

KELLOGG MIDDLE SCHOOL

HOME OF THE KNIGHTS

16045 25th Avenue N.E.

Shoreline, WA 98155

(206) 393-4783



Student and Family Handbook

2019-20

Our Kellogg Values

At Kellogg, we are the KNIGHTS, and we show VALOR.



Kellogg Knights Demonstrate VALOR through their:

Vision:	I see a bright future for myself.
Achievement:	I strive for excellence.
Leadership:	I will be my best for the sake of others.
Originality:	I think for myself and recognize that everyone is unique.
Respect:	I value my peers, my school, my community, and myself.

In addition to practicing VALOR, we work to build our individual character to strengthen our school community. Each month students will do an activity around these Character Qualities:

Commitment (October)

Patience (November)

Humility (December)

SELFLESSNESS (January)

Kindness (February)

Respect (March)

HONESTY (April)

Forgiveness (May)

Daily Bell Schedules

Wednesday (Early Release)

****No Zero Period ****

Period 1	8:30 – 9:03
Period 2	9:07 – 9:40
Period 3	9:44 – 10:17
Period 4	10:21 – 10:54
Period 5	10:58 – 11:31
7 Lunch/8 Tutorial	11:35 – 12:07
8 Lunch/7 Tutorial	12:11 – 12:43
Period 6	12:47 – 1:20

Monday/Tuesday/Thursday/Friday

Period 0	7:40 – 8:25
Period 1/2	8:30 – 10:16
Period 3/4	10:20 – 12:02
7 Lunch/8 Tutorial	12:06 – 12:38
8 Lunch/7 Tutorial	12:42 – 1:14
Period 5/6	1:18 – 3:00

Early Release Wednesdays happen anytime there is a 5-day week. During 4-day weeks, Wednesdays will function as an O-Day or an E-Day, depending on the week.

A = (All Day): All Classes – Early Release Wednesdays	Periods 1, 2, 3, 4, 5, 6
E = (Even Day): Even Classes – Tue/Fri	Periods 0, 2, 4, 6
O = (Odd Day): Odd Classes – M/Th	Periods 0, 1, 3, 5

NOTE: Zero Period does not meet on Early-Release Wednesdays

Late Start Bell Schedule:

Sometimes school will start 2-hours later, usually due to inclement weather. Families will be notified by phone and email. School will start 2 hours later, starting at 10:30. Busses will pick up students 2 hours after the usual pick-up time. The bell schedule may vary but will look similar to this:

Period 1 or 2	10:30-11:38
Period 3 or 4	11:42-12:45
7 th Lunch/8 th Tutorial	12:49-1:19
8 th Lunch/7 th Tutorial	1:23-1:53
Period 5 or 6	1:57-3:00

Half-Day Schedule:

There are at least two days each school year in which students are released at 11:15. Typically it is the Wednesday before the Thanksgiving holiday weekend, and the last day of school. **NO LUNCH IS SERVED ON THESE DAYS.** Breakfast is still served. These days are A-days; students attend all six classes.

Period 0	7:40-8:25
Period 1	8:30-8:58
Period 2	9:02-9:25
Period 3	9:29-9:52
Period 4	9:56-10:19
Period 5	10:23-10:46
Period 6	10:50-11:15

Please note that a Half-Day is different than the Early-Release Wednesday

Students and Family Communication:

Communication between home and school is essential to a student's success. Here are some ways the school communicates with students and families. See following page for some guidance on who to contact for different reasons.

CANVAS:

Teachers communicate grades, assignments, and class calendars via the CANVAS system. Teachers upload grades (if there are changes) every two weeks. For more information about how to access and navigate CANVAS, please refer here: <https://sites.google.com/k12.shorelineschools.org/canvasfamilies/home>

Morning Announcements:

Each morning our students read the Daily Bulletin over our intercom. A transcript of the message is sent to all teachers so teachers can reinforce the important information with their students.

Parent Blog:

The parent blog is updated regularly and contains key pieces of information for our families. It can be found here: <https://kelloggfkf.blogspot.com/>

Website:

<https://www.shorelineschools.org/kellogg>

We make an ongoing effort to put current important information on our website. If you ever have questions about where something is on the website, please call the main office.

Robo Phone or Email Communications:

On occasion you will receive recorded phone or email messages from school administration. Typically these messages are reminders for upcoming events, but can be in regards to other important information as well.

Who should I contact?

Academic:

Students and parents can access their grades, missing assignments and overall academic progress on Canvas. Students will be shown how to get onto Canvas in the first week of school, and the school will communicate how to set up accounts for parents early in the fall.

Teachers update grades at least every two weeks.

Most teachers put all relevant information about their classes in Canvas, such as the class syllabus/academic plan, all classroom assignments, class calendars, and homework assignments.

For academic concerns or questions, it is best to communicate directly with teacher. Teachers are best reachable by email using the following formula: firstname.lastname@shorelineschools.org.

If questions are not answered or if concerns continue, **counselors** or **administrators** can be contacted. Often counselors/administrators will ask parents if they have spoken first to the teacher, as this is usually the most effective way to get questions answered or get resolution to any concerns. However, we know there are sometimes questions and concerns that are more general or are simply appropriate to have go directly to a counselor or administrator.

Who should I contact *continued...*

Social and Emotional:

If you have concerns about your student's well being at school (social issues or general feelings about school), a counselor is a great person to reach out to.

