

Student/Parent Handbook

MISSION STATEMENT

KMS builds academically life-long learners who act with integrity and respect diversity.
We are united for success

'Common Expectations for Success'

1. High Achieving KMS Students

- Arrive on time, organized and prepared with materials.
- Understand school rules.
- Are motivated learners.
- Attend school regularly.
- Complete all work to the best of their ability.

2. Common Behavior Expectations

- Respect self, others and school property. Adhere to school rules.
- Honor directions and decisions of parents, teachers and school staff.

3. Bathroom Policy

- Use during passing time whenever possible.
- Utilize student planner.
- Use bathroom closest to classroom.
- Use with teacher permission during student work time or non-instructional time.

4. Water/Snack Policy

- No Candy or Gum.
- Water only in clear containers. Energy drinks/Starbucks/Hot Chocolate/etc. are not allowed on campus.
- Healthy snacks (during the first 5 minutes of class at teacher discretion).
- Birthday cakes may not be brought to school to share during lunch – leave at home, food may NOT be ordered in from outside vendors.

5. Electronics Policy

- Students should avoid having electronics at school.
- Cell phones, iPods, etc. are only allowed on sidewalk by busses before 7:40 a.m. or after 2:35 p.m. Electronics MAY be used during lunch if on "Airplane Mode", no WiFi.

6. Core Extension Period

- School business (i.e. peer mentoring, tutoring, WEB, NAVIGATION, etc.).
- Planner check.
- Quiet study time/reading.
- Prior pass **required** to go to another classroom (Report to Core Extension teacher first for check in).

7. Parent Support

- Actively participate in the education of your student.
- Send student with school supplies and organized backpack.
- Attend Student-Led Conferences.
- Make sure student follows the dress code.
- Check student's planner daily as well as Skyward for missing assignments.
- Support regular attendance (avoid scheduling vacations during school days).
- Share concerns and ask questions when they arise.

- Encourage and sign your student up for clubs and activities.

Welcome!

On behalf of the Kingston Middle School staff, we would like to welcome you to the 2019-20 school year. Our goal is to provide a safe and caring environment, where ALL students experience an enriching, positive learning environment. We strongly encourage you to pursue excellence in your academic studies, become actively engaged in the co- and extra-curricular programs, and involve yourself in the activities here at Kingston Middle School.

This handbook includes our policies, procedures, and other important information. Please refer to it when questions arise. Best wishes for a great year!

Handbook submitted to publisher on 6/25/19, updated copy available on KMS web site.

GENERAL INFORMATION

School Holidays

As per the approved North Kitsap School District 2019-2020 Student Calendar, Kingston Middle School will be closed in observance of the following holidays:

November 12	Veteran’s Day
January 20	Martin Luther King Jr. Day
February 17	President’s Day
May 25	Memorial Day

Vacation Dates

November 28-29	Thanksgiving Break
Dec. 23-Jan. 3	Winter Break
April 6-10	Spring Break
June 17	Last Day of School

PLC Early Release Days are Wednesdays

Dismissal time is 1:45 on Wednesdays. Early release days provide time for teachers to discuss and improve instructional practices.

Conferences

Conferences are held in the fall and in the spring. Dates and times are announced in the Connection (Kingston Middle School’s Newsletter) and/or in notes sent home with students. Students are encouraged to attend fall conferences which will be held **October 23, 24, 25**. Students will be **required to** attend spring conferences which will be student led. They will be held **April 1, 2, 3**.

Change of address, phone number or emergency information

Students having a change of address and/or phone number(s) should report it to the Counseling Office as soon as possible. Parent/Guardian may enter these changes on Skyward.

Please keep emergency contact information current. Information can be mailed or called in to the Counseling Office at 396-3435.

North Kitsap School District Mission Statement

The North Kitsap School District, in partnership with the community, will provide an academically challenging educational program to meet the diverse needs of all students in a safe, nurturing environment and empower them to be competent, creative, compassionate and contributing citizens.

The North Kitsap School District believes in fostering respect and recognition of diversity, human dignity, and individual rights. In this regard, the district complies with all federal and state rules and regulations and does not discriminate on the basis of race, creed, color, national origin, age, gender, sexual orientation, religion, marital status, or qualified individuals with disabilities. This holds true for all students who are interested in participating in educational programs and/or extracurricular school activities. Inquiries regarding compliance and/or grievance procedures may be directed to the school district’s Title IX/RCW 28A.640 Compliance Officer and ADA Coordinator Rachel Davenport (360-396-3003) rdavenport@nkschools.org and/or 504 Coordinator - North Kitsap School District, 18360 Caldart Avenue NE, Poulsbo, WA 98370

KMS 2019-2020 Bell Schedule

Building opens to students at 7:40 AM. Students are expected to report to the gym, commons, library or band room.

Breakfast is served 7:40 — 8:00 AM
First Bell 8:00 AM

Monday, Tuesday, Thursday & Friday Schedule

Core 8:05 - 8:35
1 8:39 - 9:29
2 9:33 - 10:23
3 10:27 - 11:17
4 11:21 - 12:47 (with ½ hour lunch)
5 12:51 - 1:41
6 1:45- 2:35

Early Release PLC Wednesday Schedule

1 8:05 - 8:55
2 8:59 - 9:45
3 9:49 - 10:35
4 10:39 - 12:05 (with ½ hour lunch)
5 12:09 - 12:55
6 12:59 - 1:45

**Bell schedules are subject to change during the year for activities/events*

All students are to be off campus by 3:00 PM unless they are involved in a supervised activity.

Supplies at School

KMS recommends that students start the year with supplies identified under the "General Supply" category. Teachers often have their own requirements and provide students with that information during the first week of class. They may not need every item under the subject categories. Students do not have to bring PE clothing on the first day of school.

General Supplies to start the year (bring on the first day)

Pencils
Pens—(blue, black, red)
Highlighters
Lined notebook paper
USB Flash Memory Drive
Glue stick
KMS planner (provided by KMS)
Erasers
Ruler
Scissors
Kleenex Tissues

English / Social Studies / Mathematics / Science (wait for teacher lists)

Colored pencils
3" x 5" lined note cards
3 prong report folder
Graph paper ¼ inch
Fraction Calculator (*6th grade students do not need this item for math*)
1-1/2" binder
One package dividers
Three ring pencil pouch
4 Composition Books

Physical Education (bring when directed by PE teacher)

Appropriate exercise clothing (no jeans or cargo shorts)

Or KMS PE Shorts/shirt (available for purchase)

Athletic shoes and socks

Deodorant stick (no spray)

Solid colored paper folder (3-brad style)

KINGSTON MIDDLE SCHOOL FACULTY

PRINCIPAL

Aaron Lee

ASSISTANT PRINCIPAL

Penny Therrien

COUNSELORS

Pat Jensen

Stephanie Robinson

ATHLETIC COORDINATOR

Lori Ellison

ACTIVITIES COORDINATOR (ASB)

Cheryl Foreman

NATIVE AMERICAN EDUCATION

Gina Roof

LIBRARY

Lynn Atherton

SECURITY

TBA

TITLE COORDINATOR

TBA

GENERAL INFORMATION

BUILDING HOURS

The school is open for all students between the hours of 7:40AM and 3:00PM on regular school days and between 7:40AM and 2:00PM on Wednesdays. The main office is available for questions (396-3400) from 7:30AM-3:05PM and 7:30AM-2:15PM on Wednesdays. Please check the North Kitsap School District website and/or contact the school main office for operating hours on any altered schedule days. Any student occupying the building outside of the hours outlined must be under the direct supervision of qualified school staff. Trespass letters may be issued to individuals not adhering to this rule.

