

ADALINE E. KENT MIDDLE SCHOOL

Student / Parent Handbook

2018 - 2019

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Student's Name: _____

Student's Grade: _____

If found, please call: _____

Or return to the Kent School Office.

*The function of education is to teach one to think intensively and to think critically. Intelligence plus character - that is the goal of true education.
Martin Luther King, Jr.*

STUDENT / PARENT HANDBOOK

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Kent Middle School Our Social Vision for Our School

At Kent Middle School, students learn to be good citizens by respecting everyone on campus, and giving back to the community. They have the courage to take positive social and academic risks. Kent provides opportunities to grow through academics, athletics, and social/club activities. We are a community and our campus is the heart of the Kentfield community. Students, teachers and parents feel proud to be part of Kent Middle School.

Here are examples of what we strive for...

Students who:

- include others in the classroom and at recess.
- are confident to stand up for what they know is right.
- have the courage to hang out with someone new.

Parents who:

- trust the expertise of faculty as professional educators.
- hold their children accountable for their actions.
- act as good role models.

Teachers who:

- communicate and collaborate with parents.
- follow a school-wide protocol for student behavior/consequences.
- are dynamic and engaged with students both in and out of the classroom.

Principal and Assistant Principal who:

- are trusted by the community and empowered to lead.

Purpose of this policy

In any school community, there will be occasions when students do not get along. Sometimes students attempt to hurt, exclude or take power from another student. Sometimes these behaviors are motivated by anger, jealousy, possessiveness, insecurity, or lack of skill in dealing with conflict. This policy is designed to guide our community in how to respond to violence, conflict and bullying, so that we move past these behaviors and create the culture that we strive to have at our school.

Kent Middle School: Essential Student Social and Emotional Skills

What follows is a list of the key social and emotional skills that Kent students need to learn if they are to develop the social and emotional intelligence to be able to live up to this vision. We ask that parents, teachers and staff unite in helping our students develop the CODE RED skills.

Responsibility: take responsibility for yourself (Emotional Intelligence)

- Emotional responsibility: understanding and managing your emotions and stress.
- Impulse control and delaying gratification.
- Knowing what you need and how to ask for help and support from others.
- Accepting responsibility for your actions and your mistakes.

Empathy: show awareness and care for others (Social Intelligence)

- Understanding the perspective of others and the probable source of their feelings and needs.
- Showing active compassion for others.
- Being inclusive of others in the classroom and at recess.
- Engaging in acts of care for others and the community (service learning).

Differences: valuing differences in others and daring to be different (Moral intelligence)

- Daring to be different.
- Valuing and appreciating differences in others.
- Having the courage to develop friendships with students that you don't know.
- Having the confidence to stand up for what you know is right.

Ways to Keep Kent Bully-Free

Our school is a community. We need to get along and be friendly, whether or not we are actually friends. We all show empathy and respect for the feelings and needs of others. Here are things that we can do to keep our school bully-free.

How Kent Middle School responds to hazing, harassment, slurs and bullying

We are committed to a culture where we have empathy and respect for the feelings and needs of others. We see hazing, harassment, slurs and bullying as obstacles to realizing our school's vision for how we all get along. The following part of this policy describes our roles in responding to hazing, bullying, and harassment in supporting the culture of our school.

Teachers and Staff

- Kent staff model the school's values of respect and giving back to others.
- Teachers establish a respectful environment in school.
- Teachers raise awareness of harassment and bullying regularly throughout the year, in weekly Advisory meetings and during ***Be the Change Week*** in late September of every year.
- Teachers and staff intervene swiftly to stop physical and verbal aggression, harassment and bullying.
- Teachers and staff make a log entry in Power School whenever they are aware of incidents of harassment or bullying.
- Teachers and staff will attempt to resolve an incident of bullying and if they need assistance will refer the incident either to the school counselors, to a **Solution Team** facilitator or the administration. If a school rule has been broken, they will notify parents and administration.
- Athletic Directors and parent coaches have the same responsibility as teachers and staff to intervene and to report acts of harassment and bullying.
- Administration ensures that a response is made to incidents of bullying of which they have been notified.

Students

- Respect all students. Never harass or bully anyone or be a bully-follower.
- Think how other students might perceive your actions or words. It is not okay to say "just kidding" after you have bullied another student.
- Communicate as respectfully by cell phone or online to others as you would face to face. If you wouldn't say it face to face, don't say it online or post behind their back.
- If you see harassment or bullying, be an ally to the student that is being bullied. Ask the bullies to stop or immediately find an adult if you cannot stop the bullying yourself.
- If you are harassed or bullied by other students, speak out! Do not give your power away and become a target. Remember that you have the right to respect and ask these students to stop.
- If the harassment or bullying continues, seek help. Our school encourages you to tell the school counselor or any other adult on campus that you trust.

- Our school takes a problem-solving approach to bullying. Sometimes we pull together a **Solution Team** of students in your grade and ask them to solve the bullying. Many Solution Teams have successfully stopped the bullying after one or two meetings without punishing anybody.
- Never take revenge or ask someone to retaliate against a student that has reported bullying.

How parents can help us support our culture of empathy and respect

- In this section, references to parents include guardians, volunteers and coaches.
- We ask that parents support our school's values of respect and giving back to others.
- Encourage your children to show empathy and respect for the dignity and worth of every student, parent and adult that works at the school.
- Establish a respectful environment at home. Parents who use physical power and inconsistent consequences create children that rely on power to get their own way.
- Don't allow your children to intimidate or bully each other.
- Have conversations with your children about diversity. Reinforce the message that everyone is different and that diversity brings the school many gifts.
- Monitor how you talk about others in front of your child. If you put down or exclude others, you are teaching your children to do the same.
- Teach your children what happens when friendships go wrong. Tell them that feelings of anger, sadness, jealousy and confusion are normal. Explain that –whatever they might be feeling – bullying, retaliation and revenge are never acceptable responses.
- Have a conversation with your child about the proper use of technology in your house. Limit your child's Internet access to computers in the shared areas. Discuss the responsibility to show respect when texting and posting online and the effect of posting threatening words, rumors and hurtful images. If your child wants to join a social networking site, ask that you have the password, and encourage them to restrict access only to friends.
- Please participate in the anti-bullying awareness programs provided by the school.
- Parents who serve as classroom volunteers, or coaches have the same responsibility as staff to monitor students, and to report acts of harassment and bullying to the classroom teacher.

What a parent can do if their child engages in bullying

- Don't close yourself to the possibility that your child is using bullying behavior. When in doubt, check it out with the school. Empathy, kindness and respect are learned behaviors and it is up to parents to teach these.
- Explore what happened without shaming your child.
- Help your child understand their underlying feelings and what they might be gaining from the bully role (e.g. power, popularity, expression of frustration and anger).
- Empathize with your child's *feelings*, while helping them find alternative ways to *act*.
- Partner with the school in establishing consequences that will promote positive behavior and are appropriate to what your child has done.

What a parent can do if their child is harassed or bullied

- Raise the subject of bullying indirectly and give your child space to answer. Thank them for trusting you, empathize with their experience and reassure them of their value.
- Don't intervene behind your child's back or you risk losing your child's trust.
- Frame the problem as how your child can take their power back. Role-play what they might do or say in the future. Find activities outside school where they are valued and can succeed.

- Don't confront the parents of the bullies. Generally such confrontations are volatile and can make your child's situation worse. If you know or suspect that your child is being bullied, please contact your child's teacher or school counselor immediately. We can help you only if you entrust us with the problem.

Definitions

Bullying occurs when a student, or group of students, attempts to take power over another student. Bullying is a *pattern of repeated behavior over time* against the same target. Often students fall into the roles of **bully** (the student that is bullying), **bully-follower** (a student that goes along with the bully), **target** (the child being bullied) and **bystander** (a student that sees the bullying but does nothing to stop it).