Student Safety / Reports of Harassment or Bullying:

Concerns of student safety, particularly those involving other students, or concerns of harassment, intimidation, or bullying can be brought to a counselor or campus security or an administrator. With any urgent/immediate safety concerns, please call the main office to ensure you connect with someone right away, and staff can get the concern to the appropriate person.

Students may report concerns of harassment, intimidation, bullying to staff directly (teachers, counselors, admin/security) or by completing a Student Incident Report form in the main office.

Drugs/Alcohol

We share a Drug/Alcohol (D/A) counselor with Shorecrest High School. The D/A counselor is at Kellogg campus 2 days a week and meets with students who have any questions or concerns about drugs and alcohol – personal or concerns about friends or family members.

Family Advocate

We share a Family Advocate with Shorecrest. Family Advocates help support students and families by connecting them with resources to help meet student and family needs.

McKinney Vento

Our Registrar acts as our McKinney Vento liaison. A student is given McKinney Vento (MV) status when they are in between permanent housing. Resources include financial assistance and help with transportation.

Online Safety Tip Feature

Students and families can access the online Safe Schools Tip feature to submit a safety concern online. There is a link in the top right corner of the district's main page, or it can be accessed here:

<https://shoreline-wa.safeschoolsalert.com/>

Note on Student/Counselor Confidentiality:

As with all counseling services in schools, counselors operate under the agreement of student/counselor confidentiality. Things students share with the school counselor are private and will not be shared. The only exception is when student safety is at risk or when/if a crime has been committed. Counselors will notify students of this when applicable.

Note on Staff as Mandatory Reporters:

State law dictates that all school staff (counselors, teachers, administrators, bus drivers, coaches, custodians, etc...) are mandatory reporters. They must report any and all reasonable suspicions of abuse or neglect of students. Typically 'reporting' is defined as placing a call with Child Protective Services, but it is not limited to this practice.

Contact Information:

IMPORTANT PHONE NUMBERS - all numbers begin with a (206) area code

Main Office 393-4783
Fax 393-4780
Attendance Office 393-4781

Office Staff

Principal	Heather Hiatt	4785
Assistant Principal	Casey Campbell	4789
Assistant Principal	Janet Gillingham	4784
Security	Jasen Jaimes	4795
Attendance Secretary	Paige Keele	4781
Registrar	Candace Sunick	1998
Office Manager	Nancy Warfield	1979

Counseling Staff/Family Advocate

Counselors are assigned to students based on the student's grade and last name:

7th Grade

Students with last name starting with **A – G** Lori Hopfe 4787
Students with last name starting with **Go - Z** Marie Hurtado 4786

8th Grade

All 8th grade students/AVID students Vollie Berry 4793

Family Advocate	Mandi Woolsey	4794
Drug/Alcohol Counselor	Coquille Johnson	4794
School Psychologist	Rachel Norman	4788

**Laura Rothenberger in for Rachel Norman until January*

Other Support Staff

Nurse	Staci Kelley	4790
Library	Erin O'Connor	4791

How STUDENTS can get INVOLVED:

There are many different ways for students to become involved with the school community beyond the classroom. Students who participate in extra-curricular activities regularly express feeling more connected to school and often perform better academically.

Athletics:

Kellogg offers a variety of sports for students to participate in. To participate in any sport, students must have the following:

- \$25.00 ASB Card (to be paid one time for the entire year)
- \$20.00 Athletics Fee (to be paid for each sport a student participates in)
- A completed Athletics packet (available on-line or in main office)
- Part of the Athletics packet is proof of a current Physical (physicals expire after 2 years)

****Students must have all paperwork turned in and be cleared by the Athletics Secretary in order to participate (this includes tryouts).***

****Scholarships are available to help students pay their athletics fees. Please contact your student's counselor for more information.***

Sports Offerings:

Season 1 (Sept – Nov):

Football (8th grade only / co-ed / non-cut sport)

Softball (both grades / girls / cut sport)

Cross Country (both grades / co-ed / non-cut sport)

Season 2 (Nov – Jan):

Boys Basketball (7th grade team and 8th grade team / boys / cut sport)

Girls Volleyball (7th grade team and 8th grade team / girls / cut sport)

Season 3 (Jan/Feb – Apr):

Girls Basketball (7th grade team and 8th grade team / girls / cut sport)

Wrestling (both grades / co-ed / cut sport)

Season 4 (Apr – May):

Track (both grades / co-ed / non-cut sport)

For specific season start and end dates each year, please refer to the Kellogg website or contact the main office. For any questions about Athletics, please contact the Athletic Director/Assistant Principal at (206) 393-4789 or via email.

Practices for all sports take place Monday – Friday from 3:00 – 4:45.

Academic Expectations for Student Athletes:

- Student athletes must maintain all passing grades to participate in sports. The building Athletic Director will check students' grades periodically throughout the season (this is called a 'grade check'). Typically a grade check is done every two weeks, though there is flexibility regarding the exact dates. If, at any time during an athletic season, a student is failing a class, that student will be declared "at risk" and will have until the next grade check to raise his/her grade to passing. Athletes may practice and participate in competitions during this time. If, at the next grade check, the student is not passing the same class, or another class, a second period of "at risk" status will prevail. During this period, the athlete may practice but not participate in competitions. If a third "at risk" period occurs, the student then becomes ineligible to practice and participate in competitions for the remainder of the season.

Musicals / Plays

Each year, Kellogg puts on a springtime musical production. Any student may audition to be in the musical. Tryouts usually occur over the course of one week and students are notified who made the cast. Rehearsals usually last between four to six weeks. There are usually 4 or 5 performances.

