

Kilbourne Middle School

Pathways

Student Handbook

A National and Ohio State School to Watch

A Quality School Community

2016 - 2017

50 East Dublin-Granville Road
Worthington, Ohio 43085
614-450-4200

Name: _____

Address: _____

City: _____ Zip code: _____

Phone: _____



Cardinal Creed

Responsibility

I am kind to others.
What others say matters.
Our decisions affect each other.
I have a positive attitude.

Respect

I am respectful.
I am unique and worthy.
Everyone is important.
What I say matters.

Ownership

I make responsible decisions.
I make good choices.
I am committed to learning.
We thrive in a productive environment.
Together we can accomplish great things.

I am a Kilbourne Cardinal.
We have Cardinal Pride.

Mission

Kilbourne Middle School prepares students to be confident, active citizens who are self-directed lifelong learners.

Vision

Kilbourne Middle School is a student-centered educational community. We strengthen academic, emotional and social skills. We embrace diversity. We celebrate individual qualities and achievements. We prepare students for a successful future.

Welcome

Dear Kilbourne Middle School Student,

Welcome to Kilbourne Middle School where opportunities for personal growth and intellectual development are limitless! **RESPONSIBILITY, RESPECT** and **OWNERSHIP** are the guiding principles of our school. Our **Cardinal Creed** will be your roadmap to a successful year. We believe receiving support from a caring and enthusiastic staff, your family, and the community will help you to reach new heights in your educational experience. The courses and schedule were designed with you in mind.

In addition to academic and personal growth, we expect you to demonstrate social growth. You will meet new friends and assume new responsibilities. You will also be expected to continue to demonstrate respect for the rights and property of your fellow classmates and of the Kilbourne staff. The information in this handbook is intended to help you meet those responsibilities of good citizenship.

Read this handbook, share it with your parents and get ready for one terrific year. We are glad you're here. You are important!

Sincerely,



Pete Scully
Principal

1. Strive for Academic Excellence

Academic excellence is the primary goal of Kilbourne Middle School. Students who achieve excellence are recognized throughout the year in special programs, in announcements, on bulletin boards and in the newsletter. There are also academic eligibility requirements for participation in the interscholastic athletic program of seventh and eighth graders.

Here are some hints to help you achieve academic excellence:

- Always bring the appropriate materials to class.
- Be sure to ask questions if you don't understand. There will be others who will be glad you did!
- Keep yourself organized.
- Keep an accurate list of assignments. Use your agenda and the school website to help you.
- Keep yourself up to date on all assignments.
- Set aside time for studying each school night. If you have finished your assignments before the time is up, use the rest of the time to read or review.
- Participate in class.

Honor and Merit Roll

The Honor Roll is made up of students with a 3.5 grade point average or higher. The Merit Roll is made up of students with a 3.0 to 3.499.

Calculation of Grade Point Average (GPA)

To find the weighted value, take the grade earned and multiply it by the credit for the course. Add up all of the weighted values and divide it by the total credits.

Example:

Course	Credit	Grade	Value	Weighted Value
Language Arts	1.0	A	4	4.0
Math	1.0	A	4	4.0
Science	1.0	B	3	3.0
Social Studies	1.0	A	4	4.0
Media Literacy	.50	B	3	1.5
Health & Wellness	.50	A	4	2.0
French	1.0	B	3	3.0
	Total = 6.0			21.5

21.5 divided by 6.0 = 3.58 GPA (Honor Roll)

Promotion Requirements

Students failing two or more core subjects for the year will be retained upon the recommendation of the administration and the teachers. Core subjects are math, language arts, science and social studies.

2. Assume Responsibility for Your Learning and Behavior

One of Kilbourne Middle School's goals is to maintain a POSITIVE, PREDICTABLE ENVIRONMENT. This allows students and teachers to successfully participate in the teaching-learning process as well as to enjoy a more pleasant and safe school experience. Choose to meet school expectations and you will help to create an environment where academic success and personal growth can be achieved.

