

KEY PENINSULA MIDDLE SCHOOL

Home of the Cougars

5510 Key Peninsula Hwy North

Lakebay, WA 98349

Main Office: (253)530-4200

Fax: (253)530-4220

Jeri Goebel

Principal

Tyrone Robuck

Assistant Principal

Dianna Home

Co-Office Manager

Sara McDonald

Co-Office Manager

Connie Jones

Bookkeeper

Joyce Shinn

Secretary

Kathy Crowley

Assistant Secretary

OUR MISSION STATEMENT

Key Peninsula Middle School, in partnership with parents and the community will promote high academic achievement, career awareness, healthy choices, and citizenship for all students through diverse learning opportunities offered in a secure and caring environment.

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Each KPMS student is provided one (1) planner at no charge through the support of the KPMS Parent-Teacher-Student Association (PTSA) and the Associated Student Body (ASB).

This planner belongs to:

Name \_\_\_\_\_

Address \_\_\_\_\_

City/State \_\_\_\_\_ Zip Code \_\_\_\_\_

Student ID Number \_\_\_\_\_ Locker Number \_\_\_\_\_

***\*\* \*\*If this planner is found, please return the planner to the front office\*\*\*\****

**STUDENT PLANNER - Bring this planner to each class daily. It will serve as your hall pass and as a record for assignments in each class throughout the year.**

This student planner is designed to be a quick reference for students and families and a useful communication link between school and home. We also expect students to use it to assist in the planning for academics and activities.

**Parents and students:** Please review and refer to the Peninsula School District (PSD) *Parent/Student Rights and Responsibility Secondary Handbook*. This handbook and a detailed explanation of school facilities, policies, programs, and routines can be found on the PSD website, [www.psd401.net](http://www.psd401.net) and at the KPMS website, [www.kpms.psd401.net](http://www.kpms.psd401.net).

## **STUDENT GUIDELINES FOR SUCCESS**

All students at Key Peninsula Middle School are held to high academic and behavioral expectations in an atmosphere that encourages daily positive interactions and experiences which build and support a respectful and effective learning community. We believe the job of each student is to be a successful and responsible student.

The following **Guidelines for Success** are basic attitudes, traits and behaviors that assure student success.

**As a KPMS student, you will always be expected to:**

- Show up ~~ Be ready ~~ Engage
- Always give your best effort
- Respect all people and property
- Politely follow directions
- Listen before speaking
- Cooperate with others
- Complete assignments

## **WEB**

WEB is a school-wide community building program which serves as both a 6th grade transition program and an 8th grade leadership opportunity. Our WEB Leaders (select 8th graders) receive skills and training in team building activities, cooperation, and discussion and then pair up with a number of 6th grade students new to KPMS. They work together to become school leaders, motivators, role models and peer teachers. The WEB program helps create and maintain a supportive and positive atmosphere at KPMS. For more information contact the KPMS Counseling Department.

## **ATTENDANCE AND SCHOOLWORK**

### **Class Attendance and On-Time Arrival**

Students are responsible for reporting to each class on time. Only a staff member can give permission to be late for class. Students are to use the restrooms during non-class times: before/after school, and during lunch, breaks, and passing times. During class, students must obtain permission and a written pass from their teacher and sign out in this planner in order to use the closest restroom. Staff may limit restroom requests. A note from a doctor may warrant exceptions.

### **Absences**

**Parents or Guardians must call the school (253) 530-4200 if a student is expected to be tardy or absent.** If this call is *not* made on the day of the absence, parents or guardians must send a note to school including the student's first and last name, grade level, date(s) of absence, and reason for absence. Please include a daytime telephone number or email address where we can contact you. The parent or guardian is asked to notify the office at least two weeks prior to any *scheduled* absence.

Students arriving to school late must check in at the main office with a written excuse from parent or guardian. Students will be given an “admit to class” pass and are expected to report directly to class. When returning from an **unexcused** absence or school suspension, a student must also obtain an “admit to class” pass as described above. Failure to attend class without a parent or staff excuse is considered truancy and may result in disciplinary action. Students must also arrange early dismissals at the beginning of the school day through the office staff.