The main ways in which bullying may happen are:

1. **Physical bullying**, when a student uses physical force to hurt another student by hitting, punching, pushing, shoving, kicking, spitting, pinching, getting in their way, holding them down or "pantsing." It is also bullying to interfere with another student's belongings, to take or break their possessions, and to demand or steal money.
2. **Verbal bullying**, when a student directs words at another student with the intention of putting them down or humiliating them. This includes threatening, taunting, intimidating, shouting, insulting, sarcasm, name-calling, teasing, put-downs and ridiculing. It is also verbal bullying when a student uses hostile gestures towards another student, such as making faces, staring, giving the evil eye, and eye rolling.
3. **Relational bullying**, when a student influences another student's friendships and relationships through deliberately leaving them out, spreading gossip and rumors about them, whispering, giving them the silent treatment, ostracizing or scape-goating. This also includes writing words or creating cartoons, posters or drawings about another student designed to hurt or humiliate that student.
4. **Cyber bullying** refers to the use of cell-phones, text messages, e-mails, instant messaging, chat rooms, web blogs and social networking sites to bully another student in any of the ways described above. Examples of cyber bullying are sending threatening or insulting messages by phone and e-mail, posting untrue information or embarrassing pictures about another student on message boards, blogs or social networking sites (such as Instagram, Tumblr, Snap Chat, Twitter, or Facebook), using another student's email address or IM name to send messages that make the student look bad, creating a web page devoted to putting down another student, forwarding a text-message or e-mail that was meant for your eyes only.

Harassment occurs when a student is the recipient of threatening, disturbing or unwelcome behaviors *because of a particular characteristic*. **Sexual Harassment** occurs when a person is harassed because of their gender and includes, but is not limited to, unwelcome or perceived sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Kentfield School District Policy and state law prohibits sexual harassment of a student or by a student. We take this very seriously and there will be serious consequences for violators. Complaints should be made to either the school counselor or the principal's designee.

Hazing involves subjecting another student to a test involving harassment, abuse or humiliation as a way of initiating them into a club or group. Hazing, or any initiation activity that causes or threatens to cause bodily harm or emotional suffering is against the school rules.

A “**slur**” is a form of harassment that uses speech; epithets, threats, verbal abuse, use of profanity or derogatory comments and a “slur” also includes; spreading rumors, jokes, notes, stories, drawings, pictures or gestures that make reference to real or perceived ethnicity, national origin, immigrant status, religious belief, gender, sexual orientation, age, disability, political affiliation, manner of speech, or any other physical or cultural characteristics.

The District takes very seriously incidents when students make remarks (“slurs) against other students, families, staff members or members of the community. Any student who directs a slur towards any other student at school or at a school-related activity and who is reported to the school for making the slur is subject to disciplinary action.

When bullying is also a slur or harassment. Bullying is part of a continuum of aggression and may, at times, amount to a slur or harassment. Whether or not bullying also amounts to a slur or harassment, our school will not tolerate student bullying on our campus, at school-sponsored events, or directed towards students traveling to and from school.

Fighting, disruptive behavior, damage or theft of property. Students at Kent respect other people and property. They do not swear, push, shove, kick, fight, etc. (even if it is a game). They do not engage in violence or any behavior that disrupts the orderly classroom or school environment. Vandalism, damage or theft of property belonging to the district, staff, or students, including misuse of the school’s computers and Internet is strictly prohibited.

SOLUTION TEAM

- The Solution Team response to bullying was created by *No Bully* as a non-punitive way of addressing bullying dynamics that have arisen within a classroom or group of students. Under the Solution Team response, an adult facilitator pulls together a team of students to solve the bullying of one of their peers.
- Solution Team offers a simple six-step procedure that includes an initial meeting and two follow-up meetings.
- Solution Team is an opportunity for students to learn and apply empathy on behalf of their peers. It helps stop bullying dynamics in most cases.
- The Principal ensures that sufficient faculty members are trained as facilitators in this approach.
- A Facilitator initiates a Solution Team response when requested by a staff member by meeting with the student that is being bullied (“the target”).
- The Facilitator explains the Solution Team response to the target and asks the target whether they would like this to be used on their behalf.
- The Facilitator informs the parents of the target if their child has asked for the help of the Solution Team response.

THE SOLUTION TEAM RESPONSE TO BULLYING

1. A Solution Team facilitator meets with the target and asks if they want help.
2. The facilitator selects the members of the Solution Team.
3. The facilitator convenes the first meeting of the Solution Team.
4. The facilitator checks in with the target.
5. One week later the facilitator convenes the second meeting of the Solution Team.
6. A second week later the facilitator convenes the final meeting of the Solution Team, this time with the target present.

COUNSELING PROGRAM

Students may make an appointment to see the counselor by filling out a request form provided in the office. The counselor is available to help students with academic, social and family problems, or any matters that interfere with learning.

Parents are invited to contact the counselor whenever concerns arise about their child’s school or home situation. Parent-Teacher Conferences may be arranged through the counselor. We refer to them as “All Calls,” which means ALL of the student’s teachers are called to the meeting. They are usually scheduled at 8:00AM.

GUIDANCE TEAM - Minimum days have been established weekly for the purpose of holding Guidance Team meetings. Some or all of the following school personnel may attend the Guidance Team: principal, assistant principal, counselor, psychologist, resource specialist and teachers. The team meets to discuss concerns about individual students and to develop a plan of action to assist the student. Parents and students are often contacted for follow-up conferences after these meetings.

ATTENDANCE REGULATIONS

ATTENDANCE – Regular attendance plays an important role in student achievement. Students have the responsibility to be punctual and attend classes on all regularly scheduled school days unless ill or excused for another explained absence. Families play an important role in getting children to school on time and are responsible for their child’s attendance at school. Students should not arrive to school before 8:15 AM except for “zero” period.

ABSENT/TARDY - parent or guardian must verify all absences by calling the 24 hr. attendance voice mail line 458-5972 as soon as possible but no later than 10:00 AM. Or email kent-attendance@kentfieldschools.org

If a student is absent from the school day (s) he may not participate in any school events, such as sports, plays, games nights, or dances on that date.

- Any absence that has not been verified by a parent/guardian within 3 days will be considered unexcused.
- Students arriving late are to report to the attendance office with a note from a parent or guardian before going to class.

EXCUSED ABSENCES include:

- Illness
- A medical or dental appointment
- Bereavement of an immediate family member
- Religious observance days

Parents are encouraged to schedule medical appointments outside of school hours whenever possible. **When a student has had 14 absences in the school year for illness as verified by a parent, a physician must verify any further absences for illness. (Kentfield Board Policy AR 5113(c)).**

UNEXCUSED ABSENCES – STUDENT ATTENDANCE REVIEW BOARD The Kentfield School District strongly recommends that students and their families not schedule vacations and family trips during the school year. Vacations/trips during school days or staying home to finish homework for a project for a class are considered examples of unexcused absences. A student may incur any or all of the following consequences: lowering of a grade due to unsatisfactory completion of work missed, referral to administration, referral to the **Student Attendance Review Team (SART)**, or possible retention.

TRUANCY - Education Code Section 48260 defines a “truant student” as one who has been absent from school without a valid excuse three days or tardy in excess of 30 minutes on each of three days, or any combination thereof, in a school

year. Education Code Sections 48261/48262/48264.5 define a “habitual truant” as one who has been absent from school without valid excuse three or more times per school year.

The formal procedure for addressing truancy includes issuing letters of notification to parents of truant students, meeting with the Assistant Principal and/or counselor as a means of intervention, meeting with the Superintendent, request to appear before the Marin County Office of Education Student Attendance Review Board (SARB), which may result in a student receiving an alternative school setting.

