

## Changes for the 2019-2020 Middle School Handbook

- 1) Middle School handbook agreement aligned with the High School.
- 2) Updated the shortened day schedule
- 3) Cellphone policy is aligned to the High School's policy.
- 4) FAB 5 program expectations have been removed.

# **KNOX COUNTY MIDDLE SCHOOL**



## **STUDENT HANDBOOK**

**2019-2020**

# WELCOME AND AGREEMENTS

## KNOX COUNTY R-I SCHOOL DISTRICT

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Knox County Middle School Students:

On behalf of our faculty and staff, I would like to welcome you to the 2019-2020 school year at Knox County Middle School.

Knox County Middle School has a long-standing tradition of excellence in the classroom in addition to its proud reputation in extra-curricular activities. I expect each of you to meet the standards this school has set, and to carry forward the proud tradition of this school along with the county and communities it represents. Our goal is to make your middle school years a positive experience, but as educationally challenging as possible. If you encounter difficulties throughout the year, I encourage you to seek out a member of our professionally trained staff so that we may do our best to assist you.

Knox County Middle School has a wide variety of programs available to you. You can take advantage of these numerous opportunities by being an active learner in the classroom as well as a positive participant in our extra-curricular activities.

I look forward to working with you in order to accomplish your educational goals.

Go Eagles!

Alex Van Delft  
6-12 Principal

Keith Gudehus  
6-12 Assistant Principal

# KNOX COUNTY MIDDLE SCHOOL 2019-2020 HANDBOOK AGREEMENT

I have read and understand the Knox County Middle School parent-student handbook.

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Parent signature

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Student signature

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Date

I understand that during the course of the year, my child may take part in educational surveys, including the Safe and Drug Free Schools and Communities Survey. No personally identifiable information will be collected or shared, as part of this process. My child may also be using the internet for career education. I also understand that the school routinely discloses names, addresses and telephone numbers to military recruiters upon request, unless a parent requests not to disclose such information.

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Parent signature

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Student signature

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Date

Please detach, sign, and return to the office.

## **DISTRICT INFORMATION**

### **MISSION STATEMENT**

“Knox County R-I Schools, Building Foundations for Life-Long Learning.”

### **PHILOSOPHY OF EDUCATION**

The Knox County Middle School will use a broad curriculum to address the educational and social needs required for the development of the student into an educated citizen, capable of functioning in a free and democratic society.

The curriculum will provide academic, social and emotional guidance for the pre-adolescent to adolescent student. The program will encourage the student to gather and use his/her knowledge in decision-making situations.

The faculty and staff of KCMS are dedicated to the effective transition of the student from elementary to high school instruction.

### **EQUAL EDUCATIONAL OPPORTUNITIES**

Each student, being limited only by individual differences; should be given the opportunity to develop and achieve to the maximum extent possible. Therefore, the school district will foster an educational environment that provides equal educational opportunities for all students. Education programs, services, vocational opportunities and extracurricular activities will be designed to meet the varying needs of all students, and will not discriminate against any individual for reasons of race, creed, color, sex, national origin, economic status or disability.

## **BELL SCHEDULES**

### **Regular Day Schedule**

Warning Bell 8:10

1st hour - 8:15-9:09

2nd hour - 9:12-10:06

3rd hour - 10:09 - 11:03

4th hour - 11:06-12:00

5th hour - 12:03-1:16

6th hour - 1:19-2:13

7th hour - 2:16-3:10

### **LUNCH TIMES**

12:30 - 12:50 1st-HS

12:56 - 1:16 2nd MS

### **LUNCH TIMES**

12:29 - 12:49 1st -HS

12:50-1:10 - 2nd MS

## **BUILDING INFORMATION**

### **SCHOOL HOURS**

Classes begin at 8:15 a.m. and continue until 3:10 p.m. A student will take seven classes per day. Lunch periods are scheduled from 12:03 p.m. to 1:16 p.m. Busses will depart at 3:15 p.m. No students will be in the building after 3:10 p.m. unless under direct teacher supervision.

### **BUILDING RULES**

1. No student will be in the corridor during class without an appropriate pass.
2. During passing time between classes, students should keep to their right in the halls.
3. Loud talking, whistling, pushing and running are unacceptable.
4. Students going to or returning from lunch will not make unnecessary noise as others will be having class at that time.
5. Follow the instructions of teachers, staff and principals.