We expect our students to:

- Attend school and class every day.
- Arrive at school and class on time.
- Know and follow all system-wide, school and classroom rules.
- Treat each other and adults with respect.
- Take appropriate care of all school property.
- Keep the school clean and free from litter and graffiti.
- Participate in school activities.
- Act as a link between school and home by sharing your assignments and grades with your parent/guardian.

Staff and students have identified rules that will help us achieve our goal of student success. Your teachers will discuss rules and consequences with you throughout the school year.

Classroom Standards

- Come to class prepared with all necessary materials.
- Raise hand for permission to speak or leave your seat.
- Follow teacher's directions.
- Follow all school rules.
- Handheld devices are to remain silenced and put away unless otherwise directed by the teacher.

System-Wide Discipline Policy

Kilbourne Middle School also follows the system-wide discipline policy. The policy can be found at worthington.k12.oh.us/KMS. It is your responsibility to be aware of and follow this policy.

School Standards

- Keep hands, feet and objects to oneself.
- Refrain from engaging in dangerous behavior.
- Refrain from using harmful substances.
- Obtain permission to leave class, miss a class or miss school.
- Refrain from using profanity or obscene language.
- Refrain from yelling or shouting in the building.
- Walk in the building.
- Arrive to class on time.
- Follow staff directions the first time they are given.
- Respect the rights and property of others.
- Have a hall pass whenever out of the classroom.
- Wear appropriate clothes to school.
- Cell phones, head phones and other handheld electronic devices are permitted to be used before school, after school, during lunch/seminar or at teacher discretion only.

After-School Activity Standards

- Activities are for KMS students only. No guests are allowed.
- Arrive at the activity within fifteen minutes of its starting time.
- Have written permission from your parent/guardian if you plan to leave the activity before the ending time.
- Remain in the designated area throughout the activity.
- All school rules apply.
- Any violation of the KMS Student Code of Conduct more serious than a detention shall result in student losing their privilege to attend student after school social activities for a period of time to be determined at the principal's discretion.

3. Be Involved in Your School Community

Assemblies

Throughout the school year we will have assemblies as a regular part of the school program. It is necessary that our students conduct themselves in a courteous manner and comply with the following guidelines:

- Walk quietly in a single file line for the assembly. No talking. Be seated as directed by your teacher.
- Show respect for those involved in the assembly by being a good spectator.
- Students removed from assemblies for disciplinary reasons may not be allowed to attend future assemblies.

Interscholastic Athletics

We offer a variety sports for seventh and eighth grade students. Completed OHSAA Pre-Participation Physical Evaluation forms are required to try out and to participate in a school sport. They must be turned in prior to your participation. Physicals are good for one calendar year from the date of exam.

ALL student athletes must register using FinalForms at worthington-oh.finalforms.com. Students are only required to register one time for their entire school career. Enter the student information and select each sport in which they plan to participate.

Students must have passing grades in a minimum of five subjects in the previous grading period. Students who are assigned after school detention or a suspension may not practice or compete on those assigned days. Students must attend school for four periods, not including lunch, in order to participate in an athletic event. Student athletes must also agree to abide by the extracurricular Code of Conduct adopted by the Worthington Board of Education. This code prohibits the use of tobacco, alcohol or other illegal substances and requires that a student comply with school rules. Students may be prohibited from participating in extracurricular activities for violations of this code of conduct.

Tryouts begin the first day of the season. The following dates are the official start dates as dictated by OHSAA. Coaches will provide information regarding program specific dates.