GRADING SCALE

The following is a standardized grading scale for KMS. Each teacher has the flexibility to set his or her own standards on how a student achieves the percentage on the scale.

100-94	A	79-77	C+
93-90	A-	76-74	C
89-87	B+	73-70	C-
86-84	B	69-67	D+
83-80	B-	66-60	D
		0-59	F

HOMEWORK

The amount of homework varies with your grade level and class schedule. One to two hours of homework each night is considered to be average.

FAMILY ACCESS/SKYWARD APP

Family Access Link: <https://www02.wrdc.wa-k12.net/scripts/cgiip.exe/WService=wnkitsas71/fwemnu01.w>

All students and family members are provided with Family Access usernames and passwords in order to track student grades, attendance and discipline. If you are uncertain of your password, please contact the office for this information. **Report cards will be provided electronically through Family Access, unless requesting otherwise by a family member.**

ACADEMIC INTERVENTIONS

The staff at KMS is committed to ensuring academic success for all students. In order to best meet the various academic needs of students, a variety of academic interventions are available. Attendance in academic interventions is mandatory for recommended students. Academic interventions may include, but are not limited to; Title Support Classes, Core Extension tutoring support, Pull-out services, Academic Lunch Intervention, and Intervention Groups. Consequences may result for refusal to attend intervention services.

PROMOTION/RETENTION

Grade level counselors will consider retention of identified students in accordance with adopted school board policy. Please see your counselor with questions. Specific information will be provided to 8th grade students regarding credit requirements toward high school graduation. Teachers will alert students as to course requirements, Grade Level Equivalencies, and grading standards at the beginning of course. Teachers will also notify students and their parents/guardians about unfulfilled requirements, the possibility of a failing grade, and possible options for remediation.

KMS JUNIOR HONOR SOCIETY

To become a member of the Junior Honor Society, a student must have a 3.3 cumulative grade point average. The goals of the KMS Junior Honor Society are to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character. Each National Junior Honor Society student must complete a community service project during the school year.

HONOR ROLL

Honor Roll is for full time students who earn a 3.3 to 4.00 grade point average for 3.0 credits attempted for the semester.

LOST AND FOUND

Items that are lost or found are turned in to the main office or the lost and found box. Lost and found items not claimed by the end of each month will be donated to a local charity.

HEALTH SERVICES

If you become ill during the day, you should report to the main office. If you are too ill to attend class, the office will notify your parents to take you home. KMS does not have a full time school nurse or health care center available.

MEDICATION

School personnel cannot provide students with any medication. If your student must take medication at school, parent must bring in an "Authorization for Administration of Oral Medication at School" form (available in the main office and online at NKSD web site, signed by the doctor and your parent/guardian) and the over the counter should be in a small unopened container and prescription must be in a pharmacy issued container. **ALL** medications and forms will be kept in the main office. Students **MAY NOT** carry Over the Counter or naturopathic medications.

STUDENT STORE

Our Student Store is sponsored by our ASB and is open for students 2 days per week during lunch. Students are prohibited from selling products during the school day or during school events (candy/toys/etc.)

LIBRARY POLICIES AND PROCEDURES

Kingston Middle School provides library print and technology resources for students. The library is open before school, during lunch, and after school until the buses leave. With a pass from a staff member, students may use the library to work on school-related projects during the regular day.

Students need to be aware of the following procedures for using the library and borrowing library resources:

- ◆ Food and drinks are not allowed.
- ◆ All materials are due **two weeks** from date of checkout. Permission slips are required for check out of equipment, such as MP3 Players and eReaders.
- ◆ All textbooks are checked out through the library and should be returned to the library NOT to the teacher.
- ◆ Students should **renew materials** before they become overdue.
- ◆ Students are welcome to use the library for leisure type of activities, e.g. reading for pleasure, chess, checkers, etc. The library provides a calm environment where good behavior and respect for others is the expectation.
- ◆ Internet access is available in the library. Access requires a parent/guardian signature on NKSD's *User Access Consent Form*.
- ◆ Photocopies are available for school-related assignments and there is no charge for using the library-networked laser printer- 6 pages maximum per day.
- ◆ Overdue books must be returned and lost books paid for before a student may participate in sports or other extra-curricular events.
- ◆ Fines paid for Library books/materials/textbooks will be refunded if the book(s) are returned, in good condition, no later than Oct. 15th of the school year following payment. No refunds will be issued if a student still has other outstanding library fines.

- ◆ **Fines and fees need to be paid or student will be ineligible to receive their yearbook until the last half hour of the school year. 8th graders will be ineligible to attend the 8th grade year end celebration until all fines and fees are cleared (band trips and sports).**

COMPUTER USE POLICY

1. All use of the Internet must be in support of education/classroom-based research and be consistent with the purposes of Kingston Middle School and the North Kitsap School District [No game playing, instant messaging, downloading (games, files, music, etc.), and/or viewing explicit sites]. This includes before and after school and lunchtime use.
2. Network user accounts are to be used only by the authorized owner of the account.
3. Computer users shall not intentionally seek information, passwords, modify files or other data that belongs to another user.
4. Vandalism and/or intentional misuse of school technology equipment will not be tolerated. (Equipment includes computers, mice, keyboards, monitors, printers, speakers, cords, etc. Misuse includes removing mouse balls, changing settings on the computer, drawing/writing on equipment, developing computer viruses, etc.).
5. Using computers to produce any type of harassment, discriminatory remarks/images and other disruptive material is prohibited.
6. The installation of copyrighted software for use on Kingston Middle School computers is strictly prohibited and is also illegal (This includes downloading games, large files, music, etc).
7. The use of the Internet to access pornographic material and other inappropriate material is prohibited.

Violation of the Kingston Middle School Computer Use Policy may result in the following:

- **First Violation** = Loss of computer use for two full weeks.
- **Second Violation** = Loss of computer use for the remainder of the school year.
- **Vandalism** = Vandalism will result in the loss of computer use for the remainder of the school year and replacing the vandalized/stolen equipment at his/her expense.
- **Restricted Use** (*If loss of computer use occurs and a student has a class that is computer based, the student may be granted access during that period only – special circumstance only*).

At any time, Kingston Middle School staff members can make decisions on whether or not specific uses of school technology equipment is consistent with acceptable practices. Kingston Middle School reserves the right to log Internet use and monitor file server space utilization by users.

This policy is an addition to the North Kitsap School District EIS Acceptable Use Policy. Kingston Middle School reserves the right to remove a user’s account at any time if it is determined that the user is in violation of any of the policies found in this Computer Use Policy. Any schoolwork missed due to the loss of school computer access is the responsibility of the student and his/her parents.

COUNSELING DEPARTMENT

The goal of the Counseling Department is to provide a positive and supportive environment for students. Counselors emphasize and develop programs to include individual and group counseling that assist students in meeting their goals. The process may involve modification of specific behaviors, more realistic understanding of self and adolescence, clarification of alternatives, or educational and career planning with emphasis on increasing maturity in self-direction. The Counseling Department works to promote better and more direct communication between parents/guardians, students, staff, and administration to assist in the personal development of each student. Parents, guardians, or students wishing to meet with a counselor may call 394-3435 for an appointment.

COUNSELING

Some of the services available for students include personal and group counseling, assistance with educational planning, interpretation of test scores, career information, study aid, and help with home or social concerns. Additional services provided by the counselors include scheduling classes and class changes.

PARENT/TEACHER CONFERENCES

Parents and guardians can obtain information regarding a student’s progress by calling the counseling office. Conferences may also be set up by

calling the individual teacher. School-wide conferences are held in October and April. Please check the District Calendar or KMS newsletters for dates and times.

GRADING

Kingston Middle School is on a four term, two semester grading system. Report cards will be available on line at the end of each term. Semester grades go on each student’s permanent record.

