



Adaline E. Kent Middle School
Parent and Student Handbook
2023/24

Kent Middle School
Our Social Vision for Our School

The Kent Middle School community works to ensure that each Kent Falcon reaches their fullest academic, social, and creative potential. Each member of our community is nurtured to reach high, work hard, and be kind.

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.

Grade Level Throughlines:

What is a through line?

A through line is a theme and/or concept consistent across the experience of a grade level, with the intention to integrate the concept within curricular areas, advisory, school-wide activities, etc.

How will we use our through lines?

We will look for opportunities to integrate through lines into curricular areas, and school-wide initiatives. Students will be very familiar with their grade level through line, and it will be a topic we regularly revisit and reinforce with our students.

<u>5th Grade:</u> Independence: How can I take charge of myself and contribute in all of my communities?
<u>6th Grade:</u> Impact: How do my choices and actions affect me, my family, my community?
<u>7th Grade:</u> Perseverance: How can I learn from my mistakes and grow?
<u>8th Grade:</u> Legacy: How do my actions and my words define my character?

Profile of a Socially Conscious Graduating 8th Grade Student

The Kentfield School District strives to prepare students to contribute to their future communities with a global perspective, while displaying compassion for others. To this end, we have established profile statements to describe the knowledge, skills, and attributes we strive to nurture within our students prior to their graduation from Kent Middle School.

Knowledge: *A Socially Conscious 8th Grader Prepared to Influence Positive Social Change Knows...*

- That lived experience across History and geography differs significantly among groups of people, and that those in power control privilege and wealth, and perpetuate disproportionate patterns.
- That true knowledge of History requires seeking out and learning multiple perspectives, including the viewpoints of those not typically represented in History curriculum.
- That oppression of various identities including race, sex/gender, class, sexual orientation, age, ability, and religious beliefs has shaped the lived experience of members of these groups.
- That people have addressed social injustice through a variety of actions, and these movements are vehicles to create positive change

Skills: *A Socially Conscious 8th Grader Prepared to Influence Positive Social Change Will Be Able To...*

- Demonstrate self-awareness, self-efficacy, and self-management. Express pride in their identity without denying the value of others.
- Interact comfortably regarding differences/disagreement, demonstrate curiosity for connecting and relating to others with empathy and build strong relationship skills.
- Read and think critically, be responsible and ethical with their actions and decisions, and identify personal bias.
- Have difficult conversations in a respectful manner, show proficiency in communication skills such as listening, speaking, writing and presenting, and use these skills to speak up and out.

Attributes: *A Socially Conscious 8th Grader Prepared to Influence Positive Social Change...*

- Is a good listener, a flexible thinker, reflective and inquisitive, and has a growth mindset.
- Is open-minded and inclusive, respectfully curious, empathetic and kind, and strives to value others without judgment.
- Seeks to understand their place as a global citizen, attempts to view social dynamics through an equity lens, and uses a personal moral compass as a guide to do the right thing.
- Is willing to move out of their comfort zone, advocates for oneself and others, and strives to have courage to speak one's truth and/or take action.

ACADEMIC PROGRAM

Kent Middle School (Kent) is part of the Kentfield School District, a dynamic learning community that prepares individuals for a lifetime of intellectual exploration, personal growth, and social responsibility. The District's strategic plan motivates students, teachers, and community members to value diversity among all stakeholders, seek inspiring academic and creative pursuits, and to establish connection between each other, our learning, and our world. Kent inspires and challenges all students to live, learn, and lead to their fullest potential, while also providing a high quality education that empowers every student to reach high, work hard, and be kind. Highlights of the campus include our extensive solar powered generation facilities, a fully stocked woodshop and Maker's Space, art facilities, two learning centers, science lab spaces, a full library, our dedicated music building, and extensive athletic facilities.