Football	August 1
Volleyball	August 1
Cross Country	August 1
Girls Basketball	October 23
Boys Basketball	October 30
Gymnastics	November 6
Wrestling	November 9
8 th Girls Softball	February 22
8 th Boys Baseball	February 22
Boys Lacrosse	February 29
Girls Lacrosse	February 29
Track & Field	March 7
8 th Cheerleading Tryouts	TBA

Participation Fees

Level I fees - \$125.00 All Sports (Level I NOT to exceed \$375.00 per year per student)

Level II fees - \$85.00 Cheerleading

Level III fees - \$35.00 Math Counts, Drama Club, Power of the Pen, Tech Crew (Level II and III not to exceed \$195.00 per year per student)

In addition to participation fees, some sports may have other expenses such as shoes or spirit wear. There is an additional \$10.00 liability insurance fee for cheerleading and lacrosse.

Band/Orchestra

Musicians may become members of either the Kilbourne Band and/or Orchestra. These groups have regularly scheduled rehearsals and take part in many school programs. Band and Orchestra are open to all students who have participated in the elementary program or have taken private lessons and have the music skills appropriate for the grade level and their peers. Attendance at Band and Orchestra concerts is required and part of the graded curriculum for these courses.

Vocal Music

Seventh and eighth grade vocal music students may join the choir. These groups have regularly scheduled rehearsals and take part in many school programs. Choir is open to all students who show an interest to learn and a commitment to practice. Show Choir requires enrollment in choir, band or orchestra. Attendance at Choir and Showchoir concerts is required and part of the graded curriculum for these courses.

Clubs

A variety of academic enrichment opportunities are offered. Math Counts, Book-N-Bag, Board Game Club, Guitar Club, WEB Leaders and Robotics Club are some examples. Watch the announcements for meeting times.

Drama Club

Drama Club members are involved in a school production. Tech Crew is a part of this production. There is a participation fee of \$35.00.

Yearbook

KMS publishes its own yearbook. Students receive order forms at school or yearbooks can be ordered online at ybpay.lifetouch.com. In addition, we welcome any pictures that a student or parent wishes to donate.

4. Know Resources Available to You

Media Center

The Kilbourne Media Center houses a collection of books, reference materials and magazines for research and enjoyment. Students will be scheduled to go to the Media Center as a group through many of their classes. Students may also come to the Library Media Center on an individual basis. There will be a media specialist there to assist. For some assignments, students may need to go to the public library.

Technology

The KMS Media Center houses student computer stations. There are mini-labs in some of the classrooms. All of the mini-lab stations are linked on a local area network. ALL STUDENTS MUST HAVE THEIR PARENT/GUARDIAN PERMISSION BEFORE THEY CAN ACCESS THE NETWORK. Network etiquette is included as part of classroom responsibilities. Students who do not abide by the network guidelines will lose their privilege to use school technology.

Principal

The principal's office is in the main office. The principal's secretary will help you locate the principal. You will also see him throughout the day in classrooms, the hallways and the lunch room.

Dean of Students

The Dean of Students' office is located on the first floor in the main office. If you have any problems related to discipline or classes, you will find help here; however, you do need a pass from your teacher.

The Counselor

The school counselor's office is located on the first floor in room 104. If you have any issues or concerns – personal, social, academic, emotional – you will find help here. If you need to see the counselor, leave a note in the main office.

School Nurse

The clinic is located in the main office complex. Students will need a pass from their teacher to see the nurse. In case of an emergency, come directly to the office.

School Newsletter

Our weekly electronic newsletter is emailed to parent/guardians on Fridays. It contains useful information regarding upcoming school events. Students should also read it as it is our main link of communication.

PTSA

The Parent/Teacher/Student Association meets monthly and students are always welcome. The PTSA funds many student activities and instructional innovation programs through teacher mini-grants.

Contact KMS Staff

If you need to leave a message for a staff member during school hours, please call our main office number, 450-4200. A directory of email addresses for our staff members is available on the district website worthington.k12.oh.us.

Website Information

The Worthington Schools website (worthington.k12.oh.us) is a great resource for information about district and school events, daily announcements, and athletic activities. Parent/guardians will be issued a username and password at the beginning of the school year. Report cards, homework assignments, upcoming events, monthly calendars and school newsletters can be viewed through the website. Select the Kilbourne Middle School link to view information specific to our school.