Hang Time and Clubs

Hang Time is an after school program in sponsored by the Dale Turner YMCA and the City of Shoreline Parks and Recreation Department. Students can participate in Kellogg clubs, get help with schoolwork and homework, or simply spend time with their peers in a positive setting. Students can participate in a club on the day that the club meets, but Hang Time provides organized activities outside of specific club offerings, so there is always something for students to do!

To participate in Hang Time students must have:

- Completed permission slip (signed by parent)
- *\$25.00 ASB card

****Scholarships are available to help students pay their ASB fee. Please contact your student's counselor for more information.***

Hang Time takes place from 3:00 – 4:45 on Tuesdays and Thursdays. On partial-release Wednesdays Hang Time will begin when students dismiss at 1:20 and will run until it's normal time of 4:45. Students have options about how they participate. They can stay from 1:20 until the end of Hang Time at 4:45. If they prefer to go home at 1:20 and return at 3:00, they can attend Hang Time from 3:00 – 4:45. There are only two sign-in times – 1:20 and 3:00. Students may not leave campus and return to join Hang Time at any time other than 3:00. Once students sign in for one of the two sessions, they must stay in the program until a parent comes to sign them out; students may not leave without a parent, unless they are leaving for the day and in that case only when parents/guardians indicate that students may walk home on the Hang Time permission slip.

Club offerings change each year. Hang Time offers it's own clubs and workshops (refer to their information for offerings). Typical teacher-lead club offerings include:

GSA (Gay Straight Alliance) - Focuses on connecting students around the themes of acceptance and embracing each other's differences

Japan Club or French Club - Exposes students to Japanese or French culture and language. All students can participate.

Chess / Game Club - Students play chess and other card games

Math Club - For students who want to sharpen their math skills and participate in Math Olympiad

PALS - For all students who want to connect with our students with special needs

TSA / Robotics – Students engage with robotics/engineering including programming

Activity Bus:

There is an Activity Bus that takes students home on Tuesdays, Wednesdays, and Thursdays. It leaves Kellogg at 5:00 P.M. The bus starts running when Hang Time begins, which is in late September or early October depending on the year. Prior to Hang Time starting, students must arrange their own transportation for athletics.

The Activity Bus drops off at different locations from a student's usual bus stop. There is an East-side route and a West-side route. For detailed route information, please refer to Kellogg website and refer to the ACTIVIES tab. You can also call transportation at (206) 393-4277.

STUDENT Rights and Responsibilities

All students have a right to a positive learning environment free from significant disruption, in which students are physically and emotionally safe.

School-wide expectations are taught and reinforced throughout the year by various staff – teachers, counselors, administrators, etc... There are two times each year in which students are directly taught these expectations.

1. In the first week of school, teachers show students a series of presentations that teach expectations around the following subjects:
 - a. Cell phones, electronics
 - b. Arriving to class on time (tardies)
 - c. Hallway behavior and bathroom pass
 - d. Campus access (where students can and cannot be at times throughout the day)
 - e. How to get help in the office (this one is mainly a support rather than an expectation)

These slideshows are available upon request.

2. In the second week of school (or third depending on the year), administrators visit all math classes to present an additional set of expectations, some of which reinforce what was already taught, some of which are new. Students have the time to ask administrators questions; it is largely conversational. In this presentation, administrators cover the following subjects:
 - a. When school rules apply
 - b. Bus behavior
 - c. Cell phones, electronics
 - d. Dress and attire expectations
 - e. Cheating/plagiarism
 - f. Fighting/horseplay
 - g. Hate speech
 - h. Bullying/harassment

This presentation is on our website. Please refer to it by clicking on RESOURCES and selecting RIGHT AND RESPONSIBILITIES.

In addition to these sessions, students are familiarized with school-wide expectations and aspects of our school culture through the following scheduled activities.

On their first orientation day, 7th grade students participate in a group activity that outlines our school-wide commitment to the prohibition of Hate Speech. 8th grade students participated in a similar activity in the spring of last year, so both grades have received this information in a small group setting.

Each year, all 7th grade students receive a presentation from their counselors on Bullying and Harassment. Each year, all 8th grade students receive a presentation on healthy relationships/dating safety.

STUDENT Rights and Responsibilities *continued*

The following is a list of school expectations. In addition to this list, the school district also publishes and mails to families a document entitled the *Shoreline School District - Statement of Responsibilities and Rights of Students*, which is available on-line here: <https://www.shorelineschools.org/Page/1361>

Cell Phones / Electronics:

Students may have their phones or other electronic devices out in the morning prior to the start of school. All use must be school-appropriate. When the first bell rings at 8:25, students are expected to turn off or silence their phones and put them away in their backpacks or pockets. Phones/electronics are to be 'Off and Out of Sight' during the school day, until the bell rings at 3:00.

In some cases, teachers may allow students to use their phones for instructional reasons while the students are in that teacher's class. Students are expected to return to the school-wide expectation once they leave that teacher's classroom.

We understand parents want to keep in touch with their students during the school day and we recognize that often the easiest way to do this is to text your student. We do ask that you limit your communication via text message during the day in order to help students honor the school-wide expectation. If communication is necessary with your student, we ask that you call the main office and we can get a message to your student right away.

Blue Tooth Speakers:

Students may not play their own personalized speaker on campus. The school cannot ensure appropriate content.