Kent Middle School focuses on educating the whole child, balancing academic rigor with social and emotional wellness. We strive to pique student interest and curiosity, creating independently driven learners. By leveraging the talents, skills, and passions of our staff, we are able to maximize student learning. At the beginning of each day, students are greeted by their teachers and the Falcon News broadcast, a daily news show produced by students that makes timely announcements and highlights the many extra-curricular activities available. Kent Middle School staff are committed and exceptional educators who work collaboratively to create inquiry-based learning activities and student-specific intervention strategies. For students requiring additional support before and during school, intervention programs are offered in both reading and mathematics. Targeted special education supports are provided by highly skilled and highly qualified education specialists, for those students who qualify.

Our English Language Arts and Math teachers design and implement rigorous, challenging, and differentiated Common Core aligned instruction designed to meet the diverse needs of all learners. Our Science department implements the Next Generation Science Standards (NGSS) through innovative, lab-based science instruction. Our History department focuses instruction around essential questions that help students connect their learning of history to inform their understanding of the present. Students' instructional day is enriched with electives including art, music, woodshop, makers, social action, journalism, public speaking, and more. Additionally, Spanish is offered as an academic enrichment for all 7th and 8th graders. Our Physical Education department emphasizes collaboration, teamwork, and skill building through fun and challenging physical activity. Social and emotional development is also a focus and a strength at Kent. Our school implements a robust advisory program where students have common experiences around social and emotional learning and shared problem solving utilizing common lessons and common language across the school. All of these elements, and more, combine to create the unique environment of Kent Middle School, a place where adolescent learning and social growth are nurtured daily.

ACADEMIC EVALUATION

STANDARDS BASED GRADING – Current research in education suggests that traditional A-F grading systems can be detrimental to student learning, confidence, self-image, and academic progress. For this reason, many schools of middle level education, including Kent Middle School, have adopted Standards Based Grading systems to replace A-F grading. At Kent, there are between 12 and 15 learning targets established for each academic class based on academic standards relevant for the course. Enrichment, Spanish, music, and physical education classes each have between 3 and 7 learning targets established for each class. Students will receive feedback from their teachers regarding their progress on these learning targets, utilizing the following descriptors.

Progress Indicators Towards Learning Targets

Beginning (BG)	Approaching (AP)	Meeting (MT)	Exceeding (EX)
Beginning Standard Student is just starting their work in understanding the concept and applying the skill, and likely displays many misunderstandings and lacks consistent success with the skill.	Approaching Standard Student shows understanding of most of the content and can apply the skill with some success.	Meeting Standard Student displays grade level proficiency in their understanding of the content, and application of the skill.	Exceeds Standard Student shows mastery of the content and skill well beyond grade level proficiency.

HABITS OF LEARNING – In addition to academic and creative learning targets, we also provide students feedback on their learning habits. Habits of Learning are academic mindsets, ways of being, and student behaviors that learners employ while participating in school. Habits of Learning refer to how students approach the process of learning and the ways they take on their school responsibilities. At Kent, the Habits of Learning that students are provided feedback on are **Collaboration, Community-Mindedness, Engagement, Independence, Organization, and Work Completion**. The same progress descriptors used to capture a student’s progress toward proficiency on academic and creative learning targets, are utilized to show progress on Habits of Learning.

<u>Habit</u>	<u>Description</u>
Independence	Comes prepared with materials; perseveres when work gets challenging; sets goals and monitors progress in learning; tries new approaches; has a growth mindset
Engagement	Participates in classroom activities and discussions; remains on task during class time; listens actively; shows intellectual curiosity; is reflective
Work Completion	Completes assigned tasks and activities in a timely manner
Collaboration	Works respectfully with others; contributes responsibly in group discussions; generates ideas for others to consider; listens to and builds on others’ ideas
Community Mindedness	Follows classroom norms of behavior; actively seeks and integrates differing perspectives and viewpoints; demonstrates empathy, kindness, and respect towards others
Organization	Utilizes systems/structures to maintain order with materials and with time; submits quality work that meets the criteria of each assignment

REPORTING TO PARENTS – Throughout the school year there will be formal and informal reports on an individual student’s progress toward meeting the essential standards established for each course, and progress on employing Habits of Learning. Parents and students can access markings at any time through the Aeries parent or student portal. Both students and parents may contact an individual teacher whenever there is a concern about missing assignments or student progress (reference staff directory at front of agenda).