5. Know School Procedures

The school day begins at 8:45 a.m. and ends at 3:45 p.m. The library is open at 8:00 a.m. Students going to the library must enter the band room doors between 7:55-8:00 a.m. only. All remaining students may arrive as early as 8:15 a.m. Students should enter the building by the Hartford Street doors, go to the Hartford lobby and remain there until 8:30 a.m.

At 8:30, the students will be released to go to their lockers. Students not in their first period class by the 8:45 a.m. bell will be marked tardy. Students who are tardy to school five or more times during a nine week period will be assigned school detentions. Students who continue to be tardy will be assigned after school detention

There are three minutes between classes. If you are not in class when the bell rings, you will be counted as tardy. Three or more class tardies in a grading period will result in a school detention. Students serving three detentions will be assigned after school detention. Failure to attend after school detention will result in a school suspension.

Student Fees

The Worthington School District charges a \$38.00 fee for consumable materials used in the classroom. These fees help purchase materials used by individual students, such as chemicals, paper, paint, PE uniform, etc. Fees can be paid online or by cash, check or money order made payable to **Kilbourne Middle School** during Cardinal Flight.

Change of Address

Any change of address, email, or telephone number **should be reported immediately** to the office. Parent/guardians should update their contact information via the Worthington Schools website. A student moving out of the Worthington School District should have their parent/guardian check with the main office for withdrawal instructions.

School Supplies

Class supply lists are posted on the website and in the main office.

Visitors

Visitors are welcome at our school. It is required, however, that they stop at the office and obtain a visitor's permit, so that the office may know who is in the building. Usually only parents or guardians are allowed to visit classes. Student visitors must obtain permission from the principal. In most cases, no student visitors will be permitted during school hours.

School Buses

School buses leave immediately after school. All school rules apply to the bus as well. Students who ride the bus are expected to be quiet and orderly while on the bus. Students must remain seated when the bus is moving. Students may talk quietly but must avoid shouting or making unnecessary noises. Throwing any type of material is prohibited.

Students who distract the bus driver from concentrating on safe operation of the bus will be reported to the principal. The principal or dean will then determine what disciplinary action is necessary. The student may be prohibited from riding the bus for a designated period of time. Parent/guardians and students must understand that the bus driver's task is an extremely demanding one and that the drivers need cooperation and respect.

Students are expected to ride the assigned bus to and from school. We are aware that situations arise when a student will request permission to ride on a different bus. This should be arranged in advance. **Bring a note, signed by your parent/guardian, to the main office for approval.**

Backpacks

During the school day, large backpacks should be stored in your locker. Drawstring backpacks, small purses or pencil bags are acceptable for use during the school day.

Lockers

You will be issued a locker during Cardinal Flight. **You should not tell anyone your locker combination.** If you forget your combination, the office staff can assist you. Lockers should not be shared. If you have any locker problems, you should notify the office. Nothing should be attached to the inside of your locker that cannot be easily removed at the end of the school year. Use of markers or other writing materials on your locker is not permitted. This will be considered school vandalism and will be handled as a discipline code violation.

Building Access

Bus lobby doors will be unlocked at 8:00 a.m. Students are to remain in the bus lobby until 8:30 a.m. Students are not to be in areas such as the auditorium, library, locker room or band room without an adult supervisor. If a student needs to use the restroom during a class instructional period, they are required to have a pass from their teacher.

Dressing for School

Students are expected to maintain a neat, well-groomed appearance that is not distracting to other students. Students who do not follow the guidelines will be asked to wear school provided clothing or contact a parent/guardian to bring them appropriate clothes. Repeated violations will result in parent/guardian contact, detentions, or suspensions.

