

Kent-Meridian High School 2018-2019

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KM Student Handbook

Statement of Student Responsibility- As a KM Royal, I will:

- Meet the attendance requirements set by the Kent School District and KM.
- Be on time for school and for class.
- Behave in a manner that will reflect well upon me, my family and KM.
- Complete all graduation requirements of the Kent School District and KM.
- Comply with any reasonable request by a Kent-Meridian staff member.
- Read and comply with the Student Behavior Expectations listed in this handbook.

What it means to be a KM **ROYAL**

R- Show RESPECT to self and others.

O- Take OWNERSHIP in your learning and school environment.

Y- YOU make the difference! Attitude is everything!

A- Show ACCOUNTABILITY for school work and behavior.

L- Be a LEADER and lead by example!

General Information

Fines

ALL student fines must be cleared to participate in dances, athletics, clubs, and graduation or to receive transcripts. Fines and fees can be paid at the Cashier office only. The cashier is available before and after school and the office is located across from the main office.

Homework Requests

Excused absences (an excused absence is defined as an illness, family death, family emergency, medical, dental, or court appointments, pre-arranged absence, or other personal reasons). Homework can be requested by emailing the student's teacher directly. Note: Homework for students out on suspension will be dealt with in the focus center. You do not have to call.

Medication

If a student needs to take medication at school, written authorization from a parent/guardian and medical care provider is required. Medication includes all over-the-counter medications. All medication must be brought to school in its original container. If medication is necessary for the student during school hours, the following must be turned in to the school nurse: A completed *Medication Authorization Form* (available online or in the KM nurse's office) **Or** two notes: One from a doctor stating: name of medication, dose, time and reason it must be given during school hours. Another note from the parent/guardian giving permission for your child to receive the prescribed medicine at school.

Lockers

Students are responsible for their assigned locker and will pay for any damages. Do not write on or in the locker nor attach anything (stickers, labels, etc.). Padlocks attached to lockers will be removed at the student's expense. Lockers are property of the Kent School District and are subject to search at any time.

Pick-up/Drop off

Student pick-up and drop-off occurs in the front lot only. Parents/guardians picking up students during the school day must first check in to the Attendance office. Students will only be released to a parent/guardian or authorized person whom must provide photo identification.

Student ID cards

Students are always required to carry their picture ID cards with them. The card is free, with replacements costing \$5.00 each. Replacements can be purchased with the cashier and your new picture ID can be taken in the Graduation Center. Student ID cards are required to checkout library books.

Valuables

Items of value (personal technology devices, etc.) that are brought to school are brought at your own risk. **The school is not responsible for lost or stolen valuables that are brought to school.** Stolen items should be reported to the Security Office. Confiscated items are not the responsibility of the school.

Delivery of Personal Items

If a student needs an item (books, lunch, wallet, etc.), it can be left at the main office. The student will be called between classes. We will not keep or deliver flowers, balloons, and other gifts.

Emergency Procedure

Emergency procedures will be taught and reviewed by classroom teachers, administrators, announcements, and bulletins. During a drill or emergency students are always required to stay with their teacher. Any inappropriate behavior will be considered severe and appropriate student discipline will be assigned.

Off Campus Privileges

Sophomores, Juniors and Seniors may leave campus during lunch if they have a signed contract for Off-Campus Privileges form on file in the Focus Center. Students must meet the following criteria

- Have a 2.8 GPA during last grading period
- No trancies (skipping class)
- No unexcused absences (W)- must have it excused in 48 hours
- On track to graduate with class
- No serious behavior violations

Students with an off-campus pass must present the pass when leaving and returning on campus. They must leave through the front of campus and are limited to foot traffic (no cars, bikes, etc.). Students must return to class on time. Failure to follow these rules will result in loss of off-campus privileges. Students who leave campus without a pass will be subject to discipline.

Academic Information

Grade Point Average The grade point average (GPA) is calculated by dividing the total amount of grade points earned by the total amount of credit hours attempted. Your grade point average may range from 0.0 to a 4.0.