WITHDRAWAL FROM SCHOOL

When a student is withdrawing from school, a note should be sent to the Counseling Office at least one

week in advance, stating the withdrawal date and reason. The parent/guardian may also call the counseling office (396-3435)

EMERGENCY NUMBERS
CRISIS INTERVENTION

Emergency	911
Crisis Clinic	360-479-3033
Sharenet Kingston	360-297-2266
Kitsap Community Resources	360-478-2301

STUDENT ATHLETICS/ACTIVITIES

Kingston Middle School provides a variety of activities in which students may become involved. It is encouraged that all students involve themselves in at least one activity or sport offered at KMS. If you wish to start a new club or activity, contact the activities coordinator.

2019-2020 ASB OFFICERS

Executive Officers

Finn McGinnis
Rory Clark
Leighton Menge

McKenzie Russell
Alice Moe
Ariana Hurtado

8th grade class officers

Hazel Milleson
Camden Singer
Cameron Sale

7th grade class officers

Kate Collins
Joey Castillo
Katelyn Zehrung
Tayen Munger

6th grade class officers; Elected in the fall

ADVISORS

Art ClubMrs. Stewart
ASB..... Mrs. Foreman
Band Mr. Haag
Choir Mr. Kemper
WEBMr. Kemper/Ms. Robinson/Mrs. Jensen
Yearbook.....Mrs. Ellison

**additional clubs offered each year*

FALL ATHLETICS

Football.....Mr. Lancaster
Volleyball Mr. Chisholm
Cross Country.....Mr. Evans

WINTER ATHLETICS

Boys Basketball..... Mr. Chisholm
Girls Soccer Mr. Falk
Girls Basketball Mr. Chisholm
Wrestling TBA
Drill TeamMrs. Bishop

SPRING ATHLETICS

Track..... Mr. Lancaster/Mrs. Ellison

ASB CARDS

ASB cards are on sale in the fall for \$15.00 and are non-refundable. ASB card sales benefit our KMS ASB activities. Students who participate in our KMS athletic, Band or ASB programs are required to purchase an ASB card. Benefits of an ASB card include: Reduced dance ticket prices during the year and discounted tickets @ KHS/NKHS football and basketball games.

FINES & FEES

All Kingston Middle School students will be required to pay all district fines prior to participating in any KMS athletics or activities including the 8th grade celebration, field/band trips and yearbook pick up.

YEARBOOKS

Yearbooks may be purchased for \$30.00 on CAV Info Day and during the rest of **September**. Yearbooks will be sold again during the months of **December, March, and May**. These dates are shared during morning announcements. Yearbooks are distributed during the final days of the school year. Students with fines will not receive their yearbook until the last day of school.

ASSEMBLIES

Assemblies are provided for the students' benefit. They are a part of the regular school day and are treated as a class period. Unless otherwise notified, it is expected that every student will attend school assemblies and abide by all school rules.

INTERSCHOLASTIC ATHLETICS

Interscholastic sports are contests between our school's 7/8th-grade teams and other schools in the West Sound Middle School League at the Varsity and JV levels. Prior to the first turnout for any sport, the student **must** have purchased an ASB card for the current school year, have no fines, including overdue library books, and completed and turned in the following forms to the Athletic Secretary -- these forms are available in the Main Office and online: 1) Physical Examination Form 2) Athletic Permission Form Parent/Guardian signature *and* student athlete signature 3) Insurance Form or proof of insurance 4) Sports Specific Safety Guidelines and Consent 5) Concussion & Cardiac Arrest Awareness 6) fees

Standard of Behavior: The Athletic Director and coaches receive reports of all discipline involving athletes. Any behavior, which requires discipline, will result in the athlete being put on athletic probation. (See Student Athletic Handbook) The athlete's responsibility is to obtain and route an Academic/Behavior Eligibility form to all his/her teachers weekly. Forms are available at the Main Office on Tuesdays. Teachers will assess the athlete's current semester grade and behavior over the past week as acceptable, probationary or unacceptable and sign the form. If a student receives a "P" for "probationary," they may be eligible for competition if they fill out a Plan of Action form and have their teacher sign it. **The athlete must return the form to the coach at the time specified by the coach (no later than Friday).** To be eligible for competition, athletes must receive an acceptable evaluation (academic **and** behavior) from **each** teacher. Any unacceptable mark will result in the athlete being ineligible for all competitions for the next week (Monday-Friday). Forgery or misrepresentation of an athletic eligibility form could result in loss of one calendar year of interscholastic eligibility.

Attendance and Participation: Teams and coaches must be able to depend on their athletes. Athletes are expected to attend all practices and games of their team. *Students who are absent or arrive late to school are not eligible to compete or practice on that day unless the Principal or their designee grants permission. (See Athletic Handbook)* Athletes absent the day before a contest may lose some participation time. Absences may be excused only for illness, medical appointments, or an extreme family emergency. If you are in school and you must miss practice, it is expected that you will inform the coach in writing or in person before the practice that you will be absent. A written signed excuse must be brought from a parent/guardian when you return. The WIAA (Rule 17.11.4) states that "to resume" participation following an illness and /or injury serious enough to require medical care, a participating student must present to school officials a physician's written release."

This means that if a student-athlete goes to the doctor, dentist, or chiropractor, they need to present to the coaches a doctor's note stating they can play that sport. Transportation to and from contests: The expectation is that athletes will ride to and from contests on the team bus. If there is need for other arrangements they must be made **in writing to the coach one day in advance of the event.** Parents must name the player and request that they be permitted to be transported home by private transportation - naming the person, their relationship and granting this person permission to transport their child home. This request must be signed by the parent/legal guardian and retained in possession of the coach. Under no circumstances is a student permitted to depart until the coach personally releases them to the care of the person responsible. The coach must verify the person's identity and make visual contact with the person before release. **Under no circumstance is a student to be left unaccompanied to be picked up, regardless of written request!**

INTERSCHOLASTIC SPORTS SCHEDULE for 7th & 8th GRADERS, 6th Grade(*)

SPORT

Boys' Football-----Sept.-Nov.
Girls' Volleyball-----Sept.-Nov.
Cross Country*-----Sept.-Nov.
Boys' Basketball-----Nov.-Jan.
Girls' Soccer-----Nov.-Jan.

SPORT

Drill Team*-----Winter
Wrestling*-----Jan.-Mar
Girls' Basketball-----Jan.-Mar
Co-ed Track*-----April-May

DANCES

All Kingston Middle students are eligible to attend ASB dances unless they have more than 5 tardies, a truancy or suspension (ISS or OSS) two weeks prior. **Visitors are not allowed at dances.** A signed permission form is required to purchase a dance ticket. *8th Celebration is based on 4th quarter behavior and tardies. Must be in attendance for the FULL day of dance/celebration.

Dance & Gym Rules:

- **NO FOOD, DRINK, GUM, or CANDY in GYM.**
- **School dress code applies to all dances.**
- **Inappropriate dancing** is **not** acceptable, including, but not limited to: moshing, people on others shoulders, slamming, people passing, freaking, and inappropriate slow dancing.
- Running in the gym is not safe, crowding around the DJ table should be kept to a minimum.
- It is expected that litter be put in the trash cans that are provided, not on the floor or on the tables, and that pop cans, and glass and plastic bottles be recycled.
- Students not following rules will have a parent/guardian called and the student sent home.

The Day of the Dance - 2:40 - 5:00

- The doors to the dance **close** at **2:50**. After that, **NO ONE** is admitted without special permission from the office. Students may not leave the dance until 5:00 unless their parent/guardian or a parent/guardian comes to the door to pick them up. Students are responsible for transportation home.
- The dance is secondary to after school work detail, teacher detention, or any other discipline obligation. The dance may not be used as an excuse to get out of that obligation.
- **ALL BACKPACKS** and **BOOKS** are to be left in the designated grade level storage areas.