- **Any items which depict or imply drugs or alcohol, are sexually suggestive, or are obscene are not acceptable.**
- **Any clothing that is extremely distracting and has the potential to disrupt the academic process is prohibited.**
- **Dress that is inappropriately revealing will not be permitted, including, but not limited to: low necklines, midriff shirts, distressed or ripped clothing that exposes skin which should be covered per dress code requirements, any clothing that reveals undergarments of any kind.**
- **Bandanas, sunglasses, hats, caps, hoods, picks, combs, curlers, or hair nets may not be worn. Sleeveless shirts must have at least a 2-inch wide strap, and rolling waistbands to shorten skirts or shorts is prohibited. Outerwear, including hats, should be secured in your locker. No athletic equipment or cleats may be worn in the building.**

Electronic Devices

Cell phones, head phones and other handheld electronic devices are permitted to be used before and after school, during lunch/seminar or at teacher discretion only. Handheld devices are to remain silenced and put away unless otherwise directed by the teacher. Students are not to use cell phones to call or text anyone during school hours, including their parent/guardians. Cells phones and other handheld devices are not to be used in the Health Office. Students are always welcome to use the office phone.

Public Displays of Affection

The school environment is a place where focus needs to be on the development of academic and appropriate social skills. Public displays of affection are not appropriate in an academic setting. Repeated violations will result in parent/guardian contact, assignment to after school detention or suspension from school.

Cafeteria

Breakfast will be served from 8:15 to 8:35 a.m. A variety of breakfast items are served daily. Students are responsible for cleaning up after themselves and getting to first period class on time.

Lunch consists of a main dish, bread item, milk and two of the following: salad, vegetables, fruit and juice. In addition, there are separate salads, sandwiches and desserts which may be purchased at extra cost. Plate lunches cost \$3.00 and milk is 50¢. Students may also bring lunch from home.

Kilbourne Middle School uses a Point of Sale system that allows parent/guardians to deposit funds in their child's lunch account. Cash or checks should be given to the cashier. Checks should be made payable to **Worthington Board of Education**. Deposits may be made online at mealpayplus.com. Apply for free or reduced lunch online at worthington.k12.oh.us.

All food must be eaten in the cafeteria. Only with special arrangements can students eat outside of the cafeteria. They must be escorted by the supervising adult who is providing permission.

Academic Assist/Advisory

Academic Assist is designed for all students to receive small group or individual time with staff. Activities during this time include, but are not limited to, tutoring, academic intervention, and academic enrichment.

Absences

Parent/guardians should call the **attendance office (450-4210)** or the main office (450-4200) the morning of the absence. If the absence is not reported and the attendance office is unable to verify the absence, the student will be marked unexcused. When returning to school, the parent/guardian should send a signed note to the office explaining the reason for the absence.

To notify the attendance office in advance of an absence, please call or send in a parent/guardian signed note detailing the dates and reason for the absence. It is the student's responsibility to notify teachers of the absence and to collect missed assignments.

If a student is absent for **more than three school days**, a parent/guardian may request homework assignments by calling the office or emailing the teachers. Use the school website to access information about assignments during short term absences.

If a student is required to leave during the school day, a parent/guardian should call or send a note to the office at the beginning of the school day. A parent/guardian is required to come in to the main office and sign the student out.

Tardies

Morning late arrivals should report to the main office with a note from a parent/guardian explaining the tardiness. Please see the KMS Handbook for definitions of excused tardies. For every five unexcused tardies, students will receive a detention. Repeated tardiness will result in being assigned an after school detention. **Once a student arrives at school, they are not permitted to leave the school grounds until the end of the school day.** Doing so will result in an after school detention or suspension from school.

Students are expected to be on time to class. Three unexcused tardies will result in a detention. Continued tardiness in a grading period will result in an after school detention assignment.

Illness or Injury

If a student becomes ill or is injured during the school day, they should report to the health office. If necessary, the health office aide will contact the parent/guardians. Please be sure to keep emergency contact information updated in Infinite Campus.