Please call the Main Office if there are changes in your address, phone number and parent daytime contact numbers. **We must have current emergency contact information on file for each student.** Forms are sent home during the first week of school and are available in the Main Office.

If it is necessary for a student to withdraw from school, a parent/guardian must make an appointment to see the counselor or principal at least 24 hours in advance. Necessary forms and information will be issued at this appointment.

**At KPMS we view class attendance as an investment for future student success.** Attendance is taken daily in each class. Washington State law requires school attendance until the age of 18. Individual teachers, counselors and administrators review attendance records on a regular basis. Excused or unexcused, excessive numbers of absences from school can negatively impact student learning. Science labs, direct instruction, class discussions, special projects and group/pair activities in class are educationally vital and are learning opportunities which cannot be replicated through make-up written or book assignments. Missing these activities may impact a student’s success in future assignments and learning. Poor or random attendance and family vacations during school time may negatively impact a student’s learning and their grades.

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

We are required to notify the Court when a student has excessive absences according to the requirements of the **BECCA Law**. When students have 5 or more absences within a month or 10 in a school year we are required by law to file a BECCA Petition. Additionally, when an unexcused student has 10% or more total absences, we begin meeting about BECCA related procedures. Please see the PSD website for more information.

**Examples of excused absence/tardy:**

- Illness (A health provider’s note may be required if student is chronically absent due to health problems)
- Serious illness or bereavement
- Religious holiday

**Examples of unexcused absence/tardy:**

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

**FOCUS ON STUDENT LEARNING**

Student learning is often reinforced through homework and projects that may require time outside of class. Full credit may not be awarded for late, missing or incomplete work; however, students may still be expected to complete and turn in late or missing assignments so teachers can assess and record mastery of student learning targets, GLEs and EALRs linked to the assignment(s).

You are encouraged to select a “study buddy” for each class and record their phone number in the back of this planner to help you keep track of current assignments. Record a study buddy for each of your classes here.

| PERIOD/SUBJECT | NAME | PHONE NUMBER |
|----------------|------|--------------|
|                |      |              |
|                |      |              |
|                |      |              |
|                |      |              |
|                |      |              |
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|                |      |              |

## COMMUNICATING GRADES

Grades are prepared and sent home at the end of the semesters. Parent Portal is available for parents/guardians to view grades at any time. Parent Portal can be accessed by student or parent password. Please contact the office for passwords. Check our website calendar and the *Cougar Chronicle* PTSA newsletter for dates of progress reports and report cards. Outstanding fine/fee reminders are also sent out at this time. **Grade reports are held if a student owes fines and/or fees.**

## STUDENT HONORS & BEHAVIORAL EXPECTATIONS

### Honor Roll

Students are recognized at the following grade point averages each semester: 3.2, 3.5, and 4.0. These students are awarded a ribbon, certificate and "Honor Student" bumper sticker at the end of the first semester..

### Students of the Month

At KPMS we recognize students who contribute to a safe and productive learning environment. Students are recognized for exemplary behaviors and achievements in a variety of categories including citizenship, academic achievement and improvement, and helpfulness/positive attitude. Staff members nominate students they have observed displaying these exemplary behaviors and achievements. An event is held to honor these students several times each year and parents of nominees are invited to attend. Our PTSA provides refreshments and also donates a book to the KPMS Library, inscribed with the names of the Students of the Month being honored.

### Cougar Pride Tickets

Students who demonstrate effort in class and perform positive service to other students and staff will be awarded a “Red Ticket” or Cougar Pride pass. This ticket qualifies them for a chance to be selected for a prize.

## STUDENT BEHAVIOR EXPECTATIONS

### School Day Expectations

1. Arrive to school after 7:30 AM and on time to all classes, beginning at 8:15 AM.
2. Take proper care of textbooks and equipment and return in the same condition as when borrowed.
3. Remain in designated areas before school, during lunch, during Honor Time and after school.
4. Work with everyone else to keep the building, equipment and materials clean and in good condition.
5. Leave campus at the end of the school day unless participating in a supervised activity.
6. Resolve differences and conflicts in a peaceful manner, without verbal or physical fighting.
7. Be honest about everything. Realize that cheating and other forms of dishonesty are serious acts of misconduct.
8. Show respect for others, the building, and grounds. Bring no item to school which could be deemed a weapon. Refrain from any behavior which could injure or threaten another person
9. Respect yourself and others. Do not possess or use tobacco, drugs, or alcohol. Do not provide or sell tobacco, drugs, or alcohol to others. Do not wear clothing or accessories promoting their use.