LATE TO CLASS POLICY -

Students who are tardy disrupt the educational activity of the classroom. It is important for students to come to school on time. **Therefore, when a student is tardy to school twice in one week he or she will serve one school detention.**

- Official notification from the school will be sent when a student has three or more unexcused/unverified tardies in excess of 30 minutes. The school will pursue all rules of the Student Attendance Review Board (SARB) as mandated by the California Education Code and Kentfield District Policy.
- When a student is late to class without a verified excuse, he/she may be referred by the teacher for an in-school lunch detention.
- **Teachers will notify parents when a student’s tardies are affecting his/her performance in class and will reflect tardiness on the report card. Tardiness may affect a student’s overall grade in the class.**

HOMEWORK DURING ABSENCES - A student is not excused from completing assigned schoolwork when absent from school. It is the responsibility of the student to obtain, complete, and turn in missed class work and homework assignments as soon as practical after returning to school, or by special arrangement with the teacher assigning the work. The level of responsibility required varies with the student’s grade level.

MAKE-UP WORK - Students who miss schoolwork because of an **excused absence** shall be given the opportunity to complete all assignments and tests that can be reasonably provided. As determined by the teacher, the assignments and tests shall be reasonably equivalent to, but not necessarily identical to, the assignments and tests missed during the absence. Students shall receive full credit for work satisfactorily completed within a reasonable period of time. Parents and students will find specific guidelines for completion of work below. Assignments missed during an **unexcused absence** are due upon the day of the student’s return to school.

- Seventh and Eighth Grade: **Homework for seventh and eighth graders may not be requested through the office.** In the event of a **planned/excused** absence it is the student’s responsibility to check with the teachers and obtain assignments. In the case of an **unplanned/excused** absence it is expected that students will call someone in the class to obtain the classwork and homework assignments. Handouts and other written materials are available upon return to school. In an excused absence, students are afforded the same number of days they were absent to make up homework. Long-term assignments will be due on the date scheduled except in cases of extenuating circumstances and with the prior agreement of the teacher.
- Fifth and Sixth Grade: In the event of a **planned/excused** absence, a written request to the appropriate teachers will notify them to prepare the make-up assignments, which need to be completed. In the case of an **unplanned/excused** absence, a request for assignments, when appropriate, should be made when reporting the student’s absence on the **Attendance Voice Mail (458-5972)**. Class work assignments may be picked up in the office after 3:28 PM. Students are afforded the same numbers of days they were absent to make up schoolwork. Long-term assignments will be due on the date scheduled except in cases of extenuating circumstances and with the prior agreement of the teacher.

ILLNESS AND HOMEWORK - If a student is too ill to do any homework, make up work can be requested upon the student's return to school.

If a student is absent from the school day (s) he may not participate in any school events, such as sports, the track meet, plays, performances, games night, or dances on that date.

INDEPENDENT STUDY

An **Independent Study Contract** must be requested at least one week ahead of time by a student's parent or guardian for an absence between six and ten consecutive days. Independent Study is a best attempt effort of keeping the student, who will miss school, up to date with his or her classes. However, there is no substitute for classroom attendance or instruction.

Teachers may assign work during the absence period. Assignments provided **before** the absence will be due **the day the student returns**. Assignments provided **after** the absence will be given one day for each day missed to complete and return. Any work **not turned in** at the designated time will receive a zero. It is the parents' and student's responsibility to request, pick up, and turn in work upon his/her return to school along with the Independent Study Contract forms.

This policy is for absences between six and ten days. Refer to Homework/Make-up Work for absences between one and five days.

The maximum period of time for any independent study option shall be five school days.

For absences that **exceed** ten days, it is the responsibility of the parents or guardians to provide for the educational needs of their child. This may include dis-enrolling the student from the Kentfield School District and enrolling in the district where the student will temporarily reside. Upon his or her return to school, the student would need to re-enroll in the Kentfield School District.

ACADEMIC PROGRAM

KENT HOMEWORK GUIDELINES 2018-2019

Philosophy

Homework at Kent Middle School is intended to:

- provide students with opportunities to demonstrate, reinforce, and extend learned skills without direct teacher support
- provide students with opportunities to assume responsibility and establish strong study skills
- provide opportunities for self-directed study that will encourage students to become independent learners

As professional educators, teachers create purposeful homework assignments for students. Teachers make every effort to balance assignments, coordinate with other teachers at their grade level, and take into consideration long-term projects and tests. Teachers will provide accommodations responsive to individual student needs as appropriate. Progression by the grade level towards independence and away from parent involvement is expected.

Teachers, students, and parents share responsibility for making homework at Kent a positive and constructive experience.

Guidelines

- Homework is given Monday through Thursday (except for Math 7+ & Algebra 1 students)
- Students are expected to spend approximately twenty minutes per day on free or assigned reading.
- Homework will not be assigned in Expressions and Enrichment with the exception of practice for tests, quizzes or presentations. 5th & 6th grade Music students should practice 5- 10 minutes per night. Spanish students should spend 10 minutes per night practicing vocabulary/grammar concepts.
- Students may find it beneficial, based on their own weekly schedule, to spend time on weekends to break long-range projects into more manageable increments.
- Teachers clearly post all homework assignments in their classroom with some teachers using the website. Teachers expect students to record these assignments in their agendas. Students should also establish a homework buddy in each class to double check homework assignments.
- If a student does not use his or her time effectively to complete class work, he or she might be required to complete the unfinished assignment at home. Therefore, this may cause a student to spend more time on homework, thus exceeding the typical number of minutes expected for that grade level.
- Students (or with the help of their parents) are expected to communicate directly with teachers if they find themselves spending an excessive amount of time on a particular assignment. The teachers will work with the students to address the students' individual needs. Ongoing student-teacher communication, and when necessary parent-teacher communication, is essential to providing support on an individual basis.

Typically, the number of minutes of homework per night will be:

Grade 5--	50 minutes
Grade 6--	75 minutes
Grade 7--	90 minutes
Grade 8--	90 minutes

Revised 6/21/17

TROUBLESHOOTING – If students find themselves consistently exceeding these time guidelines, it is important to first have a conversation with the classroom teacher in order to problem-solve together. The school counselor and administrative team are also available to support students and families who are experiencing difficulty with homework at Kent. We encourage parents and students to meet with a teacher or teachers to identify and find solutions to academic issues.

ACADEMIC EVALUATION

REPORTING TO PARENTS - Throughout the school year there will be formal and informal reports on an individual student's academic performance. Both students and parents may contact an individual teacher whenever there is a concern about assignments or grades (see Staff Voice Mail in the district directory or consult our web site).

PROGRESS REPORTS – Reports will be emailed home at mid-trimester or at any time that a student's grade is a C- or below. Grades are updated by teachers in Power School at mid-trimester and at the end of every trimester.

REPORT CARDS – Report cards are issued three times a year. Letter grades and comments are used for grades five, six, seven and eight. Students who receive an I (Incomplete) grade will have two weeks to complete their work and receive a grade. At the end of two weeks, an I (Incomplete) will become an F if not resolved.

Using a four-point scale, grade point averages will be computed as follows:

	A 94% 4.00	B 83% 3.00	C 73% 2.00	D 63% 1.00	
	A- 90% 3.70	B- 80% 2.70	C- 70% 1.70	D- 60% 0.70	
	B+ 87% 3.30	C+ 77% 2.30	D+ 67% 1.30	F 59% 0.00	

CITIZENSHIP GRADES – 1=Rarely; 2=Sometimes; 3=Often; 4=Always

ACADEMIC JEOPARDY or RETENTION - When a student’s **Academic** GPA falls to a 1.70 or lower in a grading period, he/she is considered to be in academic jeopardy. *Academic GPA excludes PE and enrichment classes.* Parents will be notified and a meeting will be called to discuss academic interventions.

GRADUATION AND EIGHTH GRADE STUDENTS – Eighth grade students must maintain an overall Academic GPA of 1.70 (C-), which does not include enrichment and P.E., in order to attend the graduation ceremony. Eighth grade students who are not passing may not participate in the graduation ceremony. Behavior expectations must be met in order to participate in both the social activities as well as the graduation ceremony. Examples are field trips, graduation breakfast, yearbook field day, assemblies and the graduation dance.