Typical Disciplinary Response for Cell-Phone/Electronics Offenses:

1st Time: Staff member takes phone/device to the front office. Student can pick up phone at the end of the day. Attendance secretary enters it into a log.

2nd Time: Same as above, and parent is notified.

3rd Time: Same as 2nd time, and student receives disciplinary action (typically a lunch detention)

4th Time and Beyond: An administrator will partner with parents to develop a plan for the school year and disciplinary consequences could be progressive.

If a student refuses to comply with a staff member's request when working through a phone/electronics situation, the consequences may progress more quickly than the typical path outlined above.

Students bring electronic devices at student's own risk:

We do not have the resources to effectively investigate lost or stolen electronic devices. We will help when we can, but overall students do bring these devices to school at their own risk. We encourage students to leave high-value items (such as speakers, laptops, iPads, etc...) at home to avoid risk of theft or damage.

Student use of school computers/technology

Students are expected to use school-issued laptops (chromebooks) and other all school-issued technology responsibly. This includes but is not limited to:

- Using the internet and the computer for instructional reasons only
- Not accessing games/music/inappropriate web material on a school-issued device
- Treating all equipment with care and following all staff member's guidelines for treatment of any and all devices

STUDENT Rights and Responsibilities *continued*

Tardies and Leaving Class:

We value our students arriving to class “On Time and Ready to Learn”. Students have four minutes between classes. We ask that students use the time to use the restroom and/or get water if needed. If it’s not convenient to do so in the limited time, students may ask their teacher for permission to leave class.

Teachers address tardies by conferencing with the student to problem solve. If tardies continue, teachers will issue a lunch detention. If tardies continue, teachers may refer the problem to administration who may assign progressive disciplinary consequences, such as after school detention.

When students need to leave the class to use the restroom or get water, students must:

- 1.) Get permission from the teacher
- 2.) Sign out
- 3.) Take a hall pass

Student Dress and Attire:

Students are expected to dress in ways that are appropriate to the school setting. We provide guidelines for what is appropriate dress:

- Shorts/skirts not too short
- Shirts not too short at the top and the bottom
- Generally, undergarments should not be visible
- Clothing must not have images relating to: weapons, violence, drug/alcohol, sexual content, vulgar language

If there is a dress code concern, school staff will speak to the student privately and provide the student with the option to wear something different for the day. Staff may also call parents to bring something different to wear.

Disciplinary consequences may apply if there is a continued pattern of non-compliance with the student dress expectation.

Roughhousing/Horseplay:

Students are expected to behave safely at all times. Roughhousing/horseplay can lead to students getting hurt or can escalate into a fighting situation. Therefore, it is not permitted at school.

Specific Guidelines:

- Students must walk in the halls and while inside on campus.
- Students must leave hands, feet, and objects to themselves.

Fighting:

Students involved in an altercation at school will receive disciplinary consequences.

Specific Guidelines:

- Fighting can be physical or verbal. Since verbal altercations often lead to physical, students can be disciplined for getting into verbal altercations at school.
- Threats create an immediate unsafe situation and are not permitted.
- Students who know that others students may be involved in a fight are expected to notify a teacher, administrator, counselor, or other staff person so that staff can intervene and keep students safe.
- Students may not record a fight. It violates the other students’ right to not be recorded, and it usually contributes to the unsafe situation.

STUDENT Rights and Responsibilities *continued*

Weapons/Dangerous Devices:

Students are not permitted to bring weapons to school, including but not limited to: handguns/firearms, knives, taser-guns, other sharp or dangerous objects that do not serve an instructional purpose. Please refer to *2019-20 Statement of Responsibilities and Rights of Students* for more detailed information <https://www.shorelineschools.org/Page/1361>

Drugs/Alcohol/Vaping/Tobacco:

Students may not be in possession of, consume, or sell any of the following products: illicit drugs, marijuana, alcohol of any kind, tobacco or nicotine products, vaping products including nicotine and non-nicotine products. Please refer to *2019-20 Statement of Responsibilities and Rights of Students* for more detailed information: <https://www.shorelineschools.org/Page/1361>

Disruptive Conduct:

Students are expected to participate in classroom learning activities and assignments as given by the teacher. Students are expected to act in accordance with the teacher's classroom expectations, which include not disrupting class (i.e. talking during instruction, leaving class without permission, moving around the room at times that would be disruptive to the teacher). We recognize that our middle school students are still learning how to regulate behavior. Teachers will work with the student to clarify expectations and problem solve. If disruptive behaviors continue or if first time behaviors are highly disruptive, disciplinary consequences will be assigned, either directly from the teacher or by referring the issue to the office, at which time an administrator or designee will meet with the student and likely assign disciplinary consequences.

Defiance/Non-Cooperation:

Students are expected to follow and cooperate with reasonable requests/directives from staff. Staff will prompt students to follow school expectations. Examples of defiant/non-cooperative behavior include but are not limited to: refusing to give name when asked, refusing to give a device to staff that is not permitted at school (i.e. a cell phone during class), refusing to comply with a reasonable staff request, cursing or yelling at staff, walking away from staff.

Nuisance Items:

Students are expected to bring only school-appropriate materials to school. Materials that can create disruptions, or could endanger another student's health may be considered nuisance items and are not permitted at school. Typical nuisance items include:

- Colognes, perfumes, and body sprays. These should not be used on campus because other students may be allergic.
- Fidget spinners and other similar items. Sometimes these can be used appropriately. The teacher will let the student know if his/her device is creating a distraction to the learning environment.
- Laser pointers present a potential safety concern and not permitted at school.
- Other objects, devices that may distract the learning environment, such as, but not limited to: gag-devices (i.e. shockers), toy weapons, masks, etc...