Medication

If a student requires medication (prescription or over-the-counter) during the school day, it is mandatory that a physician complete a **Medical Authorization Form**. This form can be printed from the district website (worthington.k12.oh.us) or picked up in the KMS office. **The form and the medication, in its original bottle, should be brought to the main office by a parent/guardian.** No other medicine should be brought to school. Staff and/or students are not permitted to give any medicine to students.

Phone Calls

The phone in the main office is to be used for parent/guardian contact or emergency situations only. **Students are not to use cell phones to call or text anyone during school hours, including their parents. Students are always welcome to use the office phone.**

Lost Items

Items found in the school should be turned into the main office. Check the Lost & Found and in the main office for lost items. The Lost & Found is located in the east stairwell across from the gym doors. Students are responsible for their own belongings.

Damaged/Lost Books

Report lost or damaged textbooks to the teacher. There will be a charge for any lost or damaged textbook or library book

Fire, Tornado and Safe Schools Drills

Information about each type of drill is posted in every classroom. Teachers will review emergency procedures with their students. These drills are to be taken very seriously. After school detention will be assigned to those students not following fire, tornado and/or safe schools drill instructions.

School Closing

School closing information will be announced over radio and television stations beginning at 6:00 a.m. Parent/guardians will also be notified through a phone call, text message and email by the district messenger system. It is imperative that all contact information is kept current in the Infinite Campus student information system.

Bell Schedules

Regular Schedule (#1)			A.M. Assembly Schedule (#4)		
Period	Begins	Ends	Period	Begins	Ends
1 st	8:45	9:31	Assembly	8:45	9:35
2 nd	9:34	10:20	1 st	9:38	10:19
3 rd	10:23	11:09	2 nd	10:22	11:03
4A	11:12	11:35	3 rd	11:06	11:47
4B	11:35	11:58	4A	11:50	12:12
5A	12:01	12:24	4B	12:14	12:36
5B	12:24	12:47	5A	12:39	1:01
6 th	12:50	1:36	5B	1:03	1:25
7 th	1:39	2:25	6 th	1:28	2:09
8 th	2:28	3:13	7 th	2:12	2:53
Assist	3:17	3:45	8 th	2:56	3:45
				No Assist	
2 Hour Delay Schedule (#3)			P.M. Assembly Schedule (#5)		
Period	Begins	Ends	Period	Begins	Ends
1 st	10:45	11:15	1 st	8:45	9:26
2 nd	11:18	11:48	2 nd	9:29	10:10
4A	11:50	12:12	3 rd	10:13	10:54
4B	12:14	12:36	4A	10:57	11:19
5A	12:38	1:00	4B	11:21	11:43
5B	1:02	1:24	5A	11:45	12:07
3 rd	1:26	1:56	5B	12:09	12:31
6 th	1:59	2:29	6 th	12:34	1:15
7 th	2:32	3:02	7 th	1:18	1:59
8 th	3:05	3:45	8 th	2:02	2:52
	No Assist		Assembly	2:55	3:45

**WORTHINGTON SCHOOLS
2016-2017 CALENDAR**

First Nine Weeks: August 17 – October 14

August 17 Classes Start

September 5 Labor Day (No Classes)

Second Nine Weeks: October 17 – December 16

October 21 Teacher Collaboration (No Classes)

November 23-25 Thanksgiving Break (No Classes)

December 19 – January 2 Winter Break (No Classes)

Third Nine Weeks: January 3 – March 9

January 3 Classes Resume

January 16 Martin Luther King, JR. Day (No Classes)

February 20 Presidents Day (No Classes)

March 10 In-Lieu of Parent Teacher Conferences (No Classes)