ACADEMIC DISQUALIFICATION- Students with a Simple GPA below 2.00 are ineligible to participate in Kent’s sports teams.

ACADEMIC HONESTY

Kent Middle School is committed to encouraging students to assume responsibility for their own ethical behavior and to foster ethical behavior in others. In pursuit of this ideal, the Kent staff acknowledges that being a person of integrity is sometimes difficult. Therefore, academic honesty is a shared responsibility among students, parents, and school staff.

Academic dishonesty includes, but is not limited to:

1. Copying or claiming credit for work that is not your own such, including that of tutors, friends, parents, siblings, or from any printed or electronic sources;
2. Turning in purchased essays or essays (whole or partial) from the Internet or written by someone else;
3. Allowing others to copy or claim credit for your work;
4. Having in view notes or other unauthorized material including technology during a test or other assessment;
5. Giving or receiving answers to a test or other assessment; this includes talking during a test;
6. Forgery: Example, signing documents intended to be signed by your parents;
7. Plagiarism includes: Copying or paraphrasing, in whole or in part, published works or the ideas of others without proper citation. Downloading of documents without citing the source is plagiarism.

Consequences: Failure to practice academic honesty may result in, but is not limited to, the following:

First Incident:

Student is notified by the teacher and receives a zero on the test or assignment.

Teacher immediately contacts parent/guardian and records the incident in Power School.

Additional Incidents: In addition to the above, may include:

Meeting with school counselor.

A conference scheduled with Principal or Assistant Principal, student, teacher, and parent.

Failing grade in the course.

KENT LIBRARY

The mission of the Kent Middle School library is to create a safe, inviting and comfortable learning space for students and staff. The library will be used to support the 21st century curriculum and will serve as place to share the love of reading, investigating, and learning. It will be a safe place to have your voice heard, share your thoughts and find community.

LIBRARY USAGE - During school hours, students may visit the library with their teacher's permission. Students are also encouraged to use the library before school, during morning recess, and at the lunchtime recess. In order to make the library a useful and pleasant place for students and staff, it is necessary to maintain the following rules. Students who disregard these regulations or disrupt normal activities will be asked to leave the library. Disciplinary action may be taken.

- Students must clean up their own work areas before leaving: return materials, clean tables, replace chairs under tables, log out of computers, etc.
- Gum, food, drinks, and backpacks (cubbies provided) are NOT ALLOWED.
- Students must be respectful, responsible, and kind.
- Destruction, defacing, or theft of materials will result in possible suspension from school and full monetary replacement of stolen or damaged materials. (A charge of \$3.00 may be made for damages to books which require repair.)
- Lost books require the student to pay the replacement cost of the book.
- Students must use the library's computers for school-related work only (no games, "surfing" the Internet, or email without a teacher's permission).

LOAN PERIOD - Books are loaned out for THREE WEEKS and are always due back three weeks from the Friday of the week they were checked out. Materials may be renewed for another three weeks, as long as no one else is waiting for them. Magazines may be checked out for one week. Overnight materials (reference books and teacher-reserved books) are due back by the time school begins the next school morning.

OVERDUE MATERIALS- Students are expected to return all materials when they are due. Students with overdue books will not be permitted to check out library materials until they have been returned or renewed. Students who lose or damage library materials are to purchase a new copy of the missing or damaged item. Items can be purchased through local booksellers or ordered through Amazon.com and sent directly to the Kent Library.

AT THE END OF THE SCHOOL YEAR, STUDENTS MUST SETTLE ALL LIBRARY OBLIGATIONS .

COMPUTER LAB

The Computer Lab is open on regular school days **only when there is adult supervision**. Usually this is during recess and lunch. Before students are permitted to use any computers in the school, they and their parents must sign and submit a Marin County Schools Internet Use Agreement as well as the Kentfield School District Computer Use Agreement. Due to site licensing laws, students may not bring computer programs from home.

In order to make the Computer Lab a useful and pleasant place for students and staff, it is necessary to maintain the following rules. Students who disregard these regulations or in any way disrupt normal activities will be asked to leave. Disciplinary action may be taken or a student may no longer be allowed to use the computer lab or library computers.

- Students must clean up their own work areas before leaving: return materials, clean tables, replace chairs under tables, log out of computers, etc.
- Gum, food, drinks, and backpacks are NOT ALLOWED.
- Students must work quietly.
- Destruction, defacing, or theft of materials, whether intentional or accidental, will result in possible suspension from school and/or full monetary replacement of stolen or damaged materials.
- **Computer usage and Internet safety rules are posted on the wall of the Computer Lab. These must be observed throughout the school at all times.**

Rules for Computer Use: Kentfield School District

The following rules apply to all computers, equipment and systems owned or operated by the Kentfield School District. Additional copies may be found on the Kentfield School District Website and in the Student Agenda. **Failure to comply with these rules may result in the temporary or permanent loss of some or all computer privileges.** In addition, regulations concerning Internet access from school are covered by the Terms and Conditions for Marin Public Schools Educational Use Internet Accounts. Students will not have access to the Internet until their parent or guardian has signed the portion of the online registration covering such use.

1. No student may reveal any **personal information**, such as name, address, phone number, email address, or school affiliation, on any website he/she accesses, unless given specific permission by a teacher.
2. Students may not use the school district's computers or computer-related equipment, the Internet, email, or any electronic means of communication to engage in **harassment**, bullying, or other forms of disrespect, or to display inappropriate words or images.
3. Text, images, videos, or other material may be **downloaded** only for educational purposes, and only with teacher permission. Any materials used must be cited.
4. It is prohibited to install, or run any **software** not expressly approved by the teacher for that lesson at that time.
5. It is prohibited to remove, modify, or copy **software** from the school district's computers or file servers.
6. Students are not allowed to send or receive **personal email** messages without teacher permission
7. Students may only use **chat** or instant messaging for a class assignment, and only in connection with the assignment, and only with teacher permission under that teacher's supervision.
8. Students may not access **another individual's** computer, account, or files, and may never modify or delete another individual's files. Files may be shared for a project only with teacher permission.
9. Students may only play computer **games** when given specific permission to do so by a staff member.
10. During class time, students may use the school district's computers or the Internet or any other software or computer-related device **only for the assigned activity**.

11. Students will be allowed to use computers, laptops, color printers, scanners, cameras and other electronic equipment only after instruction on the proper use and care of that equipment and only with the permission of a staff member. Misuse or mistreatment of the equipment may result in loss of the privilege to use the equipment.
12. Students may use flash drives, CD's, DVD's or other removable devices only with the permission of a teacher.
13. Students may not touch anyone else's mouse, keyboard, or other computer accessory, unless instructed to do so by the teacher.
14. **Food and drink** are not permitted in the computer lab, library or classrooms.
15. **Magnets** are not permitted near computers or other computer equipment.
16. Students may only share documents or files with others (the electronic Share function in Goggle or similar applications) for a specific school-related project, and only with permission of the teacher.

STUDENT ACTIVITIES

Kent provides opportunities to grow through athletics and social activities. At Kent, students show responsibility, empathy, and the valuing of differences in others (Code RED) that we all bring to the campus as participants in a learning community. Students who embody Code RED do the best they can in school, both academically and behaviorally. Therefore, participating in Student Activities should be seen as a reward for maintaining good character and striving to do one's best.

GOOD CITIZENSHIP/ CODE RED - Students are encouraged to assist in school activities such as helping in the library, aiding staff member, and cleaning the campus. A "Falcon Feather" will recognize acts of integrity, good citizenship, and special service.

ACADEMIC COMPETITIONS - Several opportunities exist during the year for students to participate in special academic events. In the past, students have participated in the Spelling Bee, Geography Bee, Mathletes, the Margie Burke Speech and Debate Tournament, and the Eighth Grade Science Innovation Convention. These activities provide special ways to extend the learning experience.