Bikes, Skateboards, Scooters, Roller-skates/Rollerblades:

A place is provided on campus for students to store their bicycles, scooters, skateboards, and roller-skates/blades to school. The following regulations apply:

- Dismount and walk bicycles, scooters, rollerblades, and skateboards to the appropriate area. At no time should a bike, scooter, skateboard, etc. be ridden on campus.
- All skateboards and scooters should be brought to the main office as soon as the student arrives on campus. Staff will keep it in the office until the end of the school day.

Cheating/Plagiarism:

SHORELINE ETHICS AND HONESTY POLICY #3302/3300

Students who commit a violation of Policy #3302, Ethics & Honesty, shall be subject to corrective action and punishment under Policy #3300, Student Conduct and Corrective Actions for Misconduct, as well as a negative assessment by the teacher of the student's effort and performance on the assignment. The consequences assigned in a particular case may vary, depending on the severity of the offense and the student's previous record, and may include discipline or suspension. Any student who cheats will receive progressive discipline appropriate for the student's age and behavior:

- 1st Offense: Student is referred to a principal/designee. Student's performance on the assignment (or other academic activity) may receive up to a zero. Parents/guardians will be notified by the administrator.
- 2nd Offense: Student's performance on the assignment (or other academic activity) receives a zero. Student may receive in-school suspension from the class, not to exceed ten (10) class periods. (Note: The second offense may occur in the same or a different class than the first offense.) Administrators will use the established suspension process with the due process notification.
- 3rd Offense: Student's performance on the assignment (or other academic activity) receives a zero. Student is short-term suspended from all classes, not to exceed ten (10) school days. Administrators will use the established suspension process with due process notification.

Students at all levels must be taught, age-appropriately, to do their original work. Each year, staff must provide advance notice to students of the nature and extent of corrective actions that, as a general rule, will be imposed as a consequence for violations of Policy 3302. Elementary students, when they have been taught the importance of original work, documenting sources, etc., may be disciplined progressively, up to and including the secondary guidelines.

In cases where school staff have reasonable suspicion that one or more students has violated Policy 3302 teachers may opt to re-test the student(s) under different conditions or expect additional work. Students must cooperate with the reasonable requests of teachers and administrators investigating violations of District policy, including requests to turn over evidence related to academic dishonesty.

This covers all school-related tests, quizzes, reports, class assignments, and projects, and other academic activities (both in and out of class). Some examples include:

Plagiarism:

- Using the writings, passages, or ideas of others, and passing them off as one's own (including, but not limited to: faxing, duplicating, file sharing, or transmittal using any technology);
- Using outside source (any work, published or unpublished, by a person other than the student) without proper acknowledgment;
- Submitting or using falsified data or records

Cheating:

- Acting dishonestly and practicing fraud (deliberate deception in order to secure unfair or unlawful gain)
- Assisting, encouraging, helping, or participating in misrepresenting someone's work as your own
- Using unauthorized material including textbooks, notes, calculators, or computer programs during an examination or other assignment.
- "Wandering eyes" (allowing one's eyes to stray to another person's work on quizzes or tests)

Forgery/Stealing:

- Unauthorized access to an exam or answers to an exam
- Using an alternate, proxy or stand-in for an exam
- Altering computer and/or grade book records or forgery of signatures for the purpose of academic advantage; or sabotaging or destroying the work of others

Disciplinary Actions

Each student behavior situation is different and will be assessed according to the particular circumstances of the given situation and the student involved. Teachers/staff have the authority to issue disciplinary consequences to students.

Here are the responses along with a list of student offenses that typically result in those responses:

Lunch Detention

Teachers can assign students to lunch detention directly. In lunch detention, students buy or bring lunch and eat in a supervised location separate from the rest of the students in the cafeteria. Teachers are expected to notify parents if they have issued a student a lunch detention.

Lunch detentions may result from:

- Disruptive conduct (any actions that the teacher finds disruptive to the learning environment)
- Tardies
- Leaving class without permission
- Cell Phone/Electronics violation
- Other

After School Detention

Admin and Security may refer. Students are with Campus Security Officer from 3:00 – 4:30 on either a Tuesday or Thursday. Students may take the Activity Bus to get home; it leaves at 5:00.

After school detention may result from:

- Fighting and/or other altercations, threats, other unsafe situations
- Ditching class and/or leaving campus
- Ongoing disruptive behavior
- Non-cooperation/defiance
- Hate speech (comments/name calling in regards to race, religion, sexual orientation, cognitive abilities, socio-economic status, etc...)
- Lewd or vulgar conduct
- Ongoing tardies
- Ongoing cell phone/electronics violations
- Disruption to learning environment
- First time offenses for vaping/nicotine/tobacco (additional offenses would result in progressive disciplinary action, including suspension)
- First time offense of harassment, intimidation, or bullying (additional offenses would result in progressive disciplinary action, including suspension)
- Other

Suspension

Suspension from a class or the entire school day may be warranted for certain offenses or as a progressive disciplinary measure when other interventions are not effective in changing behavior.

PLEASE REFER TO THE STATEMENT OF RESPONSIBILITIES AND RIGHTS OF STUDENTS FOR A MORE COMPREHENSIVE LIST OF DISCIPLINARY RESPONSES.