## Classroom Expectations

1. Follow adult directions promptly and respectfully
2. Arrive to class on time with all needed supplies (pencil/pen, planner, PE uniform, etc.).
3. Bring class specific assignments, planner, books, and materials to each class (no bags with extra materials allowed in classrooms).
4. Bring all signed materials (homework, permission slips, etc.) to and from home by the due date
5. Eat and drink only in the Commons~~NO food or drinks in hallways or classrooms.
  - a. **Open beverage containers are not allowed, i.e., coffee, water bottles, soda, etc.**  
Students can bring approved sealed water and/or juice, but bottles/cans can't be opened prior to arrival at school.
  - b. **No gum allowed at school.**
6. Bring your planner to each class and use it along with a hall pass and sign out sheet every time you leave the classroom

## Common Areas Expectations

1. Move through the building in a calm, respectful and safe manner – absolutely no running, rough housing, or horseplay.
2. Walk on the right side of the halls. Do not stand in groups next to lockers which block smooth movement in hallways.
3. Public Display of Affection is not allowed. P.D.A. is defined as hand-holding, hugging, kissing, and arms around bodies.
4. Students must not interfere with the discipline of other students either by expression or conduct.

## **PE UNIFORMS NOW REQUIRED**

All KPMS students in PE class are required to wear PE uniforms. These uniforms may be purchased through the KPMS Bookkeeper beginning August 23rd. The uniform is shorts and a tee shirt, and may not be altered (except for medical reasons). Fee Waivers to obtain the uniform are available for students qualifying for Free/Reduced lunch. To become eligible, fill out and return the Free & Reduced Fee Waiver form during the first week of school. Prices: T-shirts \$6; Shorts XS to Small \$9.50; Shorts Med to 2XL \$10; and *optional* Cinch Bag \$5.

## Dress and Appearance Expectations (Dress Code)

Student dress and appearance should be comfortable and covered. Dress must not disrupt or interfere with the educational process/environment. For more specifics, please refer to the **Parents/Students Responsibility Secondary Handbook**, also available online.

### Specific dress code rules:

- No hats or other types of head covering: Head scarves, bandanas, hoods or hats are not allowed. Exceptions for medical or religious reasons or for special ASB school spirit activities approved by administration. Items for hair containment such as clips, elastic bands and ribbons are acceptable, but must remain in hair.
- Undergarments should not be visible. No midriff tops. No Pajamas or flannel pants. No Masks.
- No pant sagging: Pants or shorts waistline must be above the top of the pelvis or hip bones and undergarments must not be visible.
- Overalls: Straps must be attached at the shoulder or be tucked in.
- Skirts/Shorts: Are to be at least as long as the student's extended fingertips when arms are held relaxed at the side. Shorts must have a minimum three inch inseam.
- Shoes: Footwear must have soles and must be worn at all times. Shoes with wheels: Wheels must be removed during the school day. No Slippers.
- No rubber bands, safety pins or paper clips may be worn as accessories.
- No markings or writing on yourself or other students.
- Students must wear tops/shirts with sleeves. No sleeveless tops/shirts allowed. Students will make phone calls home to have parents/guardians bring appropriate attire to school.

### Specific Clothing Not Allowed:

- ✓ Articles of clothing which promote/display/contain/ insinuate any of the following in picture expression, symbol or word information: the use of drugs, violence, alcohol, tobacco, tobacco related products; information about sex, profanity, or language/symbols that support discrimination.
- ✓ Midriff tops (any top that does not touch the top of a waistband with arms down at the side); **shirts which expose cleavage or undergarments**
- ✓ Mesh tops, narrow spaghetti straps, off-shoulder and see through clothing.
- ✓ Spiked necklaces, chokers, sharp rings, wrist straps or bands.
- ✓ Chains worn in a manner considered to be a safety concern. (Dragging or loops which can be caught on body or clothing of others)
- ✓ Hats, Hoods, bandanas, scarves, or sunglasses, or costume parts /novelty items during the school day except during performances or as part of specific spirit days.
- ✓ No masks of any type.