KMS DEGREES OF DISCIPLINE

KMS promotes a safe and welcoming learning environment for all students.

Degrees of Discipline is the system Kingston Middle School staff and students will use to help reinforce positive and appropriate responses to student misbehaviors.

At the classroom level KMS instructional staff will provide: clear, consistent expectations, established classroom routines, and they will practice active engagement strategies to teach their curriculum. The Degrees of Discipline is intended to keep teaching and learning the main focus in the classroom.

KMS staff has identified four categories or levels of classroom discipline:

Level			Handled by
1	Distracted	General inattentive behavior	Teacher
2	Disruptive	Behavior that draws other students off task or causes other students to be distracted.	Teacher
3	Defiant	Resisting instruction and authority.	Administration
4	Dangerous	Being able or likely to do harm.	Administration

**Note: Some level 1 and 2 behaviors may be referred to administration*

Teacher interventions for Levels 1 & 2 may include but are not limited to:	
Parent contact	Lunch detention
Time outs in hallway	Collaboration with guidance counselor
Academic Intervention	Referral to Teacher Assistance Team (TAT)

Degrees of Discipline: Classroom Discipline Rubric

Discipline Category	Some Examples - but not limited to	Potential Staff Responses	Administrative Strategies
<p>Level 1</p> <p><u>Distracted</u></p> <p>General inattentive behavior</p>	<ul style="list-style-type: none"> • Unprepared for class/missing supplies • Tapping of desk • Movement/not sitting still • Absent minded, staring into space • Sleeping/head down • Reading at inappropriate times • Writing/passing notes • Phones/texting/I-pods • Doodling 	<ul style="list-style-type: none"> • Non-verbal cues/eye contact • Confiscate devices • Gentle redirection • Warning • Proximity • Phone call to parent • Use humor/personality when appropriate • Walk by touch of desk • Private individual questioning 	
<p>Level 2</p> <p><u>Disruptive</u></p> <p>Behavior that draws other students off task or causes other students to become distracted</p>	<ul style="list-style-type: none"> • Sharing food and gum during class • Talking/off-task conversation during instruction • Placing hands on another student/non-threatening touching • Throwing small items • Outbursts/profanity • Pencil sharpening at inappropriate times • Tardy 	<ul style="list-style-type: none"> • Warning • Phone call to parent • Reinforce positive behavior • Change of seat: temporarily at first, permanently if problem persists • Timeout/timeout room • Behavioral contract or agreement • Use of buddy room or isolation chair 	
<p>Level 3</p> <p><u>Defiant</u></p> <p>Resisting instruction and authority</p>	<ul style="list-style-type: none"> • Refusal to comply with a reasonable request • Repeated disruptive behavior after teacher intervention and request for on-task behavior • Teacher directed profanity • Horseplay • Referral from guest teacher • Laser pointer 	<ul style="list-style-type: none"> • Second request (hopefully discussing consequences of refusal outside of the classroom door) • Ask student to leave classroom either to sit outside of room or go to the office; if student defies request to leave, calmly call for assistance & go back to class instruction—do not give defiant student an audience or forum. • Follow with discipline referral 	<ul style="list-style-type: none"> • Removal from class for rest of hour/or day • Reciprocal communication on issue that brought student to office ASAP • ISS • Out-of-School Suspension • Behavior contract • Interventions with counselors
<p>Level 4</p> <p><u>Dangerous</u></p> <p>Being able or likely to do harm</p>	<ul style="list-style-type: none"> • Throwing items with the intent of harming • Possession of any weapon • Using a classroom item as a weapon (scissors, etc...) • Physical assault, hitting, shoving, fighting • Threatening remarks 	<ul style="list-style-type: none"> • Whatever is required for safe removal of student—this may entail asking for assistance • Discipline referral 	<ul style="list-style-type: none"> • Interventions with counselors • ISS • Out-of-School Suspension • Emergency Expulsion • Re-entry conference with teacher/admin following suspension/expulsion

STUDENT DISCIPLINE RIGHTS AND RESPONSIBILITIES, revised August 2014

STUDENT RIGHTS, RESPONSIBILITIES AND LIMITATIONS

It is the goal of the North Kitsap School District to promote in all students a sense of their civic rights, and also their responsibilities. The conduct of one student should not impair the rights or opportunities of other students. The Board of Directors has adopted policies related to student conduct. Rules and regulations which govern the rights and responsibilities of students, staff, and administrators as they relate to student conduct are outlined on the following pages.

This document reflects the rights of individuals as set forth in Federal and State laws, State Board of Education rules and regulations on procedural due process guarantees, and North Kitsap School District policies.

STUDENT RESPONSIBILITIES AND DUTIES

According to the Washington Administrative Code (Laws of Washington) WAC 392-400-210 and North Kitsap School District Board Policy #3241, the mission of the school district is to provide learning experiences which will assist all students to develop skills, competencies and attitudes that are fundamental to an individual's achievement as a responsible, contributing citizen. It shall be the responsibility and duty of each student to pursue his/her course of studies, comply with written rules of the school district and to submit to reasonable corrective action imposed by the school district and its agents for violation(s) of such rules.

AUTHORITY OF SCHOOL

The following rules of misconduct will apply to the extent authorized by WAC 392-400-225(2) which provides that rules that establish types of misconduct must have a real and substantial relationship to the lawful maintenance and operation of the school district including, but not limited to, the preservation of the health and safety of students and employees and the preservation of an educational process which is conducive to learning. Students at school-sponsored, off-campus events shall be governed by school district policy and regulations and are subject to the direction of school district authorities. Failure to obey the rules and regulations and/or failure to obey the lawful instructions of school district authorities shall result in appropriate disciplinary action.

SCHOOL OFFENSES DEFINED

Misconduct includes, but is not limited to, the following:

- (1) Use, possession, or distribution of any alcoholic beverage;
- (2) Use, possession, or distribution of any illegal chemical substance or opiate as defined in Chapter 69.50 RCW (including, without limitation, any narcotic drug, hallucinogenic substance, or marijuana, or any controlled substance not prescribed by a physician for such possessor or user or substance that purports to be an illegal drug or controlled substance);
- (3) Use, possession, or distribution of drug paraphernalia, intended or designed for use, storage, or distribution of any illegal chemical substance, opiate or controlled substance, except to the extent authorized by a physician for such possessor or user;
- (4) Abuse by inhalation, ingestion, or otherwise of any substance for its intoxicating effect;
- (5) Being under the influence of any intoxicant, including, but not limited to, an alcoholic beverage, illegal chemical substance, opiate, or controlled substance;
- (6) Use, possession, or distribution of tobacco or tobacco products;
- (7) Use, possession, or distribution of:
 - (a) a gun,
 - (b) a bomb or other explosive device or substance,
 - (c) a weapon other than a firearm,
 - (d) fireworks or other incendiary device,
 - (e) any other dangerous object,
 - (f) a look-a-like of any gun, bomb, or other weapon;
 - (g) a knife of any size
- (8) Threatening damage to persons or property from a bomb or other explosive device;
- (9) False activation of a fire alarm;
- (10) Tampering with a fire extinguisher;
- (11) Arson;

- (12) Damage or destruction to school property or to property belonging to another;
- (13) Theft of school property or of property belonging to another;
- (14) Any conduct which disrupts the educational process including, but not limited to, the use of abusive, foul, or insulting language to a teacher or other person;
- (15) Refusing to follow the reasonable directions of school administrators, teachers, or other staff members;
- (16) Refusing to identify oneself to the proper school authorities, upon request;
- (17) Use of obscene, vulgar, or profane language, gestures, or materials;
- (18) Assault of another student, staff member, or other person;
- (19) Participation in a fight with another student or other person;
- (20) Engaging in threats, verbal abuse, or fighting words;
- (21) Harassment including, but not limited to, the intimidation of another student or staff member, or any other malicious act which may harm the physical or mental health of another;
- (22) Extortion or intimidation of another student or staff member;
- (23) Cheating/Alteration of records;
- (24) Trespass: presence in an unauthorized place or at an unauthorized time;
- (25) The commission of any criminal act as defined by law;
- (26) Truancy, unauthorized absence from class, or repeated tardiness;
- (27) Violation of building rules which have been promulgated to the students attending that school including, but not limited to, dress and appearance standards;
- (28) Use or possession of laser pointers;
- (29) Participation in gang activity or association including, but not limited to, intimidating or coercive activities and placing gang graffiti or symbols on papers, books, clothing, or any school property.
- (30) Cyberspace Bullying, harassment, threats, profane, lewd, and obscene language, conduct, or images are prohibited in e-mail, text messaging, and other electronic communications.