From the NURSE'S OFFICE

The Nurse's Office hours are posted at the beginning of each school year. The nurse schedules her time at Kellogg so that she can assist students and staff to promote their own health and safety. The nurse conducts state mandated screenings for vision, hearing and scoliosis. The nurse also assists students who may need modifications of school programs for health reasons or who may need medication administered during school hours. The nurse is not in the building for activities before or after school.

In order for the nurse to give a student medication, a *Permission to Administer Medication at School* form has to be signed by the parent and physician. This form is available from the school nurse or online on the Kellogg website. It is district policy that no medications can be given to a student by school personnel without parent and physician permission.

Medication is to be in the original prescription bottle, correctly labeled with the student's name so that the medication is identifiable. Over-the-counter medications also require a *Permission to Administer Medication at School* form, signed by the physician and parent. Over-the-counter medications must be provided in the original container. In the absence of a nurse, a trained staff member will be designated to administer medications that are ordered during school hours. There are some exceptions to this policy. Please check with the nurse if you have questions. **Remember, all students must have a pass from their teacher to come to see the nurse.**

TEN VALID REASONS TO SEE THE NURSE:

1. Loss of consciousness, stupor, confusion, drowsiness
2. Intolerable pain
3. Breathing difficulty (asthma, chest pain)
4. Cuts, lacerations and puncture wounds
5. Suspected Poisoning
6. Injury to the head, eye, or limbs,
7. Burns
8. Nausea, vomiting, sore throat, uncontrolled coughing
9. Earache
10. Drainage from the eye(s) ears or wound

ACADEMIC PHILOSOPHY

As students move from elementary to a secondary school setting, academic achievement becomes more critical to their success now and in the future. Recognizing that some students may need more time and support, the process of achieving academic success requires effort from all the stakeholders: parents, students, and staff. The goal of the following guidelines is to help every student develop the skills to become a responsible, successful member of this community. If a student receives a below average grade on a progress report in any core class (English, Math, Social Studies, and Science) please review the chart below for ideas on how families can help students be successful.

ACADEMIC ACHIEVEMENT AND STUDENT RECOGNITION

Middle school is a critical time for students to develop the study skills and academic foundation that will be the basis of their future success. When students, parents, and teachers work together, all of our students can reach this goal. Please call us if you have any questions or concerns about your student's academic performance.

- Individual teachers monitor and provide incentives to encourage academic achievement.
- Kellogg has regular celebrations of "Knights of the Roundtable." These events recognize academic excellence, improvement, and/or outstanding citizenship.
- Academic Awards Ceremony is held at the end of the year. This honors students who have received a 3.7 GPA or better during 1st or 2nd semester.
- 8th grade students eligible for Presidents Award 3.5 cumulative GPA and level 4 math or reading MSP.
- Student athletes must maintain all passing grades to participate in sports. The building Athletic Director will check students' grades periodically throughout the season (this is called a 'grade check'). Typically a grade check is done every two weeks. If, at any time during an athletic season, a student is failing a class, that student will be declared "at risk" and will have until the next grade check to raise his/her grade to passing. Athletes may practice and participate in competitions during this time. If, at the next grade check, the student is not passing the same class, or another class, a second period of "at risk" status will prevail. During this period, the athlete may practice but not participate in competitions. If a third "at risk" period occurs, the student then becomes ineligible to practice and participate in competitions for the remainder of the season.

LIBRARY INFORMATION

Checkout Privileges: Books are checked out for three-week periods except for reserved materials, such as encyclopedias, which are checked out for overnight use only. Magazines are checked out for a one-week period. Books may be renewed on or before their due date.

Overdue/Lost Materials: Overdue notices will be delivered to students once a month beginning in November. Fines will be charged when books are damaged or not returned. Lost/damaged book fines will be charged to student accounts monthly from February to June. Fines can be seen on student report cards and through Student Access. If a replacement copy of a lost or damaged book is provided, the fine will be removed but only if this occurs before October 1st, following the year that the fine was charged. If a student pays the fine for a lost book and then later finds the book, a reimbursement will not be provided after October 1st of the year following when the fine was charged to the student's account.

ACADEMIC PLANS/GRADING

At the beginning of the year (for yearlong classes) and each semester (for semester electives) teachers will inform students of the Academic Plan for that course. Knowing the contents of the individual class Academic Plans, including grading criteria, can help students succeed academically. Grades are updated online every two weeks and semester report cards will be mailed home each semester.

MISSING ASSIGNMENTS

Attendance is key to a student's success. Students must show responsibility by attending school regularly and coming to class on time.

When you are absent, it is your responsibility as a student to...

1. Know that you have as many days as you were absent to make up missing work (i.e. if you were absent for 5 school days then you would have 5 school days to turn in your missing work)
2. Find out how to get missing work from your teacher (CANVAS or email teacher directly)
3. Contact a reliable classmate for information on classwork
4. Email your teachers with questions or see them during tutorial to get help with missing work
5. Hand in or email missing work to your teachers when completed
6. Use tutorial time to meet with teachers to make up a test or lab
7. Attend Quiet Study to get help with missing work
8. Attend Hang Time tutoring to get help with missing work after school

SCHEDULE CHANGES – STUDENT/PARENT INITIATED

A student who decides to initiate a change of classes will follow these necessary progressive steps:

- The student should meet individually with the teacher to discuss his/her concerns, and attempt a mutual resolution over a reasonable period of time. Conferences are best scheduled in advance and held before or after school.
- The student or parent may make arrangements for a student/parent/teacher conference. The student's counselor may attend the conference. The objective is to clarify and resolve the problem while the student remains in the class.
- If, after the parent/teacher conference, it is in the student's best interest to change teachers, the student or parent/guardian will contact the counselor to process a schedule change.
- If, after the parent/teacher conference, the parent still supports a schedule change but the teacher does not support the change, the issue will be deferred to the administrator. They may schedule a meeting to include the administrator, parent/guardian, student, teacher and counselor.
- Following the meeting, the administrator will grant, postpone, or deny the request

SCHEDULE CHANGES – TEACHER/COUNSELOR INITIATED

- Some situations require a change of schedule. Those circumstances might include:
- A change in math classes due to poor academic progress or placement in wrong level
- A duplication in a student schedule
- An incomplete schedule
- Ongoing behavior related issues either having to do with students in a particular class or with the teacher

NOTE: Schedule changes for any reason will depend on the availability of alternative course options

SCHEDULE CHANGES – YEARLONG ELECTIVE

Students must see their counselor and fill out a "Yearlong Elective Change Request Form". There are several steps on the form that students must complete, including a discussion with the parent/guardian and a discussion with the teacher. Filling out the form does not mean there will be an automatic change of schedule (see form for guidelines)

IF A STUDENT IS ACHIEVING BELOW AVERAGE IN ANY CLASS, THE FOLLOWING ARE WAYS TO HELP IMPROVE THE STUDENT'S PROGRESS:

<p>What Students can do:</p>	<ul style="list-style-type: none"> ✓ Use their planner every day in each class they attend. ✓ Access each teacher's Calendar via Canvas. ✓ Teach their parents how to use school websites ✓ Refer themselves to Hang Time for academic support. ✓ Contact their grade level counselor to ask for help. ✓ Set -up conferences with their teachers to discuss their progress. Conferences may happen before or after school and they include the teacher and student.
<p>What Families can do:</p>	<ul style="list-style-type: none"> ✓ Set consistent homework expectations/times. Monitor and exclude distractions such as TV, cellphones ✓ Check student planner on a daily basis. Kellogg teachers direct all students to use their planners. Parents can also subscribe or view the teacher calendar via Canvas, which has details about assignments. ✓ Use e-mail to contact individual teachers and staff members. ✓ Contact classroom teachers. The Kellogg number is 393-4783. ✓ Call your student's counselor for help. Conferences can be set up with individual teachers and groups of teachers. Counselors can also help families with resources outside of the school. ✓ Families are encouraged to access the Hang Time homework help by contacting the Main Office at 393-4783.
<p>What Kellogg will do:</p>	<ul style="list-style-type: none"> ✓ Provide students with planners and access to teachers' websites and calendars. ✓ Respond to e-mail or phone calls within 48 hours. ✓ Post grades online every two weeks. ✓ Be available for individual and group conferences. (Conferences are generally held before and after school.) ✓ Provide a range of academic classes and support. (Please contact specific teachers and/or the counselor if your student needs more help.)

AFTER SCHOOL SUPPORT THROUGH HANGTIME

After school academic support is available through Hang Time. On Tuesdays students can get help in MATH from a Kellogg Math Teacher. And on Thursdays students can get help on READING/WRITING. Both will take place in the library until 4:30, at which time students can join Hang Time or get a ride home from parents.

ATTENDANCE

At Kellogg Middle School, regular attendance is considered essential to the learning process. The staff strongly recommends that vacations or other non-illness or non-emergency absences be avoided. When this is not possible, such absences should be pre-arranged with the school. To do this, write a note explaining the nature, dates, and necessity of the absence. If an extended absence is unavoidable, pre arrange at least 10 days before student departure. The student must present this note to the attendance office.

Per district policy, if a student is absent for 20 consecutive school days they are automatically withdrawn from school.

Most classroom learning cannot be replicated for a student who has been absent. While teachers will provide as much make-up as is reasonable for excused absences, with a student request upon their return, absences may cause a student to earn a lower grade. When absences become excessive (7 or more per semester), the risk of a student's grade being affected becomes greater. The requirement of a doctor's note may be needed.

Students are expected to attend all regularly scheduled classes and assemblies. Students must remain on school grounds and in assigned supervised areas for the duration of the school day unless officially excused by the attendance office. Under the laws of the State of Washington and policies of the Shoreline School District School Board, all student absences and tardies are illegal except for the following:

- Illness of the student
- Death in the immediate family
- Quarantine
- Exceptionally urgent reasons
- Religious Observances
- Request by a parent for a student absence, providing such absence does not adversely affect the student's educational progress.

It is the responsibility of every teacher to keep an accurate daily record of pupil attendance in each class.

REPORTING ABSENCES

It is the responsibility of parents to inform the school when their child stays home due to illness. Please call the school office by 9AM if your child is home sick for the day. When calling the office, the Health Department requires that you report the type of illness your child has, using the following categories & codes:

- Asthma - Wheezing, Short of Breath
- Dental Condition/Appointment
- Cold or Flu - Fever, Body Aches, Sore Throat
- Headache
- Injury/Accident
- Medical Appointment
- Other Health Condition
- Rash - Red Spots, Fever, Chills
- Stomach Symptom - Nausea, Vomiting, Diarrhea

ADMISSION AFTER ABSENCE

A student who has been absent from school is required to bring a written excuse to the Attendance Office the morning s/he returns to school or parents/guardians may call Kellogg's Attendance Office (393-4781). If s/he has no written excuse, the Admit Slip will be marked unexcused under the absent heading. You have FIVE SCHOOL DAYS, from the date of absence, to bring a note from your parent or have your parent call to excuse an absence or the absence will remain unexcused. A developing pattern of absences will result in a referral to an administrator and truancy officer.