### **Property Related Expectations**

1. Cell phones are not to be used during the school day. If a student carries a cell phone, it must be turned off throughout the school day. Cell phones taken out during class time will be confiscated and parents will be contacted to come and retrieve the cell phone from the office.
2. Rubber bands, paper clips and permanent markers (Sharpies) are only to be used with staff approval.
3. Bring to school only items that belong in school for educational purposes. Electronic devices brought to school must be placed in a locker between 8:05 AM - 3:00 PM or they will be confiscated. KPMS is not responsible for lost or stolen personal items.
4. Headphones may not be worn in any school building except for use with auditory curricular materials.
5. Respect the possessions of others and never take or use them without the owner's permission. Do not share lockers or give anyone your locker combination.
6. The commercial exploitation of students at KPMS is not permitted. Students may not sell, trade, make wagers (gambling and gambling-related equipment or supplies are not allowed), conduct fund raisers, obtain monetary sponsorships or buy non-school related items on campus.

### **Computer Use Guidelines**

All KPMS students are expected to be knowledgeable, responsible computer users. All students will have access to the Internet. If you choose to prohibit your child's Internet access, a signed and dated Opt Out form (found in the Student Rights & Responsibility Handbook) must be returned to the school. Students must agree to log on only under their own assigned user ID. The Internet must be used appropriately. The student may not go to inappropriate sites or use the Internet for personal text messaging. Students may never touch a teacher's computer, classroom computer, and/or other technology tools (document camera, SMART Board, ELMO projector, overhead projector, etc) without specific teacher permission and direction. Failure to follow the preceding rules may result in disciplinary action.

### **BEHAVIOR INFRACTIONS/CONSEQUENCES**

#### **Processing**

Processing is a "time out" used for students to respectfully think about their behavioral choices. The student is provided with an opportunity to leave the classroom to identify behavior needing improvement and develop a written action plan to improve. When the student identifies the disruptive behavior, develops an action plan and commits to that plan, he/she can return to their classroom without further repercussion as long as the behavior is not repeated.

In the case of **mild infraction(s)**, staff members may issue a variety of corrective responses ranging from a verbal/non verbal warning and/or out-of-class processing. Further infractions or students who do not choose to change the behavior could lead to a **Moderate** (Stage Two) infraction (Green Slip).

## **Moderate Infractions (Stage Two)**

At KPMS, we consider these infractions to be **moderate** in nature because they are *repeated, willful* and/or *significantly interrupt the learning environment and/or the orderly operation of our classrooms and school.*

KPMS staff may issue a “Green Slip” infraction slip to the office if a student behaves in a manner considered moderate. If a student receives additional “Green Slips” **over a two week period the consequence will progress:**

1<sup>st</sup> and 2<sup>nd</sup> Green Slip = Possible Teacher Lunch Detention with teacher and/or student service

3<sup>rd</sup> Green Slip = PM (After School) Detention Tuesday or Thursday, 1-2 hours

4<sup>th</sup> Green Slip = Friday School Detention, 2 hours

5<sup>th</sup> Green Slip or more = Suspension

Students sent to the office from class or called to the office because of a report of misbehavior outside of class (on the bus, between classes, at lunch, or before/ after school) may receive any of the discipline options depending on the nature or re-occurrence of the infraction. Staff members may issue a variety of corrective responses to stage two infractions, ranging from documentation into the discipline file to a formal referral to an administrator. Parents may be contacted regarding a moderate infraction to enlist their support and keep them informed of their student’s behavior choices and progress.

## **Severe Infractions (Stage Three)**

These are more serious in nature and are reflective of behaviors outlined in the PSD *Parent/Student Rights and Responsibility Secondary Handbook*. At KPMS, we consider these infractions severe because they may pose an *immediate threat to the safety of students or staff*. These infractions call for a student to be sent directly to the office.