CRIMINAL OFFENSES DEFINED

The acts listed below are among those defined as criminal offenses under the laws of the State of Washington and Kitsap County. Students involved in criminal acts are subject to prosecution whether these acts occur in the community, at school, or at school-related functions. Appropriate action may be taken by school authorities if the incident falls under the district's authority as defined in WAC 392-400-225(2) quoted above regardless of whether or not criminal charges result.

ARSON - The intentional setting of fire.

ASSAULT - Physical threats or violence to persons.

BOMB THREAT - Threatening damage to persons or property from exploding bombs, whether real or imagined.

BURGLARY - Entering with the intent to steal school or personal property.

DAMAGE OR THEFT OF PROPERTY - If a student damages or steals school property, the Superintendent or designee shall seek restitution from the student or his/her parents or guardians as permitted by law.

DRUGS, ALCOHOL AND OTHER CONTROLLED SUBSTANCES - Use, possession or distribution of drugs, alcohol, or other controlled substances, and items that purport to be, is prohibited.

EXCEPTIONAL MISCONDUCT -

Misconduct other than absenteeism which a school district has judged (in consultation with an ad hoc citizens committee) to be of frequent occurrence, after attempts to control such misconduct as to warrant immediate short or long term suspension.

EXPLOSIVES - Possession or use of explosive substances that could cause injury or damage are prohibited on school property unless written authorization from the district is received in advance and the explosive is part of an instructional lesson.

EXTORTION, BLACKMAIL OR COERCION - Obtaining money or property by violence or forcing someone to do something against his/her will by force or threat of force.

FALSE FIRE ALARMS - Setting off false alarms.

FORGERY - Fraudulent imitation of a signature or document.

MALICIOUS MISCHIEF - Damage or destruction of school or personal property.

TOBACCO PRODUCTS - Use or possession of tobacco products by students is prohibited.

TRESPASS - Being present in an unauthorized place or refusing to leave when ordered to do so.

UNLAWFUL INTERFERENCE WITH SCHOOL AUTHORITIES - Interfering with administrators or teachers by force or violence, or threat of force.

WEAPONS - Firearms, knives, and other types of weapons are prohibited on school property unless written authorization from the district is received in advance and the weapon is part of an instructional lesson. A student

expelled for a firearm violation is also expelled from all public schools in the State of Washington for a period of one calendar year.

SCHOOL OFFENSES DEFINED

DISRUPTIVE CONDUCT - Conduct which materially and substantially interferes with the educational process is prohibited.

FAILURE TO COOPERATE WITH SCHOOL PERSONNEL (Non-compliance) - Students must obey reasonable instructions of school district personnel.

INAPPROPRIATE DRESS AND APPEARANCE - Dress and appearance must not present health or safety problems or cause disruption and must follow guidelines set at each school.

LEWD CONDUCT - Any lewd, indecent or obscene act or expression by a student.

NON-ATTENDANCE (Truancy) - Daily attendance of all who are enrolled in the North Kitsap School District is required in accordance with state law and district policy. Students will attend regularly scheduled classes unless officially excused. All absences, by law, require a written excuse from the parent or guardian.

REFUSAL TO IDENTIFY SELF - All students must, upon request, identify themselves to proper school authorities in the school building, on school grounds, or at school-sponsored events.

SEARCH AND SEIZURE

General searches of school property, including lockers and desks, may be conducted at any time by school authorities. The following rules shall apply to an individual search of school property assigned to students (locker, desk, etc.) or to a student's property and the seizure of items in their possession:

- 1) Prior to searching an area where a student has a right to privacy, there must be reasonable cause for school authorities to believe that the student or property has contraband or materials relating to a violation of school rules.
- 2) Illegal items or other possessions reasonably determined to be a threat to the safety or security of others or pertinent to a possible violation of school rules may be seized by the school administration.
- 3) Items which are used to disrupt or interfere with the educational process may be removed from student possession. RCW 28A.600.210 et. seq.

STUDENT RECORDS

North Kitsap School District policy relating to student records states:

A student's official record is available to school personnel on a need-to-know basis. The official record is also available to parents and adult students by appointment during regular school hours.

STAFF MEMBER AND ADMINISTRATOR AUTHORITY

Staff members are required by law to maintain a suitable environment for learning and have the authority to discipline students in order to carry out this responsibility.

School administrators, likewise, have the authority to discipline students, as well as suspend or expel them.

Failure of students to comply with the rules and regulations of the district will result in appropriate action.

DISCIPLINE

"*Discipline*" shall mean all forms of corrective action other than suspension and expulsion and shall include the exclusion of a student from a class or activity by the staff member or administrator for a period of time not exceeding the balance of the immediate class, subject or activity period: PROVIDED, The student is in the custody of a school district employee for the balance of such period. Discipline shall also mean the exclusion of a student from any other type of activity sponsored or conducted by or in behalf of a district school or the school district.

DEFINITION OF DISCIPLINARY TERMS

SOURCE OF TERMS: WAC 392-400-205

IN-SCHOOL SUSPENSION means a short-term suspension in which the student remains under school supervision.

SUSPENSION means a denial of attendance (other than for the balance of the immediate class, subject or activity period for discipline purposes) at any single subject or class, or full schedule of classes or subjects for a stated period of time. A suspension also may include a denial of admission to or entry upon real and personal property that is owned, leased, rented, or controlled by the school district.

SHORT-TERM SUSPENSION means a suspension for any portion of a school day up to and not exceeding ten (10) consecutive school days. Students will have the opportunity to complete work missed while suspended.

LONG-TERM SUSPENSION means a suspension of eleven (11) consecutive school days or more but not to exceed ninety (90) days. A long-term suspension may carry with it a loss of credit for the semester at the secondary level. A long-term suspension cannot be imposed beyond the school year in which the alleged misbehavior occurs.

EXPULSION means a denial of attendance at any single subject or class or at any full schedule of subjects or classes. Expulsions must not exceed one calendar year from date of removal. The superintendent may authorize an extension of an expulsion beyond one calendar year in response to a petition by a school. An expulsion also may include a denial of admission to or entry upon real and personal property that is owned, leased, rented or controlled by the school district.

EMERGENCY EXPULSION means an immediate expulsion (see above) of a student when the superintendent or her designee believes that the student's presence poses an immediate and continuing danger to other students or school staff or an immediate and continuing threat of substantial disruption of the educational process. Emergency Expulsions must end or be converted to another form of corrective action within 10 school days of the date of the emergency removal from school. If the Emergency Expulsion is converted to another form of corrective action, notice and due process rights appropriate to the new corrective action must be provided.