### **VISITORS**

The only visitors welcome during the school day are parents and other Knox County residents. A student not in school here is not welcome during the day. Visitors should check in at the secretary's office. They will be required to sign in and provide positive identification and wear a visitor's pass while in the building. Anyone not checking in will be asked to leave and may have trespass charges filed against them.

## **ATTENDANCE INFORMATION**

### **ATTENDANCE**

Parents need to inform the school as soon as possible the day that their child is absent by calling 397-3994. Absences not reported by 10:00 AM will be recorded as unexcused and will not be allowed to be appealed at the end of the semester without doctor excuses.

All students are expected to attend school regularly and to be on time for classes. This is necessary in order to get maximum benefit from the instructional program and to develop habits of punctuality, self-discipline, and responsibility. There is a direct relationship between poor attendance, class failure, and dropouts.

The following are the items comprising the attendance policy of the Knox County R-1 Middle School.

1. Students may not be absent for more than 6 total days or 6 periods from any one class in a semester to earn credit for the class.
2. Any student exceeding the 6 total days or 6 periods for a given class in a semester is in jeopardy of losing 1/2 unit of credit for each class and may be required to attend summer school to make up the credit..
3. With a student's sixth absence, the parent or legal guardian may be contacted. Student's who exceed the 6 absences may appeal within ten school days of receiving notification. This appeal must be made to the building principal. This committee will consist of the middle school counselor, one faculty member and the middle school principal. The attendance committee has the power to reestablish credit or establish guidelines by which the student can receive credit. All further appeals must be made in writing to the Superintendent with ten school days of the attendance committee's decision.
4. School employees are mandatory reporters and excessive absences may be reported to the Children's Division for educational neglect if there are not doctors notes or and explained reason for the excessive absences.



5. The school day is divided into seven fifty-four minute class periods. Students arriving to a class period 10 minutes or later will be considered absent for the entire period.
6. Students accumulating more than 5 tardies combined for all 7 classes in a quarter will be required to serve a Saturday detention for the 6th tardy. Additional Saturday detentions will be handed out for the 9th and 12th tardies. Additional tardies beyond 12 will result in more severe consequences and a report to the Juvenile Officer.
7. If students who are late to school or need to leave school, they must check into or out of school in the principal's office. Students who arrive after the tardy bell has rung and do not check into the principal's office or who leave without checking out in the principal's office will be considered truant and will face disciplinary action. Subsequent offenses will result in progressively more severe actions, out of school suspensions, or expulsion.

#### **EXCUSED OR UNEXCUSED ABSENCES**

1. The office will record absences by excused or unexcused.
2. Students whose absences are unexcused will receive no credit for makeup work.
3. Students whose absences are excused will be allowed to make up class work for credit. Students must arrange for make-up work by the next class following the absence. Make-up assignments must be completed within the time designated by each teacher (not more than one day for each day absent). Absences that the student knows about in advance the homework should be asked for before the absence.
4. Making up work that was missed during a prolonged absence due to illness may be handled on an individual basis between the teacher and student.

## **EXCUSED ABSENCES**

1. Illness reported the day of the absence by 10:00 AM. (No more than 6 days total for the semester without an acceptable excuse from a medical professional.)
2. Doctor's certified excuse (any illness for which student misses more than five consecutive days or an appointment during the school day).
3. Military duty.
4. Funerals.
5. Religious observances requested by parents in advance.
6. Travel, which has been approved by the principal prior to departure.

Excused absences are based on the honesty and integrity of the parent or legal guardian. Parents or legal guardians are asked to call the school the day of the student's absence to report the nature of the absence. Excused absences still count against attendance percentages and progress towards student recognition programs.

## **SIGN-OUT PROCEDURES**

Students may only be dismissed early to the custody of a parent or legal guardian. A note requesting the early dismissal should be brought to the office at the beginning of the school day or the parent should call the office as early as possible with the request. Students are asked to take the responsibility to arrive at the office at the time requested so as to minimize classroom disruptions.

## **ATTENDANCE REWARDS**

Perfect attendance in a quarter will result in 2% being added to the student's final quarter grade in each class he/she has perfect attendance in. If only one day is missed in a class that student will receive a 1% increase in each of those classes.