## **Restricted List**

Students who receive Green Slips sufficient to serve a Friday School or suspension -- more than 3 Green Slips in a two week period, or who receive an administratively-assigned Friday School detention or suspension are named on a Restricted List. Students will remain on the Restricted List over a two week window from the last Friday School detention or last day of suspension. After two weeks without one of these consequences their name will drop off the Restricted List and they will be allowed to participate fully in all activities except for the end of the 1<sup>st</sup> semester, 3<sup>rd</sup> or 4<sup>th</sup> quarter activity depending on when they were named on the Restricted List.

## **Restricted List Consequences**

During a two week window of time from the behavioral incident a student may be restricted from any of the following:

- ASB Activities (dances, activity nights, etc)
- Sports Game Activities – playing or attending (practice is okay)
- Other activities may also be restricted on an individual organizer’s basis (band, drama, choir, etc.)
- End of year days – 8th Grade Activity, 8th Grade All Middle School Dance, Wild Waves, and Field Day
- Assemblies **for non-academic topics** (ASB fund raisers, fund raiser incentive. Student of the month, drama or band performances, etc.)

## 1<sup>st</sup> Semester, 3<sup>rd</sup> and 4<sup>th</sup> Quarter Incentives:

KPMS staff provides incentives for student to set behavioral goals over longer periods of time. These occur at the end of 1<sup>st</sup> semester and at the end of the 3<sup>rd</sup> and 4<sup>th</sup> quarters. Students appearing on a restricted list during the 1<sup>st</sup> semester, 3<sup>rd</sup> or 4<sup>th</sup> quarters will not participate in these incentive activities.

**End of Year: Wild Waves Reward for year long behavior. Student cannot be on the Restricted List at any time during the school year.**

Students who appear on a second Restricted List **during a quarter** will be scheduled for an SFAT (Student Family Action Team), and parent/guardian will be notified for implementation of other means to help the student be successful at school.

## FOOD SERVICE (Breakfast & Lunch)

In addition to daily hot lunch items, many a la carte offerings and light snacks are available to students, ranging in price from \$0.35 to \$3.00. Meals may be purchased in advance by placing money in an individual student account either by the student or on line at the Peninsula School District website. Single lunches may also be purchased daily. Checks should be made out to "KPMS Foodservice." You may use the 'Mealtime Option' program for depositing funds into your child's account. **(You cannot use the Mealtime Option program for paying for fees and fines, ASB Card, Yearbooks, or Fundraisers.)** Applications for free and reduced lunch prices will be sent home with each student at the beginning of the year, or at any time upon request.

**Students must buy his/her own lunch. Asking others for food or money is not acceptable.** Students will be assigned to eat lunch at one of the three times, depending on their 5th/6th period class.

Breakfast will be available in the cafeteria before classes begin in the morning, beginning at 8:00 AM. Offerings include breakfast sandwiches, bagels, fruit, pastries and cereal, milk and juice.

### Lunch Time Expectations

- Talk in a normal conversational voice.
- Remain seated while eating.
- Buy or bring food for yourself only. Do not ask other students for food or money.
- Clean table area before leaving (including the floor).
- Wait to be excused for Honor Time and listen to all instructions quietly.
- All food items must be consumed in the Commons area only (Exceptions may be made for classroom activities with teacher permission).
- Use restrooms in Commons area only during lunch and Honor Time. A, B & C halls are closed to student who are at lunch. Do not visit locker during lunch.

## SCHOOL COUNSELING

Counselors are available to help students with school and personal concerns. Students must have a signed pass to see a counselor during class time. Students may complete a counselor request form and place it in the mailbox outside the Counseling Office to arrange an appointment. During the school year, our counselors coordinate and administer the student testing program (MSP), register and orient students, provide individual and group counseling groups, assist students in conflict resolution, make outside counseling contacts and referrals, and monitor student academic and social/behavioral performance.