CHANGE OF PLACEMENT LIMIT

Special education and Section 504 Only students have a limit to the number of suspensions which can be carried out through regular district procedures. See district policy 2161.

EMERGENCY REMOVAL FROM A CLASS, SUBJECT, OR ACTIVITY

"*Emergency removal*" shall mean a student may be removed immediately from a class, subject, or activity by a staff member or an administrator and sent to the building principal or a designated school authority when the student's presence poses an immediate and continuing danger to the student, others, or could result in a substantial disruption to the educational process.

DUE PROCESS FOR EMERGENCY REMOVAL

The principal or school authority shall meet with the student as soon as reasonably possible following the student's removal and take or initiate corrective action pursuant to WAC 392-400-290 and district policy 3240.

DUE PROCESS (DISCIPLINE, SUSPENSION, EXPULSION, APPEALS)

Constitutionally and legally sound procedures of due process, as outlined below and specified in WAC 392-400 (several subsections), will be followed in the administration of discipline in the North Kitsap School District. A complete text of student discipline procedures is available in WAC 392-400.

1. Discipline authority shall be exercised with fairness.
2. Every effort shall be made by administrators and faculty members to resolve problems through effective utilization of school district resources in cooperation with the student and his/her parent(s) or guardian(s).
3. In cases of the application of discipline (all forms of corrective action or discipline other than suspension or expulsion) the student, parent(s), or guardian(s) shall have the right to an informal conference with the building principal or his designee for the purpose of resolving the grievance. Subsequent to the building level grievance meeting, the student, parent(s), or guardian(s), upon two business days prior notice, shall have the right to present a written and/or oral grievance to the Superintendent or his/her designee. If the grievance is not resolved the student, parent(s), or guardian(s), upon two school business days prior notice, shall have the right to present a written and/or oral grievance to the School Board at a regularly scheduled meeting, unless otherwise notified. The School Board will notify the student, parent(s), or guardian(s) of its decision within ten school business days after the date of the meeting. The discipline action shall continue notwithstanding the implementation of the grievance procedure, unless the principal or his designee elects to postpone such action.
4. In cases of recommended short-term suspensions (ten (10) consecutive school days or less) that exceed any portion of a calendar day, the parent(s) or guardian(s) of the student shall be notified of the reason for the student's suspension and the duration of the suspension, orally and/or by letter. The notice shall inform the parent(s) or guardian(s) of the right to an informational conference with the building principal or his designee. Subsequent to the building level grievance meeting, the student, parent(s) or guardian(s), upon two school business days notice, shall have the right to present a written and/or oral grievance to the Superintendent or his/her designee. If the grievance is not resolved, the student, parent(s), or guardian(s), upon two school business days prior notice, shall have the right to present a written and/or oral grievance to the School Board at a regularly scheduled meeting, unless otherwise notified. The short-term suspension shall continue notwithstanding the implementation of the grievance procedure, unless the principal or his designee elects to postpone such action.
5. In cases of recommended long-term suspension (those exceeding short-term suspension) and in cases of expulsion (indefinite periods of time), the student and his/her parent(s) or guardian(s) shall be notified of the reason for the student's suspension or expulsion, the duration of the suspension, and the opportunity for a hearing. This

notification will be in writing and will be delivered by certified mail or in person by a certified employee. The notice will also indicate that a written request for a hearing must be received by the school district hearing officer in the school district office on or before the third school business day after receipt of the notice of opportunity for a hearing. If such a request is not received within that time, the right to a hearing is waived and the long-term suspension or expulsion shall commence. A student may remain in school during the appeal to the district hearing officer unless an emergency expulsion is issued. Appeals from decisions rendered by the district hearing officer may be made to the School Board. This must be done within three (3) school days after the receipt of the decision of the hearing officer. The notice of appeal must be in writing. If the request is not received within this three-day period the right to a hearing will have been waived.

6. In cases of emergency expulsions the same procedure will be followed as in the long-term and regular expulsion cases, with these exceptions:
 - a. Notification of the expulsion will be made to the parent(s) or guardian(s) within twenty-four hours. This notice must specify the alleged reasons the emergency expulsion standard is met and the beginning and end date for the emergency expulsion, and must include notice of hearing rights.
 - b. Student is immediately removed from school.
 - c. Hearing requests must be received by the district hearing officer, Mr. Jeff Sweeney, or his office, on or before the third school business day after notice was received.
 - d. The hearing will be held by the district hearing officer, "as soon as reasonably possible," but no later than the second business day following receipt of request for the hearing.
 - e. A hearing decision must be made within one school business day after the hearing. (There is no specified time for decision in long-term and regular expulsions.)
7. If a hearing is requested by the student or his/her parent(s) or guardian(s), the following procedural guidelines will govern the hearing:
 - a. The parent(s) or guardian(s) will be present at the hearing.
 - b. The student and his/her parent(s) or guardian(s) have the right to inspect in advance any evidence the school district intends to introduce at the hearing.
 - c. The designee(s) of the school district assigned to present the case shall have the right to inspect in advance any evidence the student or his/her parent(s) or guardian(s) intend to introduce at the hearing.
 - d. The student has the right to be represented by legal counsel.
 - e. The student may present his/her explanation of the alleged misconduct.
 - f. The hearing officer shall not be a witness and the guilt or innocence of the student shall be determined solely on the basis of evidence presented at the hearing.
 - g. Either a tape recorded or verbatim record of the hearing shall be made.
 - h. A written decision setting forth the findings of fact, conclusions, and the corrective action to be imposed, if any, shall be provided to the student and his/her parent(s) or guardian(s) and legal counsel.
8. Appeals from decisions rendered by the district hearing officer, concerning long-term suspensions or expulsions, may be directed to the School Board. The following guidelines govern this procedure (Policy 3241 and WAC 392-400-315):
 - a. Oral or written requests for appeal from the student, parent(s), or guardian(s) shall be provided to the district hearing officer or superintendent within three school business days after receipt of the hearing officer's decision.
 - b. If an appeal is not received within the three school business day period, the suspension or expulsion will be imposed. If an appeal is received, the student may be removed from school pursuant to the long-term suspension or expulsion for up to ten school days or until the School Board issues a final decision, whichever occurs first.
 - c. If an appeal is received by the School Board, following the appropriate procedure, the Board shall schedule and hold a meeting to review the matter within ten school business days after receipt of the appeal notice. The purpose of this meeting shall be to meet and confer with the individuals involved in order to decide upon the most appropriate means of handling the appeal. At that time the involved parties shall be given the opportunity to be heard.
 - d. At this meeting the School Board shall decide on one of the following courses of action:
 1. Render a decision within ten school business days.
 2. Schedule a special meeting to hear further arguments and render a decision within fifteen school business days after the date of the initial meeting.
 3. Schedule and hold a meeting within ten school business days after the date of the initial meeting for the purpose of hearing the case de novo.