REPORT CARDS – Report cards will be finalized three times per year, at the trimester marks. Progress toward standard markings and comments are used for grades five, six, seven and eight, and can be accessed at the end of the trimester through the Aeries parent/student portal.

HOMEWORK GUIDELINES

HOMEWORK DEFINED - Homework consists of required student academic activities completed while not under the direct supervision of the assigning professional educator.

PURPOSE OF HOMEWORK - Homework serves to extend the learning and practice opportunities for students beyond the classroom and the school day, and provides feedback to the teacher and student about how learning is progressing.

HOMEWORK GUIDELINES AT KENT -

- All homework assignments fall into one of the following categories: pre-learning, check for understanding, practice of content already learned, or processing of content already learned.
- Homework must directly connect to classroom learning, and teachers will make every effort to make that connection visible and explicit.
- Homework/projects may be assigned Monday through Thursday, and will not be assigned for the weekends or over school breaks. Students in accelerated math classes (Math 7+ and Algebra) will receive additional homework or assignments during weekends/breaks. Additionally, students may choose to work on long term projects over weekends or breaks.
- In all grades, a 30 minute minimum nightly reading expectation exists as an essential and required component of the daily academic experience outside of school.
- Studying for quizzes and/or tests shall be considered a part of the nightly homework on evenings preceding a quiz and/or test, and should fit within the allocated minutes for that night. Quizzes/tests shall not be given on the day following a weekend or break.
- Homework will not be assigned in Expressions and Enrichment classes with the exception of practice for presentations/performances. Spanish students should spend 10 minutes per night practicing vocabulary/grammar concepts. Music students should spend 20 minutes per night practicing their assigned instrument.
- Teachers clearly post all homework assignments in their classroom with most teachers using Google Classroom. 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 students are consistently unable to complete homework assignments independently, the student shall communicate with the teacher. The teacher, student, and family will create a plan to support the student and address the concern.

The maximum number of homework minutes per night will not exceed:

- Grade 5 – Up to 80 minutes (inclusive of 30 minutes reading and 20 minute instrument practice)
- Grade 6 – Up to 90 minutes (inclusive of 30 minutes reading and 20 minute instrument practice)
- Grade 7– Up to 120 minutes (inclusive of 30 minutes reading and 10 minute Spanish practice)
- Grade 8 – Up to 120 minutes (inclusive of 30 minutes reading and 10 minute Spanish practice)

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. This includes work completed by tutors, friends, parents, or siblings, or work copied and pasted from the Internet;
2. Turning in purchased essays or essays (whole or partial) from the Internet or written by someone else;
3. Turning in writing composed by Artificial Intelligence (AI). Work composed through AI tools is not considered your own original work and is a form of academic dishonesty;
4. Allowing others to copy or claim credit for your work;
5. Having in-view notes or other unauthorized material including technology during a test or other assessment;
6. Giving or receiving answers to a test or other assessment; this includes talking during a test;
7. Forgery: Example, signing documents intended to be signed by your parents;
8. 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. Turning in passages of writing composed by Artificial Intelligence 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 does not receive credit for the assignment in question.
- Teacher contacts parent/guardian and records the incident in Aeries.
- Student is required to redo the assignment in question (at discretion of the teacher)

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

A conference scheduled with Principal or Assistant Principal, student, teacher, and parent to discuss appropriate response.

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 a place to share the love of reading, investigating, and learning. It will be a safe place to be yourself, 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 permitted.
- Students must be respectful, responsible, and kind.