## **GRADING AND HOMEWORK**

### GRADING SCALE

A - 96-100

A- 91- 95

B+ -88- 90

B - 85- 87

B- 81- 84

C+ 78- 80

C 74- 77

C- 70- 73

D+ 67- 69

D 63- 66

D- 60- 62

F Below 60 percent is failing

### **HONOR ROLL**

Each quarter a Knox County Middle School Honor Roll will be published in the local newspaper. To qualify for the "B" honor roll students should have earned a 3.0 - 3.59 grade point average; to qualify for the "A" honor roll students should have earned a 3.6 - 4.0 grade point average. Point values are as follows: A - Excellent 4 B - Superior 3 C - Average 2 D - Inferior 1 F - Failing 0

## **ACADEMIC INTEGRITY**

Cheating is defined as copying from another student or willingly allowing another student to copy work, using or possessing a “crib sheet”, or looking in a book during a closed-book test. Also included in this violation would be plagiarizing an assignment or project. In the event a student is caught cheating, the consequences will be as follows:

First Offense: -Zero for test or assignment

Second Offense: -one day In-School Suspension and Zero for test or assignment

Third Offense: -a 3 day Suspension and Zero for test or assignment

There are several purposes for homework. At Knox County Middle School homework is used to help students understand and review the work that has been covered in class, to see whether students understand the lesson, and to help students learn how to find and use more information on a subject. Homework can also serve as a communication link between school and home that shows what children are studying.

Schools in which homework is routinely assigned and graded tend to have higher achieving students. Homework should be necessary and useful, appropriate to the ability and maturity level of students, well explained and motivational, and clearly understood by students and parents. Homework should be tied to the current subject matter, assigned in amounts and levels of difficulty which students can complete successfully, and should be checked quickly, with feedback to students.

Knox County Middle School is eager to provide the best possible educational opportunities for all our students. These include physical facilities, professional and supportive staff, learning materials and other resources. Only about seven hours per day of a pupil's time is under the control of the schools. Therefore, parents and the public share the responsibility for educating children in all aspects of life.

Homework, along with sports, special programs, and other activities is an important link in a total educational program.

### **Definition of Homework**

Homework is defined as tasks assigned to students by school teachers that are intended to be carried out during non-school hours if not completed during class time. Generally speaking, these assignments are routine in nature.

### **Responsibility of the Student**

It is the responsibility of the student to:

- A. Keep an up-to-date agenda/planner for homework and other assignments and their due dates
- B. Clarify with the teacher any instructions not understood. C. Turn in homework on the due date.
- D. Complete homework in proper form, clearly identified with name and class, legibly written or typed, and grammatically correct.
- E. Arrange a proper study area, either at home or in school, and manage time to accomplish homework assignments.
- F. Establish a regular weekly study schedule that is relatively free from distraction (television, telephone calls, etc.)
- G. For preplanned absences (family vacations, school activities, sports, etc.) students should approach the teacher prior to the absence for assignments so work is completed upon their return.

### **Responsibility of the Parent**

It is the responsibility of the parent to:

- A. Make homework a daily activity.
- B. Assume your student will have studying to do every night.

- C. Set up a comfortable location for doing homework. This does not have to be a “special” room, but should have good lighting and be free of distractions. Allow your student(s) to study in the way each of them learns best.
- D. Make sure your student has the necessary supplies.
- E. Work with your student’s outside activity schedule and preferences when setting up a regular homework time.
- F. Help your student get organized. One way is by regularly checking their agenda.
- G. Ensure that your student knows each teacher’s homework policy.
- H. Show interest in your student’s schoolwork and discuss what your student is learning.
- I. Watch for signs of failure or frustration.
- J. Discuss with your student and then, if necessary, contact the teacher to clear up any misunderstandings, troubleshoot problems, discuss time management and be informed about your student’s learning progress.
- K. Check progress on homework through SIS K-12.
- L. Coordinate homework efforts with the teacher in special cases.

### **Responsibility of the Teacher**

It is the responsibility of the teacher to:

- A. State clearly the purpose of the assignment.
- B. Explain how the assignment is related to the topic under study.
- C. Ensure that the child has the skills to complete the homework assignment by providing demonstration of skills during guided practice in the classroom.

- D. Explain how the assignment might best be carried out.
- E. Explain what the student needs to do to demonstrate the assignment has been completed.
- F. Provide specific written explanation of long-range assignments so that the requirements and expectations are clearly understood by the students and their parents.
- G. Review the assignment before giving it to students and anticipate difficulties.
- H. Define “late” for assignments and consequences for lateness, and clearly communicate both to students. Repeat periodically.
- I. Have students write down assignments or hand out written assignments rather than relying only on communicating assignments orally.
- J. Provide feedback in a timely manner.
- K. Use results of homework to plan future instructional activities.
- L. Include homework as part of the student’s overall grade.