The point system is:

4.0= A	3.0= B	2.0= C	1.0= D
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3.7= A-	2.7= B-	1.7= C-	0.0= F
3.3= B+	2.3= C+	1.3= D+	

All of KM's students are expected to meet a variety of state and national performance standards. The scale below outlines, in general terms, what each student should know, understand, and be able to do in each course/content area. To more effectively communicate areas of strengths or improvements to students and parents, the teachers will use the scale below to report the extent to which your child demonstrates mastery of state and national standards for each assignment/task as appropriate.

Score 4.0	A	100%	In addition to Score 3.0, the student demonstrates in-depth inferences and applications regarding more complex material that go beyond what was taught in class.
Score 3.5	A-	92%	In addition to Score 3.0 performance, the student demonstrates in-depth inferences and applications regarding the more complex content with partial success.
Score 3.0	B	85%	"The Standard." The student demonstrates no major errors or omissions regarding any of the information and processes that were explicitly taught.
Score 2.5	B-	81%	The student demonstrates no major errors or omissions regarding the simpler details and processes (Score 2.0 content) and partial knowledge of the more complex ideas and processes (Score 3.0 content).
Score 2.0	C	75%	The student demonstrates no major errors or omissions regarding the simpler details and processes but exhibits major errors or omissions regarding the more complex ideas and processes (Score 3.0 content).
Score 1.5	C-	71%	The student demonstrates partial knowledge of the simpler details and processes (Score 2.0 content) but exhibits major errors or omissions regarding the more complex ideas and procedures (Score 3.0 content).
Score 1.0	D	65%	With help, the student demonstrates a partial understanding of some of the simpler details and processes (Score 2.0 content) and some of the more complex ideas and processes (Score 3.0 content).
Score 0.5	F	55%	With help, the student demonstrates a partial understanding of some of the simpler details and processes (Score 2.0 content) but not the more complex ideas and processes (Score 3.0 content).
Score 0.0	F	50%	Even with help, the student demonstrates no understanding or skill.

Class of 2019, 2020 Required Credits

	KSD	Public, 4-year Colleges/Universities	Recommended Courses for Highly Selective Colleges/Universities
English Language Arts	4	4 years	4 years
Mathematics	3	3 years	3-4 years
Science	3	2 years	3-4 years
Social Studies	3	3 years	3-4 years
World Language	0	2 years	3-4 years
Visual or Performing Arts	1	1 year	2-3 years
Health and Fitness	2		
Occupational Education	1		
Electives	6		
Total	23		

Class of 2021, 2022 Required Credits

Subject	KSD	Public, 4-year Colleges/ Universities	Recommended Courses for Highly Selective Colleges/Universities
English Language Arts	4	4 years	4 years
Mathematics	3	3 years	3-4 years
Science	3	2 years	3-4 years
Social Studies	3	3 years	3-4 years
World Language	2	2 years	3-4 years
Visual or Performing Arts	2	1 year	2-3 years
Health and Fitness	2		
Occupational Education	1		
Electives	4		
Total	24		

ASSOCIATED STUDENT BODY (ASB)

The Associated Student Body (ASB) is a democratic organization established to protect the rights and to promote the interests of students. The ASB coordinates all student organizations and activities. Members are those students enrolled at Kent-Meridian High School who have purchased a current ASB card (\$30). A valid ASB card is required for all participants in athletics or ASB-sponsored clubs and activities. The ASB card is non-refundable.

ATHLETIC/ACTIVITIES CODE OF CONDUCT

All KM athletes will comply with the rules and regulations found in the KSD Student Athletic Handbook as well as all WIAA eligibility requirements. KM athletes are considered student leaders and are always expected to represent KM with honor and respect.

Fall	Winter	Spring
Football	Boys' Basketball	Track
Volleyball	Girls Basketball	Baseball
Golf	Wrestling	Girls' Tennis
Cross Country	Gymnastics	Boys' Soccer
Girls' Swimming	Boys' Swimming	Fastpitch
Boys' Tennis	Cheer (continued)	Judo
Girls' Soccer	Dance (continued)	Cheer (continued)
Cheer		Dance (continued)
Dance		

KM Student Behavior Guidelines and Information

KM students and families should be familiar with the Kent School District Student and Parent Handbook. The KSD Handbook outlines in detail policies and procedures around Academics, Attendance, and Behavior for all students in the Kent School District. See the Section Menu bar on the left side of the screen.