- Destruction, defacing, or theft of materials will result in referral to administration and full monetary replacement of stolen or damaged materials.
- Lost books require the student to purchase a replacement copy of the book.
- Students must use the library's computers for school-related work only.

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.

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.

DISTRICT RULES FOR COMPUTER USE

The following rules apply to all computers, equipment, and systems owned or operated by the Kentfield School District. **Failure to comply with these rules may result in the temporary or permanent loss of some or all computer privileges.**

In addition, students must also follow the rules described in the Student Acceptable Use Agreement And Release Of District From Liability (board policy E 6164.3). Students will not have access to the Internet until their parent or guardian has signed the portion of the online registration covering such use.

Students who are issued an assigned device through the 1:1 program must also agree to follow the rules described in the 1:1 Program Agreement for Families and Students

1. No student may reveal any **personal information**, such as name, address, phone number, email address, or school affiliation, on any website (S)he/they 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, iPads, 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 not touch anyone else's mouse, trackpad, keyboard, or other computer accessory, unless instructed to do so by the teacher.
13. **Food and drink** are not permitted around computers.
14. **Magnets** are not permitted near computers or other computer equipment.
15. Students may only share documents or files with others (the electronic Share function in Google or similar applications) for a specific school-related project, and only with permission of the teacher.

STUDENT ACTIVITIES

Kent Middle School provides opportunities for our students to grow and thrive through social activities and athletics. We encourage all students to pursue interests in areas outside of academics, and to become involved in school through participation in a wide range of student activities.

GOOD CITIZENSHIP – Students are encouraged to assist in school activities such as helping in the library, aiding staff members, and cleaning the campus. A “Falcon Feather” will recognize acts of integrity, good citizenship, and special service. Falcon Feather awards are given to students by any staff member, and may lead to prizes and future student recognition.

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, Mathletes, and Margie Burke Speech Competition. These activities provide special ways to extend the learning experience.

COMMUNITY SERVICE – 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.

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

- Community drive projects organized by student activities and approved by the Student Leadership Board;
- 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!

Each school year, the following hours are suggested:

- 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*)

STUDENT LEADERSHIP BOARD – The primary purpose of the Student Leadership Board 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. 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 typically assigned to the same house as one another. 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, Spirit, Scrapbook, Graduation, and Yearbook. These committees meet regularly during lunch. A wide variety of lunchtime clubs are offered daily at Kent. Clubs are all student run, with the support of a staff advisor, typically a teacher who permits the club to meet in their classroom. Examples of successful clubs include the Eco-Action Club, knitting club, chess club, Dungeons and Dragons club, and much, much more!

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 (5th grade included), flag football, volleyball, basketball, and golf. 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, which are sponsored by the Student Leadership Board and organized by a committee of 8th Grade student representatives. Fifth and Sixth graders can participate in a Games Night each spring. The parent Graduation Committee sponsors and runs the eighth grade graduation dance on the last day of school.

REQUIREMENTS FOR STUDENT ACTIVITIES AND SPORTS PARTICIPATION – 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 they may not participate in any school events, such as sports, track meets, plays, games nights, or dances on that date.

COUNSELING PROGRAM

Students may make an appointment to see the counselor by filling out a request form provided by the office or counselor. The counselor is available to help students with academic, social and family challenges, or any matters that interfere with learning. In addition to our school counselors, we also host a counseling intern, who may work with individual students and student groups, in partnership with our school counselors.

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.

Diana Bokaie	Counselor, Liaison to 7th & 8th grades	dbokaie@kentfieldschools.org
Debbie Freed	Counselor, Liaison to 5th and 6th grades	dfreed@kentfieldschools.org
Corey Shaw	Counselor, Liaison to 5th & 6th grades	cshaw@kentfieldschools.org
Geoffrey Murakami	Counseling Intern	gmurakami@kentfieldschools.org

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 at school before 8:15 AM except for attendance in a “zero” period music or intervention class. Additionally, students are expected to leave campus at the conclusion of school each day. There is no school sponsored supervision on campus prior to 8:15 AM on school days, and school sponsored supervision concludes 15 minutes after the end of school each day.