COMMUNITY SERVICE- The Community Service program at Kent Middle School encourages ALL students to participate in, learn from and enjoy activities that aim to help others in the school, local or wider community. Community Service is aligned with Kent's Social Vision, Code R*E*D, and the Kentfield School District's Core Beliefs.

There are many ways to participate in Community Service. Some examples are:

- Projects originating at Kent;
- Pennies for Patients, warm clothing drives and other community drive projects organized by student activities and approved by the Student Council;
- Opportunities within clubs at Kent to help others or help the planet (such as Eco Action Club);
- Volunteering programs or events available through non-profits in the larger Marin/Bay Area community; and
- Any community service project you create on your own!

Community Service projects include events/activities/projects that aim to help someone or something other than ourselves. They can focus on people, animals, wildlife and/or the environment. Although paid work, household chores, babysitting and participating in school functions that raise money for our own school community are all valuable, these are not considered community service.

Each school year, the following hours are necessary to complete the commitment:

- 5th Graders - 5 hours
- 6th Graders - 6 hours
- 7th Graders - 7 hours
- 8th Graders - 10 hours (*as part of the 8th Grade Social Action Project*)

All 5th – 7th grade students need to submit completed hours **forms** to get credit for their community service hours. These forms are available in Room 34, in the school office, or on the Kent web site under the Activities tab. Please return completed forms to Room 34 or the office.

Please send any questions or suggestions to: communityoutreach@kentfieldschools.org

COMMUNITY SERVICE RECOGNITION ASSEMBLIES - At the end of each trimester, we recognize students in each grade level at a special assembly for completing their community service hours. All Kent students will have the opportunity to be recognized if they have completed their volunteer hours by the last assembly of the year. Parents of those being recognized are invited to this celebration by the principal. Often particular students, who go above and beyond the minimum hours with their own special projects, are highlighted as well as individual community organizations.

STUDENT COUNCIL - The primary purpose of the Student Council is to promote school spirit and pride, sponsor special events, raise funds, plan and coordinate student activities, and serve as a voice for students to the staff, other schools, and the community. Student Council officers are elected to serve for one year. These officers are: President, Vice-President, Secretary, Treasurer, Co Junior VP, and Sergeant-At-Arms. Representatives from each grade level will be selected in House classes to serve on the council. ***In order to run for office, all candidates must be in good standing for behavior (3 or fewer discipline referrals) and academic status (Simple GPA 2.70 or above) from the previous Spring trimester*** reporting period and verified by each teacher's signature on the election petition. Meetings will be held on a regular basis and their representatives will give reports of the meetings to all students during Advisory periods.

KENT HOUSES - Students at Kent are organized into four falcon houses: **Caracara, Kestrel, Merlin, and Peregrine**. Siblings are in the same house as each other. Houses are used to generate school spirit by earning house points. House points are awarded for dressing up on spirit days, fundraising, and community service. At the end of the school year, the house with the most points wins the Kent Middle School House Award and has their name placed on the perpetual falcon trophy.

LUNCH COMMITTEES AND CLUBS - Committees are formed through sign-ups to plan special events. Some of the committees are Dance, Environmental, Fundraiser, Spirit, Scrapbook, Graduation, and Yearbook. These committees meet regularly during lunch. Parents are encouraged to coordinate with the Kentfield PTA if they are interested in organizing and running a lunchtime club. Examples of previous parent-led clubs are: knitting, bridge, astronomy, and crafts. Students also have opportunities to be snack bar workers, WEB leaders, and campus DJ's.

AFTER SCHOOL SPORTS PROGRAM - Sports are available for all students in grades 6-8 who wish to participate in competitions with other area schools. The activities include: cross-country running, flag football, volleyball, basketball, and track. All students are encouraged to participate. Tryouts and practices are advertised in the school's daily bulletin and the District's weekly community newsletter.

DANCES AND GAMES NIGHT - Seventh and eighth graders have dances at Kent twice per year, which are sponsored by the Student Council and organized by the school's Dance Committee under the leadership of the Student Activities

teacher. The parent Graduation Committee, under the leadership of the Student Activities teacher, sponsors and runs the eighth grade graduation dance. The PTA, under the leadership of the Student Activities teacher, sponsors and runs Games Night for fifth and sixth graders.

REQUIREMENTS FOR STUDENT ACTIVITIES AND SPORTS PARTICIPATION - Students must have a Simple GPA of 2.0 or higher to be eligible for after school sports teams. Chronic and/or serious misbehavior may be cause for dismissal from a sports team or an extracurricular activity/club at Kent.

If a student is absent from the school day (s) he may not participate in any school events, such as sports, the track meet, plays, games nights, or dances on that date.

STUDENT HEALTH

GOOD HEALTH PRACTICES - We do everything we can at Kent School to promote good health practices—personal health/hygiene, communicable diseases and family life. Education programs are offered through the grades in areas of drug, alcohol and tobacco use so that children understand that these pose a serious threat to health.

TOBACCO-FREE SCHOOL - State law specifically prohibits the possession and use of drugs, alcohol and tobacco on school premises. The Kentfield School District is proud to be a tobacco free district. Tobacco use is prohibited on all agency property and at all school sponsored events. This policy is enforced. Any violation will result in suspension and/or expulsion and law enforcement may be notified.

ILLNESS - For their own protection and for the protection of others, students should not attend school when they are not well. The school office has very limited facilities for assisting students who are ill. It is not possible to allow students to remain in the office for an extended period of time. **Students need to be kept home when they have a fever and for 24 hours following the end of the fever. They also need to stay home for 24 hours following start of a course of antibiotics.**

- A note from the doctor is needed if a student needs to be excused from Physical Education.
- **When a student has had 14 absences in the school year for illness as verified by a parent, a physician must verify any further absences for illness. (Kentfield Board Policy AR 5113(c)).**

EMERGENCY INFORMATION- Emergency information is to be provided to the school at the beginning of each school year. All information must be kept up to date so that the appropriate persons can be notified in the event of an accident or emergency. *Parents should access their parent username and password to log into Power School and update contact information whenever there is a change.* Names of persons to contact should be known by the students as well as the office.

IMMUNIZATIONS – All students entering 7th grade must be current with all immunizations including: MMR (measles, mumps & rubella) and a Hepatitis B series. TB tests are required for all students attending from out of the country and recommended for any student who has traveled.

MEDICATION - By law, we are not allowed to give students any medication. If a student needs to take prescribed medication during school hours, there must be a written statement from both the parent and the doctor on file. Such medications will be kept in the school office unless a student needs to carry medication, such as inhalers or allergy medication such as an EpiPen. Forms are available in the Kent office.

VISION SCREENING - Per California Education Code, Section 49452, each student's vision will be appraised by the school nurse or other authorized person every three years until the student has completed the eighth grade. The results shall be entered in the student's health record.

HEARING SCREENING - Per California Administrative Code, Title 17, each child shall receive a hearing-screening test in fifth and eighth grade and the results entered in the health record.

FAMILY LIFE - Parents will be notified before any family life classes are held.

GENERAL INFORMATION

Full text of all District policies are available on the District web site

CELEBRATIONS – Birthday invitations may not be distributed at school. Neither students nor parents may decorate lockers, bring gifts, balloons, or treats to school.

FORGOTTEN ITEMS FROM HOME - Please communicate ahead of time with your child about delivering his/her lunch or classwork to school in the front office. **There are plastic boxes in the school office for you to drop off these items.** It is up to you to instruct your child check the school office if he/she has forgotten a homework assignment, lunch, money, musical instrument, or after school equipment. **We cannot call the classrooms to alert your child.** Homework not picked up by the end of the school day will be placed in the teacher's mailbox. The office staff will make every effort possible to find students during lunch.