KM has adopted the Progressive Discipline Model (PDM) to ensure a safe, fair and orderly classroom learning environment is always present. All teachers at KM will use the easy to follow 5 step process identified in the chart below.

Progressive Discipline Model

Intervention	Consequence	Teacher Initials	Student Initials	Behavior/Incident
Step 1) 1:1 Conversation between Teacher and Student	N/A			
Step 2) Letter Home to Parent - Letter to be signed by parent or guardian - Letter returned next day or automatic move to Step 3	Parent discretion and return of signed form			
Step 3) Referral to Interventionist: Phone call home to provide 24 hour notice of ASD Inform parent of next steps to be taken if behaviors continue.	After School Detention			Enter FYI into skyward and direct to Behavior Interventionist.
Step 4) Referral to Behavior Interventionist: Phone call home to provide 24 hour notice of ASDx2	2 After School Detentions			Enter offense into skyward summarizing Steps 1-4 and direct to Behavior Interventionist.
Step 5) - Referral to BIT* - Phone call home - Student sits in on BIT meeting** to develop strategies for success	2 Days ISS			Step 5, and all discipline actions after, will result in Code Blue for remainder of semester. Enter offense into skyward and direct to Dean of Students.

Behaviors will be entered in the student information system and discipline will, in most cases progress as follows:

- PDM process - Steps 1-2
- After School Detention
- 2 After School Detentions
- 2 Days In-School Suspension

- 1-3 days Out-of-School Suspension
 - 4-5 day Out-of-School Suspension
 - 6-10 Days Out-of-School Suspension
 - Long-Term Suspension 11+ Days
 - Emergency Expulsion
 - Expulsion
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Kent-Meridian Student Expectations

1. **Cooperate with staff and follow all classroom rules.** Students are expected to be respectful and adhere to the expectations and reasonable requests by KM staff. If a student does not follow the expectations teachers will use the PDM process outlined above.
2. **Be on time to class.** KM is a center for learning and those students that are making poor choices and who are chronically tardy to class are not permitted to continue doing so. Teachers will mark students tardy in Skyward if they are not inside the door by the end of the bell ringing. Students are considered absent from class if they are more than 10 minutes late.
3. **Come to school every day and go to class.** If you are absent make sure to excuse the absence. Parents/guardians are required to notify the school when their student is absent and can call in an absence at 253-373-7405, press 1 for Attendance.
4. **Keep moving to class during passing.** Congregation of students in hallways is prohibited to prevent safety hazards and traffic congestion. Students need to continue to move to class during passing times.
5. **Get a hall pass.** Students out of class must have KM license plate pass from their teacher and have **signed out of class** when leaving. No passes will be issued during 4th period. No passes in the first 10 minutes and the last 10 minutes of class.
6. **Do not eat or drink in the building (except cafeteria).** Water in a clear and closed container is OK.
7. **Closed campus- stay on campus and within authorized areas.** During lunch, only the courtyard, commons, East Wing lot and cafeteria are authorized. Students are not to leave campus without parents/guardians and/or school permission and need to check out at the attendance office. Students with [off-campus passes for lunch](#) are **not allowed** to drive vehicles off campus for lunch. Security or administration will ask for ID with an off-campus sticker before allowing a student off-campus. Only KM students are allowed on campus during school hours. Non-KM students must report to the main office. All visitors including outside agency/support personnel must report to the main office and show proper ID prior to receiving student and/or campus access.
8. **Keep your skate/longboards in your locker.** You may not carry them around campus during the school day and may not ride them on campus at any time. School District Policy prohibits any type of skating (skate/longboarding, skate shoes or roller blading) on campus at any time.
9. **Put away your electronic devices and focus on school.** Personal electronic devices may be used during non-instructional time (passing and lunch). Music must be listened to via earbuds or headphones only at appropriate times. **No headphones in use, in your ears, or over your ears in the classroom unless specific permission from your teacher.** If these rules are violated, electronic items will be surrendered by the student to a teacher or other supervising adult on request. Failure to surrender the item on this request will result in a code blue and may be considered Defiance of Authority which may result in suspension.
10. **Dress appropriately.** The following are **NOT** allowed at KM during the school day:

- No clothing with inappropriate symbols (i.e. alcohol, tobacco, drugs, firearms, gang material, hand gestures, lewd pictures, profanity, etc.)
- No revealing clothing (i.e. low-cut necklines that show cleavage, strapless, backless, off the shoulders, bikini, tube, spaghetti straps, halter or single strap shirts, bras, bra straps, loose arm-hole shirts/tanks, sagging pants with underwear, shorts or boxers showing)
- No face coverings (i.e. sunglasses, full face paintings, masks, etc.)
- No distracting headgear. For many years KM had a NO Hats, No Hoods, No bandanas, NO Headgear period policy. As of January 2018, KM students will be allowed to wear beanies, ball caps, bandanas, dew rags and hoods on campus and in the building during the school day. This freedom of headgear expression, however, comes with a few non-negotiable expectations.
 1. Teachers are in control of their own classroom expectation and may have tighter classroom expectations than the school. For example, you may be allowed to wear headgear in the halls, around campus and in certain classes, but teachers have the right to make their rooms a Hat/Hood/beanie/dew rag/headgear FREE zone. And as a student at KM, you must respect and follow that classroom rule while in that teacher/staff member's classroom. Failure to comply with a reasonable request to remove your headgear in a space that has been clearly stated that it is a Headgear FREE zone, will be subject to discipline.
 2. All headgear must be appropriate for school, just like your clothing. It cannot have drug or alcohol references, no weapons, inappropriate language or derogatory or offensive pics or words or represent any gang affiliation.
 3. To make this work we need students to help monitor one another. If students are breaking this rule, either by content of the hat or refusing to respect a teacher's classroom rules, we need everyone to remind those that this is a change for the good and if people intentionally break the expectations above, this headgear freedom could be revoked.

11. Follow lunch time rules.

- All food purchased in the cafeteria and the student store must be eaten in the cafeteria. No eating outside.
- Clean up after yourself and dispose of trash and recyclables in their appropriate places.
- Display appropriate behaviors at all times.
- NO access to vehicles or lockers during lunch.
- Written passes from teachers are required for students to see classroom teachers during lunch.
- During lunch, only the courtyard, commons, East Wing designated play lot and cafeteria are authorized.
- Students are not to leave campus without parents/guardians and/or school permission and need to check out at the attendance office.
- Students with [off-campus passes for lunch](#) are **not allowed** to drive vehicles off campus for lunch.
- Administration/Security will ask for ID with an off-campus sticker before allowing a student off-campus.

12. **If you drive, follow KM parking guidelines and drive SLOW on campus.** Required parking permits are \$50.00 with an ASB sticker and \$60.00 without. Students must park in assigned spots. Do not use the front parking lot or any visitor spaces. Illegally parked vehicles may be subject to a fine and/or be impounded. Any vehicle parked on campus is subject to search at any time. Students must have a pass issued by a staff member to access vehicles. Any abuses, such as reckless driving on campus will result in loss of your parking permit and school discipline. Automobiles may not be driven from campus without a pass from the Attendance Office and may not carry unauthorized passengers.

14. **Follow the Acceptable Use Policy for district computers and networks as agreed to when you checked out your laptop.**

15. **Be honest. Always do your own work and engage in Academic Honesty.** No cheating, copying, plagiarizing, forging, or lying to staff members.

Consequences of a Breach of Academic Honesty

Kent-Meridian High School recognizes that the primary responsibility of the school is to educate students and to treat breaches of Academic Honesty as learning opportunities. Because Kent-Meridian High School follows standards based/criterion based grading, it is suggested that the students should be given another chance to prove what they know.

The following penalties will be enforced:

1st Offense

- Redo class assignment in front of an adult- teacher determines the timeline, otherwise a zero.
- Parent conference with the teacher.

2nd Offense

- Referral to the administrator resulting in In- School Suspension.
- Parent conference with the teacher and administration.

3rd Offense

- Redo assignment in front of an adult-teacher determines the timeline, otherwise a zero.
- Referral to administration
- Out of school Suspension

Your integrity is serious business. Please take care to safeguard it.