VERIFYING ABSENCES – Parents or guardians must verify all absences by calling the 24 hr. attendance voicemail line 458-5972 or email kent-attendance@kentfieldschools.org as soon as possible.

- Any absence that has not been verified by a parent/guardian within 1 day will be considered unexcused.
- Students arriving late are to report to the attendance office 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.

UNEXCUSED ABSENCES – 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: unsatisfactory work completion, missed learning opportunities, referral to administration, and/or referral to the Student Attendance Review Board.

CHRONIC ABSENTEEISM - Per California *Education Code (EC)* Section 60901(c)(1) a student who is absent for any reason (excused or unexcused) for 10% or more school days from the date of enrollment to current date is considered chronically absent. Chronic absenteeism can lead to academic challenge, social and emotional struggles, and overall disconnection from school. School attendance is compulsory in California, and Kent staff will work closely with families of chronically absent students to ensure attendance patterns improve.

TRUANCY & STUDENT ATTENDANCE REVIEW BOARD – 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 for 30 or more minutes 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 an administrator as a means of intervention, meeting with the Superintendent, and/or request to appear before the Marin County Office of Education Student Attendance Review Board (SARB), which may result in legal consequences and/or 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 accumulates tardies in their attendance record, the school will respond to support improved attendance.

- Grade level administrators will monitor student tardies and intervene following the below standards in an effort to improve attendance patterns.
 - 5 Tardies in One Trimester - Conversation with Administrator, Note Home to Family
 - 10 Tardies in One Trimester - Lunchtime Detention / Community Service Assigned
 - 15 Tardies in One Trimester - Additional Lunchtime Detention / Community Service Assigned, Meeting with Administrator/Family
 - 20 Tardies in One Trimester - 2 Additional Lunchtime Detentions / Community Service, Meeting with Administrator/Family
- Teachers will notify parents when a student’s tardies are affecting their performance in class and will reflect tardiness on the report card.

ATTENDANCE NOTICES - Kent Middle School teachers and administration expect consistent and timely school attendance from all students. When students experience irregular attendance patterns, families can expect to receive notifications from the school to draw attention to attendance concerns. Attendance notices are sent out at regular intervals for students with unexcused absences, students who are chronically absent from school, and students who are consistently tardy to 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. It is each individual teacher’s discretion to excuse classwork missed due to absence.

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.

MAKE-UP WORK – Students who miss school work 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.

- **Homework may not be requested through the office.** In the event of a **planned or excused** absence it is the student's responsibility to check with all teachers to obtain assignments. In the case of an **unplanned** absence, it is expected that students will obtain any missed classwork and homework assignments, as soon as possible. Handouts and other written materials are available upon return to school, or may also be accessed through Google Classroom. 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.

INDEPENDENT STUDY

Under Kentfield School District policy, independent study can be requested 7 days prior to a planned absence of 6 to 10 school days. 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 may not be accepted. It is the parent/guardians and student's responsibility to request, pick up, and turn in work upon their return to school. For absences that exceed 10 days, it is the responsibility of the parents/guardians to provide for the educational needs of their child. Please contact the Kent School office for more information.

STUDENT HEALTH

COVID-19 MITIGATION STRATEGIES – We are committed to follow all local and state public health requirements with regard to Covid-19 mitigation strategies. The Kentfield School District considers all public health recommendations seriously, and establishes requirements and expectations for Covid-19 mitigation strategies in our school community.

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/or have vomited, and for 24 hours following the end of the fever and/or vomiting. They also need to stay home for 24 hours following the 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.

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 Aeries 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: Tdap, 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.

MEDICATIONS – 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 an Authorization to Administer Medication form signed by 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.