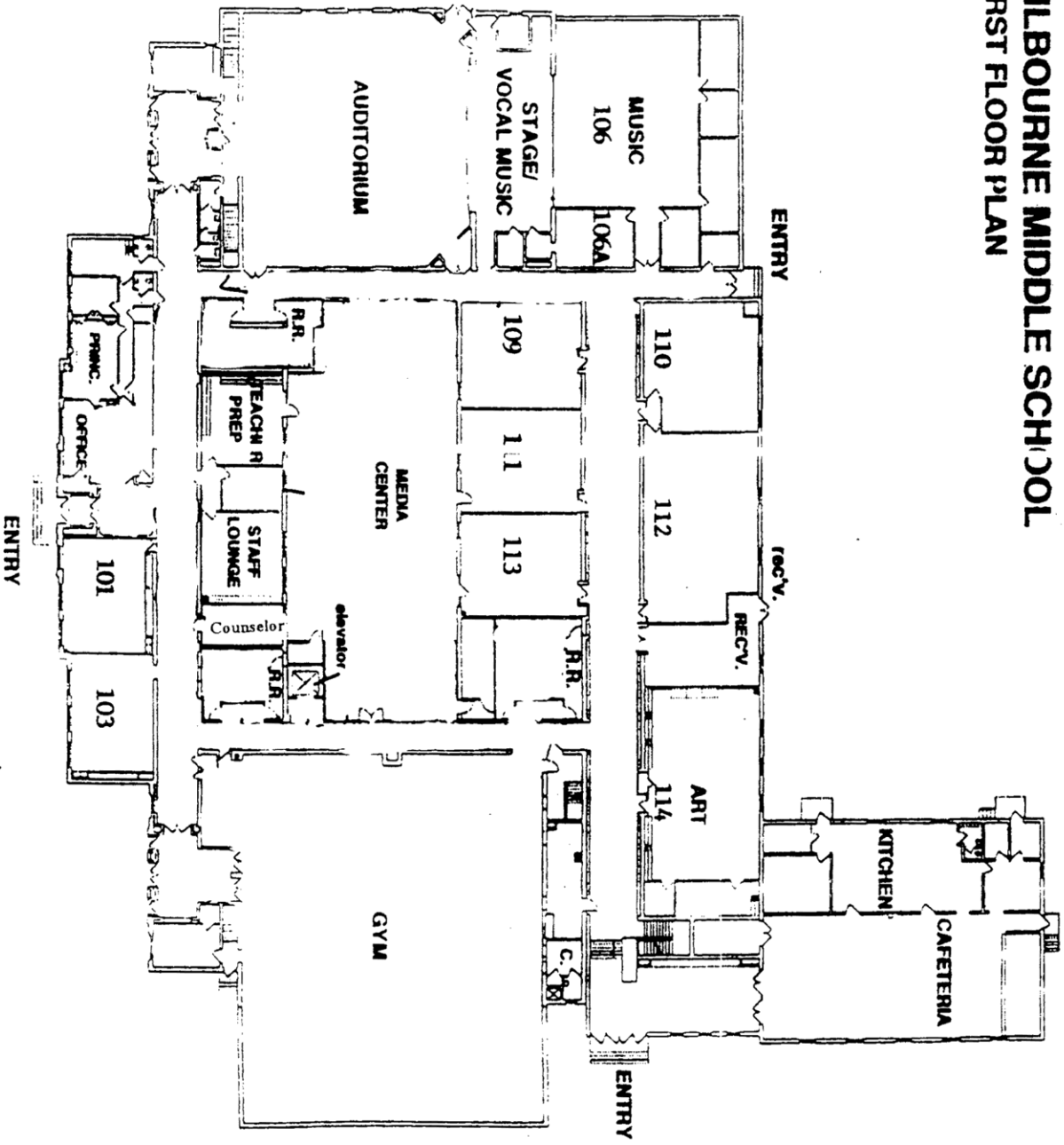
Fourth Nine Weeks: March 13 – May 24

April 10-14 Spring Break (No Classes)

April 17 Classes Resume

May 24 Last Day of Classes

KILBOURNE MIDDLE SCHOOL FIRST FLOOR PLAN



KILBOURNE MIDDLE SCHOOL
Second Floor Plan