CLOSED CAMPUS POLICY - Providing a safe and orderly campus environment is important. Therefore, all students are required to stay on campus for the entire school day. Once a student enters the campus, even just to drop off a pack back, they are considered to be at school and may not leave until the end of the day or a parent picks them up. Students may not leave the grounds at any time except in the company of a parent or authorized person **who must sign the register located in the office.** All visitors, including parents, are required to sign in at the office and wear a visitor badge while on campus. Parents are asked to be considerate of this request as it is designed to keep our children safe.

LEAVING CAMPUS - Any student leaving campus for a medical appointment or any other reason must provide a signed note from a parent or guardian. If a student is being picked up at school, in addition to the note, **a parent or guardian must come into the office and sign the student out.** If a student requests to leave school and has no note and/or no parent is picking them up, the parent will be called. If we are unable to acquire authorization, the student will not be released.

DRESS CODE PHILOSOPHY - Kent Middle School expects that all students dress in a way that is appropriate for the school day or any school sponsored event. Student dress code choices should respect the school's intent to sustain a community that is inclusive of a diverse range of identities. The primary responsibility for a student's attire resides with the student and their parent(s) or guardian(s). We believe that choosing a school-appropriate outfit begins at home and that what a student wears is ultimately the parents' responsibility. Our values are:

- Appropriate school attire keeps the focus on learning and safety.
- Teachers should focus on teaching without the additional and often uncomfortable burden of dress code enforcement. Please work with your child to find school-appropriate outfits.
- Dress code enforcement should not result in unnecessary barriers to school attendance.

Our student dress code is designed to accomplish several goals:

- Maintain a safe learning environment in classes where protective or supportive clothing is needed, such as Science or PE (athletic attire/shoes)
- Clothing must not restrict or inhibit the wearer from performing a full range of movement including: sitting, bending, reaching, running, or playing when at recess or lunch.
- Clothing should not require constant readjustment to keep it in place or it too becomes a distraction to the wearer. It should not expose underwear or the buttocks of the wearer.

1. Basic Principle: Certain body parts must be covered for all student at all times.

Clothes must be worn in a way that buttocks and breasts are fully covered with opaque fabric. However, cleavage should not have coverage requirements. All items listed in the “must wear” and “may wear” categories below must meet this basic principle.

2. Students Must Wear, while following the basic principle of Section 1 above:

- A **Shirt** (with fabric in the front, back, and on the sides under arms), **AND**
- **Pants/jeans or the equivalent** (for example, a skirt, sweatpants, leggings, a dress or shorts), **AND**
- **Shoes.**

3. Students May Wear as long as these items do not violate Section 1 above:

- Hats facing straight forward or straight backward except during school assemblies. Hats must allow the face to be visible to staff.
- Religious headwear
- Hoodie sweatshirts (wearing the hood is allowed, but the face and ears must be visible to school staff). Hoods are to be removed during school assemblies.
- Fitted pants, including opaque leggings, yoga pants and “skinny jeans”
- Pajamas
- Ripped jeans, as long as underwear and buttocks are not exposed
- Tank tops, including spaghetti straps; halter tops
- Athletic attire
- Visible waistbands on undergarments or visible straps on undergarments worn under clothing (as long as this is done in a way that does not violate Section 1 above)

4. Students Cannot wear:

- Violent language or images.
- Images or language depicting drugs or alcohol (or any illegal activity).
- Hate speech, profanity, pornography.
- Images or language that creates a hostile or intimidating environment based on any protected class or consistently marginalized group.
- Swimsuits (unless for a school sponsored field trip or event)
- Accessories that could be considered dangerous or could be used as a weapon.
- Any item that obscures the face or ears (except as a religious observance).

TEXTBOOKS/LIBRARY BOOKS – Textbooks/library books are the property of the Kentfield School District and are loaned to students for use during the school year. Books must be kept in good condition. Students are responsible for the cost of lost or damaged textbooks/library books. Final report cards, yearbooks, and end of school festivities will be withheld until textbook/library book obligations are met.

LOCKERS - Lockers are assigned to students in grades six, seven and eight for use during the school year. They are the property of the school and are to be kept neat and orderly. Lockers must not be defaced with writing, stickers or any marking. Students are responsible for providing a sturdy lock and should not give their locker combination to anyone! Valuables should not be stored in lockers overnight. Kent Middle School is not responsible for any items missing from lockers. Lockers must be opened upon request of a teacher, custodian, aide, secretary or principal and the contents reviewed by the principal or his/her designee. Parents are encouraged to use Power School to keep track of their child's locker combination.

6th – 7th- 8th Locker Rules for Use

1. All backpacks and their contents need to go into a locker at all times during the school day.
2. Rolling backpacks or bags that are too large for the locker need to be emptied into the locker and the bag stored below the locker bank.
3. Sports equipment bags need to be stored under the locker bank - including scooters, bike helmets and skate boards (remind students that we are not responsible for anything lost or removed from under the locker) – nothing can be stored in the office!
4. All musical instruments need to be delivered and dropped off in room 26 between 8:20 and 8:30.
5. Rules for school materials:
 - Students should take everything they need for 1st and 2nd period at the start of the day.
 - At recess, students need to switch their materials for classes between recess and lunch
 - At the lunch bell, students need to drop off all their materials at their locker before going to the eating area or lunch bar
 - At the end of lunch, students need to collect their materials for the afternoon.
6. Backpacks are not allowed to be used during the day.
7. Remind students that cell phones, smart watches or electronic devices must be stored in a LOCKED locker.
8. Lunches should be stored in locker as well.
9. Detention may be issued for repeat offenders.

Any exceptions to the above rules must be cleared by the Principal.

BICYCLES/SCOOTERS - All bicycles must be stored in the locked racks provided by the school. Scooters and skateboards must be stored in lockers for 6th, 7th and 8th graders. Fifth graders may store them in their homerooms. **To ensure security, students should provide their own individual bike locks.** We expect students to wear helmets. We also encourage students to license their bikes. **Kent Middle School does not assume liability for scooters, skateboards or bicycles brought to school or for riders who do not wear a helmet.** You assume liability for your bicycle left unlocked anywhere on campus, including the bike racks.

BIKES MUST BE WALKED. RIDING BICYCLES AND SCOOTERS ON CAMPUS BETWEEN 8:00AM AND 4:00 PM IS NOT ALLOWED AND MAY RESULT IN A LUNCH DETENTION.

LUNCH PROCEDURES - The Kent P.T.A. provides a lunch bar for the convenience of students. A variety of items are available and menus are posted. Students are expected to form lines and to behave in a reasonable manner. The lunch

supervisor is in charge at all times and requests are to be met promptly. **Food may not be eaten in the MP room. Students are allowed to eat lunch and snacks in the lunch plaza and south quad areas only. Students are to remain seated until dismissed by a staff member.** Food is not to be taken to any of the playing areas on campus. **All trash is to be placed in the proper containers, including the blue recycling and green compost bins provided.**

Chewing gum is not allowed during the school day unless pre-arranged with a teacher. Teachers and staff will alert parents about chronic misbehavior with food or gum.

FOOD SERVICE/CHILD NUTRITION PROGRAM – The Principal at each school site shall ensure that the sale of all foods on schools grounds complies with all state nutrition standards. Snacks sold to students at Kent on a regular basis during the morning break and the lunch period, may be offered for sale if:

- Not more than 35% of the total calories of the food item, excluding nuts or seeds is from fat.
- Not more than 10% of the food item's total is from saturated fat.
- Not more than 35% of the total weight of the food item, excluding fruits or vegetables, is composed of sugar.
- To the extent possible, food selected for sale within these guidelines, will have neither an excessive amount of sodium (>400 mg/serving) nor harmful food additives. Also, to the extent possible, availability of fresh fruits and/or vegetables and foods with a minimum of trans fats will be encouraged.