PUBERTY AND SEXUAL EDUCATION – Parents will be notified before any puberty and/or sexual education classes are held. Puberty education is typically a part of the 5th grade program, while sex education and responsible decision making is a part of the 7th and 8th grade programs.

GENERAL INFORMATION

Full text of all District policies are available on the following page, also accessible through the district website:
(<http://www.gamutonline.net/district/kentfieldesd/>)

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

FORGOTTEN ITEMS FROM HOME – Please communicate ahead of time with your child about delivering their 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 to check the school office if they have forgotten a homework assignment, lunch, money, musical instrument, or after school equipment. Given the complexities of a middle school day and middle school schedule, we may not be able to 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 at any time in the morning, even just to drop off a backpack, they are required to remain on school grounds 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 sign out log 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 – If a student needs to leave early, a parent or guardian must come into the office and sign the student out. If this is someone other than an authorized adult in Aeries, then a written note or phone call to the office is

required. If checked out early, students may only walk or ride their bike home after a parent/guardian checks the child out from school in person.

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, which 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 and yoga pants
- 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. Yearbooks will be withheld until textbook/library book obligations are met.

LOCKERS – Lockers are assigned to students in grades six, seven and eight grades 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 will be provided one school-issued lock and should not give their locker combination to anyone; locker combinations will be kept in student Aeries account. Students are responsible to keep the school-issued lock on their locker, and will be responsible for the \$10 cost to replace missing school-issued locks. 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 their designee. 6th, 7th, and 8th graders are responsible for bringing one sturdy lock for their PE lockers.

LOCKER RULES FOR USE -

1. All backpacks and their contents need to go into a locker at all times during the school day, with the exception of rolling backpacks, which should be placed under the locker bank.
2. Sports equipment bags and skateboards may be stored under the locker bank – no items can be stored in the office.
3. All musical instruments need to be delivered and dropped off in room 26 between 8:20 and 8:30AM.
4. Rules for school materials:
 - Students should take everything they need for their first two periods 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 or playing area
 - At the end of lunch, students need to collect their materials for the afternoon
5. Backpacks are not allowed to be used during the day.
6. Cell phones, smart watches or electronic devices must be stored in a locked locker.
7. Lunches should be stored in the locker as well.
8. Lockers must be kept locked at all times.

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

BICYCLES, SCOOTERS & SKATEBOARDS – All bicycles and scooters must be stored in the racks provided by the school. Skateboards must be stored below lockers for 6th, 7th and 8th graders, and below backpack hooks in 5th grade. 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.

Bikes must be walked at all times on campus. Riding bicycles and scooters on campus between 8:00am and 4:00PM is not permitted.

BREAKFAST – Grab-and-go items will be available before every school day for children who need breakfast.

LUNCH PROCEDURES – Lunch is provided for free to any student at school who may need one. Students are expected to form lines and to behave in a reasonable manner in the lunchline. Students must eat lunch in the lunch plaza. Students are to remain there until the conclusion of their eating period. Food is not to be taken to any of the playing areas on campus. All trash is to be placed in the proper receptacles, including the blue recycling and green compost bins provided.

CHEWING GUM - Chewing gum is not allowed during the school day unless pre-arranged with a teacher.

PERSONAL ITEMS – Personal items irrelevant to the school experience should be left at home. Personal technology devices are to be used only for class work and only with prior consent of the principal. Unnecessary sums of money and valuables should never be brought to school.

LOST & 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 – Kent students do not need to have cell phones, smart watches, or any other electronic device at school. If students choose to bring these items to school, they must be secured in their lockers (6th/7th/8th) or backpacks (5th) from 8:15AM until the end of the school day. The only exception are calculators. This guideline applies while students are on a school field trip or other off-campus activity, unless an exception is made by a sponsoring school staff member. Kent Middle School is not responsible for the damage, loss, or theft of any personal electronic devices brought onto school property.