9. An appeal to a decision by the School Board, related to the affirmation of the imposition of a long-term suspension or an expulsion, shall be to superior court. The appeals to the court must be within thirty days of the receipt of the School Board's final decision.
10. Any student who has been placed on a long-term suspension or an expulsion may make a written application to be readmitted to school. The application is to be made through the district superintendent of schools or his designated representative.
11. DISCIPLINE, SHORT TERM_AND_LONG-TERM SUSPENSION AND EXPULSION limitations for students under the compulsory school attendance law. No student subject to compulsory attendance (28A.225 RCW) shall be subject to corrective action of any kind by reason, in whole or part, of one or more unexcused absences unless the school district has first:
 - a. Provided notice to the student's parent(s) or guardian(s) or custodial parent(s) in writing in English or, if different, the primary language of the parent(s), guardian(s) or custodial parent(s) (when possible) that the student has failed to attend school without valid justification, and by other means reasonably necessary to achieve notice of such fact;
 - b. Scheduled a conference or conferences with the parent(s) or guardian(s) or custodial parent(s) and the student at a time and place reasonably convenient to all persons included to analyze the causes for the student's absence; and
 - c. Taken steps to reduce the student's absence which include, where appropriate (in the judgment of local school officials), adjustments of the student's school program or school or course assignment or assisting the student or parent to obtain supplementary services that might ameliorate the causes for the student's absence from school before grades or credit are affected based on absence or tardiness."
12. Students given a long-term suspension for disciplinary infractions which have been ascertained to have been related to drug/alcohol use may have the suspension reviewed at any time following the tenth day of the suspension *provided suspension was for the use and/or possession not sale or distribution* and if the student can provide evidence of having completed an assessment by a state certified drug/alcohol agency which meets the North Kitsap School District's criteria for assessment, and evidence of having taken steps to follow the recommendations based on the assessment. After the review, the student may be readmitted on a probationary basis for the balance of the suspension period or the student's educational opportunities may be continued in some other appropriate way. In order to return to school, students may also be required to state where and how they obtained the drug or alcohol.

REENGAGEMENT

REENGAGEMENT MEETING must be convened when a long-term suspension or expulsion is issued. The purpose of this meeting is to discuss a reengagement plan with the student and parent. A reengagement meeting must be convened within 20 days of a long-term suspension or expulsion, and no later than five days before the student's reentry or reenrollment.

REENGAGEMENT PLAN is a written plan developed between a school district, student, and parent to aid the student in taking necessary steps to remedy the situation that led to the corrective action and return the student to an educational setting as soon as possible.

HALL PASSES

Hall passes are required when students are in the halls during class time. Students without hall passes will be escorted back to class and may receive disciplinary action.

RESTRICTED AREAS

Kingston Middle School is a closed campus (Board Policy 3242). Once students arrive at school, they must stay within the boundaries of the campus for the remainder of the day (unless otherwise excused). Students are to remain where there is adult supervision. Students are not allowed in the parking lots. Students may be on the outside fields only when supervision is provided. Students who need to leave during the school day must be released by their parent/guardian and checked out through the main office.

LUNCH

Students are to eat lunch in the commons only. Students are expected to pick up their litter following lunch and leave their area clean. All lunchroom rules are to be followed. Food from outside vendors may not be ordered/delivered to school. Birthday cakes/treats/cookies are not appropriate to be brought to school. Balloons/flowers/gifts are held in office until dismissal.

FOOD, GUM, BEVERAGES AND LITTER

Healthy snacks are allowed during the first five minutes of class. Water in clear bottles is allowed in classrooms (ALL other drinks including energy drinks are not allowed). Students may not chew gum while at school. All students are expected to pick up their litter and leave the areas clean.

DRESS CODE AND APPEARANCE – updated 06/2018

Students are expected to be clean, covered, and appropriately dressed in a fashion that is non-disruptive to the learning environment, and must not present a health or safety problem. Items of apparel and jewelry not allowed include, but are not limited to, the following:

- No Headgear (example: hat, hoods, beanies) at any time while in Kingston Middle School.
- Bare feet or slippers
- Gang attire or insignia identified by local police as gang-related
- Articles of clothing of a profane, sexual or violent nature or including any reference to drugs, alcohol or tobacco products, innuendo, or double entendre.
- Accessories or jewelry with spikes, long wallet chains
- Low cut tops; strapless tops; bare midriffs;
- Shorts and skirts are to be below the longest finger while standing up straight; rips/tears/holes must be below fingertips;
- Pajamas, blankets, or stuffed animals
- Headphones/ear buds are not to be visible and are to be stored in backpack.
- Face paint, face covering, masks or sunglasses.

At all times, attire should be within the bounds of good taste; no see-through clothing; no undergarments may be showing. Students may be asked to adjust their attire or change into appropriate clothing. This may include calling parents or guardians. If suitable clothing cannot be obtained, the student may be excluded from classes and /or sent home for the remainder of the day. Repeated violations could result in disciplinary action in accordance with school policy and procedures. Students should make an appointment with the main office for exception to this policy.

STUDENT RELATIONSHIPS

Kingston Middle School students are expected to show self-control and self-restraint. Public displays of affection are not permitted and will result in discipline.

TEXTBOOK RESPONSIBILITIES

Textbooks can be checked out and returned through the library. Students are responsible for the care and return of their textbooks. Books are due at the end of the term for semester courses and the end of the year for all others. Fines will be assessed for any type of damage not associated with normal use. These costs may reach to the replacement cost of the textbook so please treat with care. Any book not returned will be marked as lost and a fine for the replacement cost will be assessed. See District SOP for fine refund timeline.

POSTERS

An administrator or the activities coordinator must approve all posters. Posters should be in good taste, adding to the environment in a positive way. Posters are only allowed on the bulletin boards unless special permission is granted otherwise.

PERSONAL PROPERTY

Students who bring personal items such as laptop computers, cellular phones, cameras, CD/DVD players, headphones, or iPods to school do so at their own risk. North Kitsap School District will assume no liability for loss or damage.

ELECTRONIC DEVICES

Electronic devices are discouraged at school. The use of electronic devices, such as cell phones and i-pods will only be allowed on the sidewalk by buses before 7:40 a.m. or after 2:35 p.m. and during lunch time without internet connection once in Commons or Library. Failure to follow these guidelines will result in the following consequences:

Step 1: Student's electronic device will be confiscated and given to the main office where the student will be allowed to pick it up after school.

Step 2: A second violation will result in the student's electronic device being confiscated and taken to the main office. The device will only be returned to a parent. All violations beyond step one will result in the same action.

SKATEBOARDING

Use of skateboards is prohibited on school property. All skateboards must be checked in at the office upon arriving to school.

ATTENDANCE POLICY

The most successful students are those who attend school regularly. The KMS staff encourages all students to be in class daily.

EXCUSED ABSENCES: Approved reasons for absence include illness, doctor/dental appointments, religious observance and emergencies. Students needing to miss school are to have their parent or guardian contact the attendance office in advance for an excused absence. All students are to provide documentation to the attendance office **WITHIN 48 HOURS** from a parent or guardian upon return to school.

STUDENTS ARRIVING LATE OR LEAVING SCHOOL EARLY MUST CHECK IN/OUT Parents must come in and sign out their student.

Documentation may be provided by:

- A. Calling the 24-hour attendance number 396-3407
- B. A written note to the office.

Phone and written documentation should include:

- Student's first and last name
- Date of absence, reason for absence,
- Parent/guardian name and signature

UNEXCUSED ABSENCES AND TARDINESS: Absences for reasons other than those above are unexcused unless arrangements have been **approved in advance** by following the procedures outlined below (prior arranged absence):

PRIOR ARRANGED ABSENCE:

A. PRIOR ARRANGED PERSONAL ABSENCE

This absence form (available in the attendance offices) must be filled out if three or more days of absence are to be requested by the parent. The form must be completed by the student/parent and each of the student's teachers.

B. SCHOOL ABSENCE

Excused absences or absences for field trips, athletic contests, or other absences created by approved school sponsored functions have guaranteed make-up work privileges as per school policy.

TARDINESS: Students arriving to class more than five minutes late will be marked ABSENT. Unexcused tardies (less than five minutes late) will be subject to classroom based disciplinary action.

TRUANCY: Students truant from class may not receive credit for the work done in class or due in class that day.

It shall be considered a truancy (unexcused) if an absence is not cleared **WITHIN 48 HOURS** upon return to school. Disciplinary action includes lunch detention, in-school suspension and/or suspension. Continued truancy will ultimately result in withdrawal from school for the remainder of the semester, loss of semester credits, and loss of all school privileges and/or referral to the Kitsap County Juvenile Court (BECCA).