TARDY/LATE ARRIVAL

Students are expected to take the measures necessary to ensure on time arrival at school each morning, and to demonstrate the ability to get to each class on time. Consequences for tardies to class and late arrival to school will be administered on a progressive basis.

Students who arrive up to ten minutes late to school should sign in at the office and then go directly to their first class of the day where they will be marked tardy. After the first ten minutes of school, students are to report to the attendance office and receive a pass to class indicating if the tardy is excused or the late arrival is an unexcused absence.

REASONS FOR EXCUSED TARDY/EXCUSED LATE ARRIVAL:

- Medical, Dental Appointment
- Illness
- Family emergency, or other urgent business as excused by parent.
- Late bus, or other emergency situation announced by the office.
- Excuses must be verified by a written note or phone call from a parent, guardian, staff member, or pass from the attendance office.

EARLY DISMISSAL

If it is necessary for a student to leave school before the end of the day, s/he is required to bring a written request to the attendance office before first period. The student will be granted a green Early Dismissal slip, which needs to be shown to the teacher at the beginning of the class from which the student will be leaving. S/he will then be allowed to leave class at the proper time. Students must be met and signed out in the main office by parent/guardian.

BECCA BILL

The goal of the Becca Bill (the common name for the truancy law) is to reduce the number of unexcused absences by students. The law requires a number of actions by schools. There are also implications for the student and the parent.

Kellogg's automated system calls home daily on unexcused absences. We send a letter home after the 2nd and 5th unexcused absence in a month. A parent/student conference will also be set up; parents should contact the school for an appointment. At the 5th unexcused absence in a month, the school district may file a petition with the King County Superior Court or enter into a truancy agreement with the family.

Court action is required when a student has 7 unexcused absences in a month or 10 unexcused absences in a year. The truancy law requires that school districts file a petition with the Superior Court against the student, parent or both. After a petition is filed, several court actions may happen with a student's case.

WITHDRAWING

Parents, if you are going to withdraw your child from Kellogg, please call and make arrangements with our registrar at least 2 school days before your child's last day at Kellogg.

All books, laptop and laptop components must be returned before withdrawing. Fees and fines must be cleared before we can send complete records to your new school.

ASB and ATHLETICS

STUDENT GOVERNMENT

Student government is an essential part of Kellogg Middle School. Student ideas and concerns are voiced through elected representatives. Elections for Associated Student Body officers are held in late spring for eighth grade, and early fall for seventh grade. Offices include four eighth grade senators and four seventh grade senators. The senators help organize and put together spirit weeks, pep assemblies, food drives, theme days and lunch activities.

ACTIVITY CARDS (ASB)

At the beginning of the year, all students receive a student identification card at no charge. The activity endorsement costs \$25.00. This endorsement gives students a reduction on admittance to the "All School Activities" and Kellogg's yearbook. The ASB card is also required to participate in interscholastic sports and student body clubs/Hang Time. The money goes to support Associated Student Body programs, clubs, awards, and interscholastic sports. These cards will be sold at the beginning of school and will be distributed after picture day. **SUPPORT THE KELLOGG STUDENT BODY!**

ID CARDS

All students are provided with a student ID card that includes a photograph. This identification is primarily used for checking out books in the library. When validated, the ID card becomes your ASB card.

ATHLETICS

To participate in after school athletics, a student must have passed at least 5 classes the previous semester. Failure to do so will result in a 15-day probationary period starting the next semester wherein the athlete can practice but not compete in any competitions. In addition, if at mid-semester or at any time during a grading period, a teacher notifies the building Athletic Director that a student is failing their class, that student will be declared "at risk" and will have one week to raise his/her grade to passing. Athletes may practice and compete in games during this first week. If, after one week, or anytime during the remaining semester, the student is not passing the same class or another class, a second week of "at risk" status will prevail. During this week the athlete may practice but not compete in games/competition. If a third "at risk" week occurs, that student would become ineligible for the remainder of the season.

All sports take place after school. Students planning to turn out for interscholastic sports must have all of the following:

- | | | | |
|---|-------------------------------------------|---|-------------------------------------|
| ✓ | Current sport physical examination record | ✓ | Signed code of conduct |
| ✓ | Insurance verification | ✓ | Buy an activity card |
| ✓ | Permission to participate | ✓ | Pay the athletic fee to participate |
| ✓ | Emergency card on file | | |

Athletic Packets are available in the office. Coaches will provide additional information. **STUDENTS MAY NEED TO PROVIDE PRIVATE TRANSPORTATION HOME FROM EVENTS SUCH AS PRACTICES/GAMES.** Students must have an ASB card to participate in athletics.

SPORT PHYSICALS

A physical exam by a health care provider is required prior to participating in interscholastic sport activities. Completed Shoreline School District physical forms are valid for 24 months. The Shoreline School District Physical form and packet is available in the school office. A form other than our sport physical form may be accepted only if it contains all of the information asked for in our form. It must state that the physical is valid for no longer than 24 months. The Shoreline School District Physical form is also available on our website. The entire packet and physical form are required before a student may practice

FINANCIAL ASSISTANCE

Financial assistance is available for students/families. Please contact your student's counselor for more information.