PERSONAL ITEMS - Personal items such as cameras, toys, water guns, laser pointers, sling shots, or personal sports equipment, i.e. Lacrosse sticks, baseball bats, tennis balls, etc. are not allowed at school and should be left at home. Computer Laptops, iPads, and e-Readers are to be used only for class work and with prior consent of the principal. Large sums of money and valuables should never be brought to school.

LOST AND FOUND - Items are stored on a cart in the MP room or the lunch plaza. Students and parents are urged to check there when an item is missing. The school is not responsible for lost or stolen items when left unattended, such as during recess or lunch. The school encourages students to use lockers to avoid loss of these items if they must be brought to school.

CELL PHONES, SMART WATCHES AND ELECTRONIC DEVICES - Students will secure their cell phones, smart watches, and any other electronic devices except calculators in their lockers from 8:15AM until the end of the school day. **This includes while on a school field trip or other off-campus activity.** In grades 6, 7, and 8, cell phones and personal electronic devices must be kept in a student's locker. Fifth grade students are to keep their phones in their backpacks inside their Nest classroom.

Failure to abide by this policy will result in the following disciplinary actions:

- The first time a phone, smart watch or electronic device is confiscated, it will be taken to the office and returned to the student after school. The offense will be logged.
- Subsequent misuse by a student will require a parent to pick up the cell phone, smart watch or personal electronic device from the school office, the infraction logged, and detention will be issued.
- Chronic misuse by a student of a phone, smart watch or electronic device may be seen as defiance and may include suspension and/or loss of privilege.

Students may not use cell phones to take pictures and/or video during school hours unless for an approved class project supervised by a teacher. Students may **NEVER** film another child or staff member without his or her permission. Kent Middle School and the teacher do NOT assume liability for theft or damage to cell phones, smart watches or personal

electronic devices. Students and parents are encouraged to consider this carefully when bringing any item of value to school.

STUDENT CONDUCT PHILOSOPHY

All students at Kent Middle School are entitled to an education in a positive environment that is safe and conducive to learning. Our staff is committed to providing a supportive atmosphere where each student can attain his/her maximum potential. It is our intent to address all aspects of the child: emotional, social, academic, behavioral, and ethical.

When patterns of behavior do not promote a positive learning environment, it is the staff's intent to intervene and apply consequences, which help our students move toward more positive behavior. *Teachers will regularly communicate with parents about repeated misbehavior in the classroom and may reflect it on a student's report card.*

Failure to obey the requests of staff members MAY result in, but is not limited to, the following:

1. Warning issued and an immediate conference with student and the teacher/staff member.
2. Student will receive a discipline referral by the teacher/staff member and will include detention. Teacher/staff member will notify parent(s)/guardian(s) of the detention.
3. Payment for damages, if incurred.
4. Future misconduct will result in a meeting with administration and/or counselor
5. Removed from class, recess, lunch, or any other activity.
6. Loss of privileges such as school activities (e.g., assemblies, field trips, sports, track meets, dances, and games night).
7. Suspension.
8. After-school or weekend community service.
9. Notification to law enforcement.
10. Expulsion.

SEARCHES – School officials may search individual students, their property and district property under their control, when there is a reasonable suspicion that the search will uncover evidence that the student is violating the law, Board policy, administrative regulation, or other rules of the district or the school. As lockers are considered school property, general searches of lockers can be conducted at any time with or without the presence of the student.

DETENTION is a referral, either written or verbal, for a higher level of disciplinary intervention by the teacher or administration. A student may receive a detention for engaging in any of the prohibited student behavior as well as for continual misbehavior in class or at lunch/recess after earlier attempts to redirect student have not changed inappropriate behavior (such as a warning or a phone call/email to parents).

Pupils may be detained in school for discipline regarding a behavior related infraction or other reasons, or they may be detained for a reasonable time not to exceed one hour beyond the maximum school day. If elementary pupils are to be detained more than fifteen (15) minutes, the parents/guardians shall be informed of the expected delay in arrival from school prior to the end of the school day. If a student receives (4) behavior related detentions in a trimester, he/she may face Loss of Privilege (LOP) upon receiving the fourth detention; seven (7) total detentions may result in a one-day suspension.

LOSS OF PRIVILEGE (LOP) – A student who has committed a serious infraction of the rules or a number of minor infractions may be placed on Loss of Privilege during each trimester. This is intended to raise the student's awareness of the need to follow behavior expectation and school rules, and to teach the student to be accountable for his or her own

conduct. A student may also be placed on LOP when his or her Simple GPA falls below a 2.0. Receiving 4 behavior referrals will cause a student to be placed on LOP. The student may be ineligible to participate in extracurricular activities such as: dances, after school sports, track meets, school plays, assemblies, and social field trips like picnics and pool parties.

THIRD TRIMESTER BEHAVIOR EXPECTATIONS – Attendance at the end-of-year festivities, such as pool parties, picnics, field day events, and classroom parties are designed to celebrate students’ achievements at Kent and are considered a privilege. **Misbehavior during the third trimester may result in exclusion from one or more of the planned activities at any time.**

SUSPENSION (Education Code 48900) is the removal of a student from ongoing instruction for adjustment purposes. In general, first offenses receive a one to three day suspension. Serious or repeat offenses will receive a three to five day suspension. Parents will be notified when a student is suspended and will assume responsibility for the term of the suspension.

Per the California Education Code and the Kentfield School District Board policy, students may be suspended and/or recommended for expulsion for committing any of the acts listed below:

(a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person.(2) Willfully used force or violence upon the person of another, except in self-defense.

(b) Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object, unless, in the case of possession of an object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.

(c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.

(d) Unlawfully offered, arranged, or negotiated to sell a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to a person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.

(e) Committed or attempted to commit robbery or extortion.

(f) Caused or attempted to cause damage to school property or private property.

(g) Stole or attempted to steal school property or private property.

(h) Possessed or used tobacco, or products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a pupil of his or her own prescription products.

(i) Committed an obscene act or engaged in habitual profanity or vulgarity.

(j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.

(k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators,

school officials, or other school personnel engaged in the performance of their duties.

(l) Knowingly received stolen school property or private property.

(m) Possessed an imitation firearm. As used in this section, “imitation firearm” means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.

(n) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.

(o) Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for purposes of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.

(p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.

(q) Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, “hazing,” means a method of initiation or pre-initiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, “hazing” does not include athletic events or school-sanctioned events.

(r) Engaged in an act of bullying. For purposes of this subdivision, the following terms have the following meanings:

(1) “Bullying” means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Section 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:

(A) Placing a reasonable pupil or pupils in fear of harm to that pupil’s or those pupils’ person or property.

(B) Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.

(C) Causing a reasonable pupil to experience substantial interference with his or her academic performance.

(D) Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.

(2) (A) “Electronic act” means the transmission, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:

(i) A message, text, sound, or image.

(ii) A post on a social network Internet Web site including, but not limited to:

(I) Posting to or creating a burn page. “Burn page” means an Internet Web site created for the purpose of having one or more of the effects listed in paragraph (1).

(II) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in

paragraph (1). “Credible impersonation” means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.

(III) Creating a false profile for the purpose of having one or more of the effects listed in paragraph (1). “False profile” means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.

(B) Notwithstanding paragraph (1) and subparagraph (A), an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.

(3) “Reasonable pupil” means a pupil, including, but not limited to, an exceptional needs pupil, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a

(1) While on school grounds.

(2) While going to or coming from school.

(3) During the lunch period whether on or off the campus.

(4) During, or while going to or coming from, a school-sponsored activity.

EXPULSION (Education Code 48915) is the removal of a student from the immediate supervision and control of school personnel. The term of an expulsion may be for one semester or one year.

