are sponsored by the ASB and are supervised by staff and parents. Tickets are sold the day of the dance during both lunches. Students cannot leave the building <i>prior</i> to the dance. Dances begin at 3:00 pm and end at 4:30 pm. Following all rules, displaying respectful behavior and being picked up promptly will ensure continued participation in activities. Students are expected to be at school <u>all</u> day prior to the event in order to participate.</p> <p>Students need to arrange after school transportation home well in advance. From mid-September until the end of May, KPMS provides activity buses on Tuesday and Thursdays for students attending clubs, tutoring, and other school related activities. Students attending school activities are required to remain at the site of the event and may not wander around the campus. Once a student leaves the building, they are unable to reenter. Students must be picked up within fifteen (15) minutes following the end of an activity or event or the privilege of attending future events/activities may be lost.</p>
<b>Fundraising Activities</b>	Each year students help raise funds for clubs and to support school-wide activities for students. Money earned from fundraisers are spent on ASB equipment and services, such as co-curricular and athletic equipment, sports referees, uniforms, special assemblies, leadership and yearbook training programs, and student recognition programs and awards.
<b>Athletics</b>	<p>Many students enjoy a variety of after-school sports programs at KPMS. These athletic programs focus on skill development and encourage student involvement as part of a team and promote a spirit of cooperation, fair play and good sportsmanship. Students have opportunities to compete against other student athletes in the district. Because travel is necessary, students are sometimes taken out of afternoon classes early and miss class work which they are expected to complete and turn in following each teacher's make-up work policy. <b>6th grade students can participate in sports in bold below.</b> Schedules are posted on the KPMS website and shared through Parent Square.</p> <p><u>2022-23 Athletics Schedule</u></p> <p>Registration Link: <a href="https://kpm.psd401.net/cougars/athletics">https://kpm.psd401.net/cougars/athletics</a></p> <p>Season 1 <b>Cross Country</b> and Boy's Soccer (September 12- October 20)  Season 2 <b>Wrestling</b> (November 1-December 10)  Season 3 Volleyball (January 9-February 17)  Season 4 Girls Soccer and Boys Basketball (March 1-April 7)  Season 5. <b>Track</b> and Girls' Basketball (April 19- May 25)</p>

## Eligibility

Students must submit the following documents by the stated deadlines and pay the following fees to the school bookkeeper to be eligible to participate in any school athletics:

- A current physical completed and signed by a licensed health care provider must be on file at school. (Valid for 2 years/24 months from date of physical)
- Required *Student Information for Participation in Athletics/Activities* (Salmon)
- PSD *School Eligibility Form* (Lavender)
- *Risk Management Pool – Sport Specific Safety Guidelines* (Buff)
- PSD **Secondary Parent/Student Rights and Responsibilities Handbook – Code of Conduct Acknowledgement Form** Student **must** hold a current KPMS Associated Student Body (ASB) card, \$20
- All outstanding fines and fees must be paid prior to participation. See Bookkeeper for information

Student athletes' grades will be checked prior to the start of tryouts. "Most current" grades may be the previous trimester grades if a new term has just begun.

Students must have a 2.0 GPA and no more than one "F" prior to the first practice/tryout. Please be prompt to pick up students for after school events. Coaches and advisors will contact parents after 1-2 late pickups to discuss the situation and continued participation or plans to address the concern.

If a student athlete does not meet the academic requirements prior to the first practice/tryout, the student athlete will be placed on a one week probation to meet the minimum academic eligibility requirements. During this probationary week, the student athlete is allowed to participate in practices/tryouts. After one week, if the student athlete meets the minimum requirements for eligibility, he/she will be eligible to compete until the mid-season grade check. If after one week, the student athlete still has not met the minimum academic requirements for eligibility, the student athlete becomes ineligible to compete for the remainder of the season.

A mid-season grade check will occur, for all athletes, after the 2<sup>nd</sup> contest of that sport season. Student athletes who fail to meet the minimum academic requirements will be placed on a one week probation. During this probationary week, student athletes are required to attend practice, however, they will not be eligible to participate in athletic contests during this week. As well, the Athletic Director and/or coach may direct an athlete to attend Homework Support. If a student athlete was placed on probation during the first week of practices/tryouts and they again do not meet the minimum academic requirements during the mid-season grade check, he/she will be ineligible for the remainder of the sport season.

Athletic Directors are permitted to make discretionary decisions regarding Athletic Eligibility in special circumstances (Family crisis, student work ethic, etc.). Learn more about the available sports and season calendars at:

<https://kpm.psd401.net/cougars/athletics>.

**Parents and students:** Please review and refer to the Peninsula School District (PSD) ***Parent/Student Rights and Responsibility Secondary Handbook***. This handbook and a detailed explanation of school facilities, policies, programs, and routines can be found at <https://www.psd401.net/learning/parent-student-handbook>.