BECCA BILL

By the 3rd unexcused absence in a month state law requires the school to schedule a meeting with the parent/guardian/child to analyze the reasons for absences and take data informed steps to eliminate/reduce absences. After 5 unexcused absences in a month or 10 in a year the school will prepare and file a petition with the state (RCW 28.A.225.030(2)). This will result in a referral to the KCJD Truancy Abatement Program.

TARDY POLICY

Academic success is directly aligned to student attendance in class. Therefore, it is paramount that students are in class on time every day. Students who arrive to class more than 5 minutes beyond the tardy bell will be marked truant. Individual teachers will share their tardy policies with students at the beginning of the school year. Consequences for tardies will be progressive in nature, including but not limited to, parents conferences, teacher conferences, lunch detention, attendance contracts, and In-School Suspension.

NONDISCRIMINATION

The North Kitsap School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. Questions or complaints of alleged discrimination can be directed to the district's Title IX/RCW 28A.640 Compliance Officer Chris Willits, Assistant Superintendent, cwillits@nkschools.org (360) 396-3003 and /or the ADA and 504 Coordinator, Lori Buijten, Assistant Director of Special Education, lbuijten@nkschools.org (360) 396-3072; address - 18360 Caldart Ave NE, Poulsbo WA 98370.

PARENT/STUDENT AGREEMENT OF TERMS

Parents/Guardians and students: Please read through the Student Handbook together and sign at the bottom of this page. All agreement forms should be turned into Core teachers on Tuesday, September 11, 2018.

If you have any questions or concerns about the school guidelines and policies, please contact the main office.

I have read and agree to uphold the Kingston Middle School Student Handbook rules and policies and to the best of my ability, I will carry through on the commitments set forth in School/Home/Student Educational Commitments (insert p. 7-8).

Print Student Name

Student Signature

Date

Parent/Guardian Signature

Date

***We promote open and positive communication with our parents. Please review your contact information as posted on Skyward to ensure we are able to reach you if the need arises during the school year.**

***Please be sure to review electronics policy on page 17.**

Handbook sent to planner company on 6/25/19, updated copy available on KMS web site.

DISCRIMINATION

North Kitsap School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression, gender identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employee(s) has been designated to handle questions and complaints of alleged discrimination:

Questions or complaints of alleged discrimination can be directed to the Civil Rights Compliance-Title IX/RCW 28A.640-ADA Compliance Officer Rachel Davenport, Executive Director of Human Resources, rdavenport@nkschools.org (360) 396-3003
Title IX/RCW 28A.640 Officers Craig Barry, Director of Secondary Schools, cbarry@nkschools.org (360) 396-3093
Tim Garrison, Director of Elementary Schools, Curriculum and Instruction, tgarrison@nkschools.org (360) 396-3020
504 Compliance Coordinator, Lori Buijten, Director of Special Education, lbuijten@nkschools.org (360) 396-3072;
address - 18360 Caldart Ave NE, Poulsbo WA 98370.

You can report discrimination and discriminatory harassment to any school staff member or to the district's Civil Rights Coordinator, listed above. You also have the right to file a complaint (see below). For a copy of your district's nondiscrimination policy and procedure, contact your school or district office or view it online here: [NKSD Non Discrimination](#)

SEXUAL HARASSMENT

Students and staff are protected against sexual harassment by anyone in any school program or activity, including on the school campus, on the school bus, or off-campus during a school-sponsored activity.

Sexual harassment is unwelcome behavior or communication that is sexual in nature when:

- A student or employee is led to believe that he or she must submit to unwelcome sexual conduct or communications in order to gain something in return, such as a grade, a promotion, a place on a sports team, or any educational or employment decision, or
- The conduct substantially interferes with a student's educational performance, or creates an intimidating or hostile educational or employment environment.

Examples of Sexual Harassment:

- Pressuring a person for sexual favors
- Unwelcome touching of a sexual nature
- Writing graffiti of a sexual nature
- Distributing sexually explicit texts, e-mails, or pictures
- Making sexual jokes, rumors, or suggestive remarks
- Physical violence, including rape and sexual assault

You can report sexual harassment to any school staff member or to the district's Title IX Officer, who is listed above. You also have the right to file a complaint (see below). For a copy of your district's sexual harassment policy and procedure, contact your school or district office, or view it online here:

<http://www.nkschools.org/common/pages/UserFile.aspx?fileId=10583545>

COMPLAINT OPTIONS: DISCRIMINATION AND SEXUAL HARASSMENT

If you believe that you or your child have experienced unlawful discrimination, discriminatory harassment, or sexual harassment at school, you have the right to file a complaint.

Before filing a complaint, you can discuss your concerns with your child's principal or with the school district's Section 504 Coordinator, Title IX Officer, or Civil Rights Coordinator, who are listed above. This is often the fastest way to revolve your concerns.

Complaint to the School District

Step 1. Write Our Your Complaint

In most cases, complaints must be filed within one year from the date of the incident or conduct that is the subject of the complaint. A complaint must be in writing. Be sure to describe the conduct or incident, explain why you believe discrimination, discriminatory harassment, or sexual harassment has taken place, and describe what actions you believe the district should take to resolve the problem. Send your written complaint—by mail, fax, email, or hand delivery—to the district superintendent or civil rights compliance coordinator.

Step 2: School District Investigates Your Complaint

Once the district receives your written complaint, the coordinator will give you a copy of the complaint procedure and make sure a prompt and thorough investigation takes place. The superintendent or designee will respond to you in writing within 30 calendar days—unless you agree on a different time period. If your complaint involves exceptional circumstances that demand a lengthier investigation, the district will notify you in writing to explain why staff need a time extension and the new date for their written response.

Step 3: School District Responds to Your Complaint

In its written response, the district will include a summary of the results of the investigation, a determination of whether or not the district failed to comply with civil rights laws, notification that you can appeal this determination, and any measures necessary to bring the district into compliance with civil rights laws. Corrective measures will be put into effect within 30 calendar days after this written response—unless you agree to a different time period.

Appeal to the School District

If you disagree with the school district's decision, you may appeal to the school district's board of directors. You must file a notice of appeal in writing to the secretary of the school board within 10 calendar days after you received the school district's response to your complaint. The school board will schedule a hearing within 20 calendar days after they received your appeal, unless you agree on a different timeline. The school board will send you a written decision within 30 calendar days after the district received your notice of appeal. The school board's decision will include information about how to file a complaint with the Office of Superintendent of Public Instruction (OSPI).

Complaint to OSPI

If you do not agree with the school district's appeal decision, state law provides the option to file a formal complaint with the Office of Superintendent of Public Instruction (OSPI). This is a separate complaint process that can take place if one of these two conditions has occurred: (1) you have completed the district's complaint and appeal process, or (2) the district has not followed the complaint and appeal process correctly.

You have 20 calendar days to file a complaint to OSPI from the day you received the decision on your appeal. You can send your written complaint to the Equity and Civil Rights Office at OSPI:

Email: Equity@k12.wa.us | **Fax:** 360-664-2967

Mail or hand deliver: PO Box 47200, 600 Washington St. S.E., Olympia, WA 98504-7200

For more information, visit our [website](#), or contact OSPI's Equity and Civil Rights Office at 360-725-6162/TTY: 360-664-3631 or by e-mail at equity@k12.wa.us.

Other Discrimination Complaint Options

Office for Civil Rights, U.S. Department of Education

206-607-1600 | TDD: 1-800-877-8339 | OCR.Seattle@ed.gov | [OCR Website](#)

Washington State Human Rights Commission

1-800-233-3247 | TTY: 1-800-300-7525 | [Human Rights Commission Website](#)