1. The principal shall immediately suspend and shall recommend to the Board to expel a student that he or she has committed any of the following acts:
 - Possessing, selling, or otherwise furnishing a firearm.
 - Brandishing a knife at another person.
 - Unlawfully selling a controlled substance.
 - Committing or attempting to commit a sexual assault or battery.
2. The principal shall recommend a student’s expulsion for any of the following act, unless he or she finds that expulsion is inappropriate due to particular circumstance:
 - Causing serious physical injury to another person, except in self-defense.
 - Possessing any knife, explosive, or other dangerous object of no reasonable use to the student.
 - Unlawful possession of any controlled substance except for the first offense of the possession of not more than one ounce of marijuana.
 - Robbery or extortion.
 - Assault or battery, as defined in Penal Code sections 240 and 242, upon any school employee.
3. Except as provided in 1 and 2 above, the principal may recommend a student’s expulsion for the student’s commission of any of the acts listed as grounds for expulsion.
4. For disabled students, refer to Conditions for Expulsion according to Education Code 48915.5
5. Students may be recommended for expulsion for three suspensions during a school year.

MLA Works Cited Format

CORE ELEMENTS OF ANY ENTRY IN ORDER

Omit an entry that is not relevant. DO NOT INCLUDE WORDS IN PARENTHESES.

- **Author.**
- **Title of source.**
- **Title of container,**
- **Other contributors,**
- **Version,**
- **Number,**
- **Publisher,**
- **Publication date,**
- **Location.**

Author.

Jacobs, Alan. *The Pleasures of Reading in an Age of Distraction*. Oxford UP, 2011.

(one author)

Dorris, Michael, and Louise Erdrich. *The Crown of Columbus*. HarperCollins Publishers,

1999. (two authors)

Burdick, Anne, et al. *Digital Humanities*. MIT P, 2012. (three or more authors)

Nunberg, Geoffrey, editor. *The Future of the Book*. U of California P, 1996. (editor only)

United Nations. *Consequences of Rapid Population Growth in Developing Countries*.

Taylor and Francis, 1991. (corporate author)

Title of source.

Jacobs, Alan. *The Pleasures of Reading in an Age of Distraction*. Oxford UP, 2011.

(book title)

Joyce, Michael. *Othermindedness: The Emergence of Network Culture*. U of Michigan

P, 2000. (subtitle)

Goldman, Anne. "Questions of Transport: Reading Primo Levi Reading Dante." *The Georgia Review*, vol. 64, no. 1, 2010, pp. 69-88. (article and periodical titles)

Hollmichel, Stefanie. "The Reading Brain: Differences between Digital and Print." *So Many Books*, 25 Apr. 2013, somanymorebooks.com/2013/04/25/the-reading-

brain-differences-between-digital-and-print/. (article title on website)

Title of container, (when source is contained in a larger whole)

Bazin, Patrick. "Toward Metareading." *The Future of the Book*, edited by Geoffrey Nunberg, U of California P, 1996, pp. 153-68. (book collection)

Williams, Joy. "Rogue Territory." *The New York Times Book Review*, 9 Nov. 2014, pp. 1+. (periodical)

Hollmichel, Stefanie. "The Reading Brain: Differences between Digital and Print." *So Many Books*. 25 April 2013, somanybooksblog.com/2013/04/25/the-reading-brain-differences-between-digital-and-print/. (website)

"Under the Gun." *Pretty Little Liars*, season 4, episode 6, ABC Family, 16 July 2013. *Hulu*, www.hulu.com/watch/511318. (two containers)

Other contributors, (adapted by, edited by, illustrated by, translated by, etc.)

Chartier, Roger. *The Order of Books: Readers, Authors, and Libraries in Europe between the Fourteenth and Eighteenth Centuries*. Translated by Lydia G. Cochrane, Stanford UP, 1994.

Versions, (and editions)

Miller, Casey, and Kate Swift. *Words and Women*. Updated ed., HarperCollins Publishers, 1991.

Newcomb, Horace, editor. *Television: The Critical View*. 7th ed., Oxford UP, 2007.

Number, (numbered multivolume set)

Rampersad, Arnold. *The Life of Langston Hughes*. 2nd ed., vol. 2, Oxford UP, 2002.

Publisher,

Lessig, Lawrence. *Remix: Making Art and Commerce Thrive in the Hybrid Economy*. Penguin Press, 2008.

Harris, Charles. "Teenie." *Woman in Paisley Shirt behind Counter in Record Store*. Teenie Harris Archive, Carnegie Museum of Art, Pittsburgh, teenie.cmoa.org/interactive/index.html#date08.

Publication date,

Eaves, Morris, et al., editors. *The William Blake Archive*. 1996-2014, www.blakearchive.org/blake/. (year range on website)

Baron, Naomi S. "Redefining Reading: The Impact of Digital Communication Media." *PMLA*, vol. 128, no. 1, Jan. 2013, pp. 193-200. (periodical)

Ellison, Ralph. *Invisible Man*. Vintage Books, 1995. (book)

Location.

For books, do NOT cite the city except for a few rare exceptions.

Baron, Naomi S. "Redefining Reading: The Impact of Digital Communication Media." *PMLA*, vol. 128, no. 1, Jan. 2013, pp. 193-200. (periodical)

Deresiewicz, William. "The Death of the Artist--and the Birth of the Creative Entrepreneur." *The Atlantic*, 28 Dec. 2014, www.theatlantic.com/magazine/archive/2015/01/the-death-of-the-artist-and-the-birth-of-the-entrepreneur/383497/. (website URL)

KENT MIDDLE SCHOOL
MINIMUM CONVENTIONS FOR WRITING IN ALL SUBJECT AREAS

It is expected that **fifth grade students** will:

1. Use beginning and ending sentence punctuation.
2. Use indentations to indicate paragraphs.
3. Capitalize proper nouns (e.g., **Kent Middle School**).
4. Use correct punctuation for contractions (e.g., it's).
5. Use correct verb tense.
6. Capitalize titles of literary works such as books, short stories, poems, and plays.
7. Use underlining for the titles of books (e.g., The Giver).

In addition to the above, it is expected that **sixth grade students** will:

8. Use correct subject-verb agreement.
9. Correctly use homophones (e.g., their, there, they're).
10. Use apostrophes with possessives (e.g., Sue's book) except when using its.
11. Use basic paragraph structure (i.e., topic sentence, supporting sentences, and concluding sentence).
12. Use transition sentences within essays.
13. Use quotation marks when writing dialogue (e.g., "I love school," said Bob.).
14. Use commas in dialogue (e.g., "Please punctuate your sentence," said the teacher.).
15. Use commas to set off an appositive (e.g., Sue, my sister, giggles.).
16. Use punctuation and capitalization for titles (e.g., Mr. Jones, Dr. Smith).
17. Use quotation marks around short story titles, poems and magazine articles.
18. Use correct spelling.

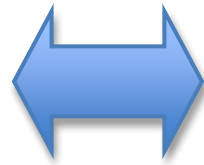
In addition to the above, it is expected that **seventh and eighth grade students** will:

19. Use indentation to indicate change of speaker when quoting.
20. Write with no incomplete or run-on sentences.
21. Use internal citation correctly.
22. Never end a sentence with a preposition.
23. Properly punctuate compound sentences.
24. Use of pronoun must include antecedent.

The Kentfield School District is committed to graduating students who are:

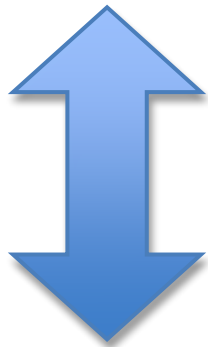
Motivated Learners:

- take risks and persevere
- possess intellectual curiosity
- demonstrate flexibility, adaptability
- think critically and problem solve
- are resourceful
- access and analyze information



Compelling Communicators:

- actively listen
- effectively articulate ideas
- read audience and situation
- use creativity and imagination
- collaborate respectfully
- advocate for self and others
- apply constructive approaches in resolving conflicts



Compassionate Contributors:

- empathically share personal assets
- believe in the power of the individual to make a difference
- contribute to local and global communities
- ethically driven decision maker
- demonstrate personal integrity
- innovative problem solver
- take responsibility educationally and personally
- accept and value differences