## **2022-23 BELL SCHEDULE**

<b>Monday/Tuesday/Thursday/Friday</b>			<b>Wednesday</b>	
Cougar Academy	8:15-8:40		<b>Late Arrival</b>	
Period 1	8:44-9:34		Period 1	9:15-10:00
Period 2	9:38-10:28		Period 2	10:04-10:49
Period 3	10:32-11:22		Period 3	10:53-11:37
1st Lunch	11:22-11:52		1st Lunch	11:37-12:07
Period 4	11:56-12:57		Period 4	12:11-1:07
Period 4	11:26-11:54		Period 4	11:41-12:07
2nd Lunch	11:55-12:25		2nd Lunch	12:07-12:37
Period 4	12:29-12:57		Period 4	12:41-1:07
Period 4	11:26-12:26		Period 4	11:41-12:37
3rd Lunch	12:27-12:57		3rd Lunch	12:37-1:07
Period 5	1:01-1:51		Period 5	1:11-1:56
Period 6	1:55-2:45		Period 6	2:00-2:45

**BEHAVIOR MATRIX**

**Key Peninsula Middle School**

**Cougars are....**

<b>Locations →</b>	<b><u>Restroom</u></b>	<b><u>Classroom</u></b>	<b><u>Commons</u></b>	<b><u>Events/ Assemblies</u></b>	<b><u>Hall/Locker</u></b>	<b><u>Office</u></b>	<b><u>Honor Time</u></b>
<b>Respectful</b>	Expect one another's privacy  Use facilities appropriately  Flush the toilet  Clean up after self	Use kind and considerate words  Treat others with dignity  Be an interactive listener  Honor the personal space and property of others.	Honor the personal space and property of others.  Use indoor voices.  Use kind and considerate words  Wait patiently and quietly in line.  Make room for others at the lunch table.	Listen attentively to the speaker  Respond to the speaker in a proper manner  When appropriate to cheer, Use kind and considerate words  Remain quiet unless encouraged to participate.  Clap only when appropriate	Use indoor voices  Use kind and considerate words  Admire art/posters on the wall; leave them alone.  Socialize away from traffic/locker areas.	Wait your turn  Say "please", "thank you", and "you're welcome"  When waiting for a principal, please sit quietly.  Keep requests brief (under 1 minute)	Use kind words even in conflict  Say "please", "thank you", and "you're welcome"  Share honor time equipment  Listen to and follow the directions of adults  Stay quiet during a message or when there is a guest speaker
<b>Responsible</b>	Go between classes as much as possible  Return promptly  Report vandalism and bullying to staff.  Sign in and out of the classroom  Use grade specific bathrooms (6 <sup>th</sup> , 7 <sup>th</sup> , 8 <sup>th</sup> )	Bring necessary materials (books, paper, pens/ pencils, binder, homework)  Actively participate  Complete the tasks assigned by the teacher	Clean up any messes at the condiment bar and all eating areas  Keep your place in line  Help the custodian/fellow students, if needed.  Listen to and follow the directions of adults  Report spills to staff.	Listen to and follow the directions of the supervisor/speaker  Stay with your class during assemblies.  Pick up trash and throw in the garbage  Ask permission before you use equipment; take good care of it.  Participate when asked.	Keep halls clean and picked up.  Allow others access to their locker.  Plan to limit trips to your locker.  Use a hall pass.  Keep lockers neat and in good repair.	Speak in a low volume level voice  When using the office phone, ask for permission; have phone number ready, and keep call under one minute.  Immediately return to class when finished	Pick up equipment and return.  Put trash in garbage cans  Help custodian/fellow students, if needed.

<b>Safe</b>	Keep hands, feet, and objects to self.	Keep hands, feet, and objects to self.	Keep hands, feet, and objects to self.	Keep hands, feet, and objects to self.	Keep hands, feet, and objects to self.	Keep hands, feet, and objects to self.	Keep hands, feet, and objects to self.
	Use soap and water to wash hands.  Walk.  Report spills or messes to an adult.	Enter classroom quietly. Walk.  Feet flat on the floor.  Keep the aisle clear.	Stay in seat until dismissed.  Walk slowly; carry food carefully.  Put trash in garbage cans	Walk in a straight line when entering and exiting  Use the stairs on the bleachers.  If sensitive to loud noises, bring ear plugs or ask a teacher for an alternate location.	Walk.  Stay to the right side.  Report dangerous situations or bullying to staff.	Stay in the designated student area  Tell parents that when they visit, they need to sign in and get a visitor's sticker.	Follow outside game/activity rules  While in the lunch/student store line, stand single file.  When inside, stay seated.