## PTSA STUDENT STORE

The PTSA Student Store is operated by the Key Peninsula Middle School Parent Teacher Student Association (PTSA). The store offers snacks and school supplies. Profits from sales are donated to classrooms and students, and used for other PTSA activities. Parents can contact the school or PTSA members if interested in volunteering in the student store

## HEALTH ROOM

While good attendance is very important, students should not come to school if they **have a rash, are not feeling well, within 24 hours of vomiting or diarrhea, or when running a fever of over 100 degrees.** If they come to the health room with these symptoms, they will be sent home. If a student is feeling ill while at school, their teacher should be asked for a pass to see the nurse or health technician. Students will not be seen in the health room without a pass from a teacher except in the case of an injury or other medical emergency.

Injuries and illnesses will be attended by the health technician, the school nurse and/or office personnel. Students should visit the health room prior to contacting a parent so we can determine the nature and extent of an injury or illness. **No student will be released unless a parent or documented emergency contact person is contacted and arrangements are made for transportation and supervision.**

## **Medication at School**

By law, all medications taken at school, **whether prescribed by a doctor or over-the-counter**, must be provided in the **original container** and kept in the health room except for inhalers. This includes aspirin, cold and allergy medications and cough syrup. Students may carry inhalers if parent/doctor permission form is on file at the school. Law requires the doctor's instructions for administering (**signed by the doctor**) as well as **written parent permission** for a student to be given medication at school.

## **Student Medical/Dental Insurance**

Medical and dental insurance is offered through the school on a group policy supplied by an independent provider for a nominal cost. Information is available in the main office and may be purchased annually. **All students involved in athletics must be covered by personal medical insurance plan.**

## **VISITOR POLICY**

At KPMS, parents are always welcome. To meet with a specific staff member during regular school hours a parent should call and make an appointment. All visitors must first check in at the main office and obtain a guest badge to wear while on our campus. As teachers and other staff are often committed and required at during-school, before/after school meetings, we ask for 24 hours notice prior to the visit by calling the Counseling Office.

## **TELEPHONE USAGE**

Due to a shortage of incoming lines, student use of the office phone must be limited to **emergencies only**. Messages to students will be delivered at the end of class periods or during lunch periods to minimize disruptions to classes.

## **BUS TRANSPORTATION**

**Bus Passes** - Students who wish to go home with a friend or ride a bus other than his/her assigned bus need to bring a written request from a parent. Students must bring this note to the office before school begins, or during Honor Time. Permission will be denied if the bus requested is at capacity. **District policy prevents us from allowing phone or verbal permission for riding an alternate bus.**

## **Emergency Bus Routes/Procedures**

Emergency bus routes and procedures, including radio/television stations broadcasting emergency transportation messages during bad weather are provided to students in the fall. If Peninsula School District is **not** mentioned on the radio, (KIRO 710 AM, KOMO 1000 AM, KING 1090 AM, KGHP 89.3, 89.9. 104.5 FM, KIRO 100.7 FM), or TV (KING 5, KIRO 7, KOMO 4), or listed on the internet at [www.schoolreport.org](http://www.schoolreport.org), assume that school is operating on a normal schedule. If snow occurs during a school day in sufficient quantity to release students early media will be informed. Students and parents should have a plan if weather or other emergency causes an early dismissal.

## **BOOKKEEPER~~~FEES AND FINES**

**The Bookkeeper's Office is open to students before school and at Lunch/Honor Time only.**

P.E. uniforms, Band and Choir supplies, Cougar Sweatshirts and T's, locks, and fundraising items (i.e., magazines and cookie dough) are sold through the Bookkeeper's Office.

Fines for lost or damaged materials and elective class fees also are paid at the bookkeeper's office. Class fees **may be waived or reduced** using the same guidelines that apply to the **Free/Reduced Lunch applications**. A Fee Waiver form may be obtained from the school office and **must be on file in order to receive waived or reduced fees**. A *new* Fee Waiver form must be submitted each year.

**Fines must be paid prior to student participation in sports/activities and release of yearbooks and grade reports.**

## TEXTBOOK POLICY

Basic textbooks are on loan for student use during the school year. **Each student is to record her/his name in ink on the inside cover of the textbook. All books should be protected by book covers.** Students will be charged for lost or damaged textbooks. At the end of the year, report cards and yearbooks may be withheld for non-payment of lost or damaged textbooks.