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 in Aeries.
- Subsequent misuse by a student will require a parent/guardian to pick up the cell phone, smart watch, or personal electronic device from the school office, and the offense will be logged in Aeries.
- Chronic misuse by a student of a phone, smart watch, or electronic device may include additional disciplinary action, and electronic devices will only be released to the possession of a student's parent/guardian.

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 does 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 their maximum potential. It is our intent to nurture all aspects of each child: social-emotional, academic, behavioral, creative, and ethical.

When student behavior interferes with a positive learning environment, it is the staff's obligation to intervene and address the effects of misbehavior, 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.

Behavior that interferes with a positive learning environment at Kent, may result in the following:

1. Warning issued and conference with student and the teacher/staff member held
2. Restorative process followed in order to repair harm caused by misbehavior
3. Discipline referral issued by a teacher/staff member which may include detention / community service. Teacher/staff member will notify parent(s)/guardian(s) of the detention / community service
4. Payment for damages, if incurred
5. Meeting with administration and/or counselor
6. Removal from class, recess, lunch, or other activity
7. Loss of privilege, such as a school activity (e.g., assemblies, field trips, after school athletics, track meets, dances, and games night)
8. Suspension
9. Notification to law enforcement
10. Expulsion

Typically, behavior that interferes with a safe and positive school environment occurs during the course of the school day. At times, student behavior outside of the regular school day may negatively impact other student(s)' ability to experience a safe and positive school environment while at school. When student behavior outside of school negatively impacts the school experience for other students, school administration may need to respond with disciplinary action.

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 – This 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 students have not changed inappropriate behavior (such as a warning or a phone call/email to parents).

LOSS OF PRIVILEGE – A student who has committed a serious infraction of the rules or a number of minor infractions may receive a Loss of Privilege. This is intended to raise the student's awareness of the need to follow behavior expectations and school rules, and to teach the student to be accountable for their own conduct. Examples of privileges that students may be ineligible to participate in include extracurricular activities such as: dances, after school athletics, 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.

SUSPENSION (Education Code 48900) – This is the removal of a student from the school environment for a predetermined length of time. In general, first offenses receive a one to three day suspension. Serious or repeat offenses

will receive a three to five day suspension. Parents/guardians will be notified when a student is suspended and will assume responsibility of their child 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, vaping and/or e-cigarettes, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, and chew packets. 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 their 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) “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:

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

(B) 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.

(C) 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 who exercises average care, skill, and judgment in conduct for a person of their age, including, but not limited to, a pupil with unique learning needs

(A) While on school grounds.

(B) While going to or coming from school.

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

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

EXPULSION (Education Code 48915) – This 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 they have 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 they find 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.

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.

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.

- **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 RELATED TO BULLYING & HARASSMENT

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. **Cyberbullying** – Refers to the use of cellphones, text messages, emails, instant messaging, chat rooms, web blogs and social networking sites to bully another student in any of the ways described above. Examples of cyberbullying are sending threatening or insulting messages by phone and email, 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 DM 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 email that was meant for an individual student.

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. The district takes this very seriously and there will be serious consequences for violators. Complaints should be made to either the school counselor or school administrator.

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). 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 incidents very seriously when students make remarks 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.

SOLUTION TEAM RESPONSE TO BULLYING

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

Kent Middle School Our Focus on Students

Our primary focus at Kent Middle School is to maximize the academic, social, and creative potential of each of our 5th-8th grade Falcons. This aligns with the description of the KSD community shared in the strategic plan:

- The Kentfield School District provides a rich, high-quality education in a learning environment that is physically and emotionally safe for all students and teachers. Social emotional learning and character development are valued alongside academics.
- We strive to inspire students to pursue their passions through teaching practices that are student-centered, inquiry based, and provide a culture of innovation where students can discover and pursue their passions.
- Our campuses are welcoming, inclusive, well-maintained and conducive to optimal student learning.

We strive to achieve these three ideals through our intentional student-centered work and through the implementation of the clear structures and guidelines outlined in this handbook.