## LIBRARY MEDIA CENTER

The KPMS Library Media Center is designed to be student-friendly. Students are encouraged to visit the library not only for information, but for recreation, too. Outstanding student projects are often displayed in the Library Media Center. The Library is located in the center of our school and is open during regular school hours, including Honor Time. **NOTE:** Students who sign out library materials will be held financially responsible for any loss or damage to those materials.

## LOCKERS

Lockers are issued to all students. **STUDENTS MUST USE ONLY HIS/HER ASSIGNED LOCKER.** Each locker has an attached combination lock. To assure that belongings are secure, students should never share their locker combination with anyone.

## LOST AND FOUND

All articles of value found in the building should be turned in to the office. Unmarked items will be placed in Lost and Found and unclaimed items will be donated to charity throughout the year..

## ASSOCIATED STUDENT BODY (ASB)

At KPMS we have an active Associated Student Body, Student Council and Leadership class. Through elected representatives, all students have the opportunity to voice their opinion concerning school activities and projects.

### Activity Cards

Activity cards are one source of income for the ASB fund. The cost for the cards is **\$20.00** these funds help to pay after school clubs, activities, Honor Time equipment and much more. Students who purchase an ASB card will receive discounts on dance activities, yearbooks, entry into special activities and other privileges throughout the year. ASB cards are **required** to participate in **all clubs** and **sports** activities. **ASB card discounts apply only to the person whose name appears on the card.**

### Fundraising Activities

Each year students help raise funds for clubs and to support school-wide activities for students. Money earned from fundraisers are spent on ASB equipment and services, such as co-curricular and athletic equipment, sports referees, uniforms, special assemblies, leadership and yearbook training programs, and student recognition programs and awards.

### Activities

Many clubs and activities will be offered through ASB. Listen closely to morning announcements for opportunities to have fun, make friends and improve skills in a variety of areas. Each club/activity has guidelines and expectations. Many special activities and events take place throughout the school year. The *Cougar Chronicle* school newsletter lists information about upcoming events. Information is also posted on the KPMS website.

Students need to arrange after school transportation home well in advance. Students attending school activities are required to remain at the site of the event and may not wander around the campus. Students must be picked up within fifteen (15) minutes following the end of an activity or event or the privilege of attending future events/activities may be lost.

**Dances** are sponsored by the ASB and are supervised by staff and parents. Tickets are sold the day of the dance during all three lunches. Dances begin at 2:45 pm and end at 4:45 pm. Following all rules, displaying respectful behavior and being picked up promptly will ensure continued participation in activities. Students are expected to be at school **all** day prior to the event in order to participate.

**All** outstanding fees and fines must be cleared in order to participate in sports and year end events. To assure participation, students may check with the school bookkeeper about the status of their account before purchasing tickets.

## **ATHLETICS/SCHOOL SPORTS**

Many students enjoy a variety of after-school sports programs at KPMS. These athletic programs focus on skill development and encourage student involvement as part of a team and promote a spirit of cooperation, fair play and good sportsmanship. Students have opportunities to compete against other student athletes in the district. Because travel is necessary, students are sometimes taken out of afternoon classes early and miss class work which they are expected to complete and turn in following each teacher's make-up work policy.

### **Athletics Eligibility**

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

- A current physical completed and signed by a licensed health care provider must be on file at school. (Valid for 2 years/24 months from date of physical)
- Required *Student Information for Participation in Athletics/Activities* (Salmon)
- PSD *School Eligibility Form* (Lavender)
- *Risk Management Pool – Sport Specific Safety Guidelines* (Buff)
- PSD **Secondary Parent/Student Rights and Responsibilities Handbook – Code of Conduct Acknowledgement Form** (see Activities Code of Conduct section for detailed eligibility requirements)
- Student **must** hold a current KPMS Associated Student Body (ASB) card, \$20
- Pay to Play fees (varies)
- All outstanding fines and fees must be paid. See Bookkeeper for information
- Student **must** have a 2.0 gpa or above on last transcribed grade
- Student may not be failing any core subjects at time of sport
- Please visit our website if you have questions or are looking for information on upcoming events.  
<http://www.psd401.net>