### **Responsibility of the Administrator**

It is the responsibility of the administrator to:

- A. Communicate the school’s homework policy to parents.
- B. Monitor the implementation of the policy.
- C. Coordinate the scheduling of homework among different subjects, if needed.
- D. Serve as mediator, should the need arise.

### **Late Work Policy**

Homework is defined as tasks assigned to students by school teachers that are intended to be carried out during non-school hours if not completed during class time. Generally speaking, these assignments are routine in nature. Homework turned in complete, according to expectations, and on time will be eligible for full credit. Late homework is highly discouraged at Knox County Middle School. Each teacher has their own individual policy for dealing with late homework. Many core teachers will give each middle school student one coupon per quarter in each core class which will allow the students to turn in a late or missing assignment, once completed, for full credit. Late homework may be accepted in special circumstances if the teacher approves the assignment for credit. Those decisions are the sole discretion of the classroom teacher.

### **BEFORE/AFTER SCHOOL RESOURCES**

Teachers are on duty at 7:50 am each morning. Upon arrival, teachers should be available to assist students. Teachers are also expected to stay after school until 3:20 (exceptions are made for coaches and other pre-approved activities) for student assistance. Tutoring may be offered later in the school year. Specific days and times will be communicated to all Middle School Parents when tutoring is determined.

### **REPORTS TO PARENTS**

Report cards will be issued at parent teacher conferences or mailed on certain occasions. The marking scale will be A, Excellent; B, Superior, C, Medium or Average; D, Inferior; and F, Failure. A - or + may be used to denote work below or above the letter grade. Each teacher will inform students of his/her grading system early in the quarter or semester's work. Work that is not completed will result in a grade of Incomplete. Students will be given a deadline for work to be completed. If the work is not completed during this time it will be counted as zeros.



## **PROGRESS REPORTS**

Progress reports will be available at any time during the grading period by using SIS K12 Internet connection. This feature will enable parents to access student progress from home. More information about the new student information system and online viewing of grades will be provided to parents at the start of the school year. Please be reminded grades are not updated daily, however, they are updated on a weekly basis. If you do not have internet access, you may request that a progress report be sent home with your student by calling the office. Mid-quarter notice of concerns are sent home if students are failing or in jeopardy of failing a class at mid-term.

## **PROMOTION GUIDELINES**

The Knox County R-I Board of Education, Administration and Faculty subscribe to the philosophy that promotion from one grade level to the next depends on the student's academic readiness to profit from instruction at the next grade level. The district is committed to the continuous development of students enrolled in the district. The decision to promote or retain a student will be made in the best educational interest of the student. All promotion guidelines will be in compliance with IDEA and Section 504 for students with disabilities.

Students in the sixth, seventh and eighth grades are required to enroll in seven periods of classes each day. The counselor or principal conducts all scheduling of students. Any requests for change must be made in a timely manner.

Classes at the middle school will be assigned credits for the purpose of promotion from sixth to seventh, from seventh to eighth, and from eighth to high school. The middle school credits will not carry over to the high school. A student enrolled as a sixth, seventh or eighth grader must achieve a passing grade (D- or above) to receive credit for a class. A student will be required to earn six (6) of seven (7) credits with four (4) credits to be earned in the core classes of language arts, math, social studies and science to be promoted to the next grade. Students failing to achieve the required credits

may make up credits by successfully completing summer school. Students who fail to earn the required number of credits may be retained.

All retentions are subject to administrative review. Parents and/or guardians will receive prior notification and an explanation concerning retention or the possibility of retention.

Decisions regarding grade placement for a student entering the district from other educational settings will be made by administration and staff appropriate to the student's previous record, achievement administered and/or other factors. Transfer students are required to submit evidence of their achievement in the last grade

### **SEMESTER FINALS POLICY**

No finals will be given at the middle school level.

### **WITHDRAWAL FROM SCHOOL**

In the event a student withdraws from school, they must notify the principal of their intent to leave school, return all books and equipment owned by the school, pay all fees, fines or dues that are due and request that his official records be forwarded to the new school. Failure to take these steps may result in the transcript not being released.

## **GENERAL INFORMATION**

### **LEAVING SCHOOL GROUNDS**

Students may not leave the school building or grounds at any time during the regular school day without administrative permission. If this does occur, it is considered truancy; parents will be informed and appropriate disciplinary actions will be taken.

### **RESTROOMS**

Students may use the restroom before and after school, between class periods, and at the beginning or end of lunch periods or with teacher permission. Students are expected to keep them clean and do not loiter or smoke there, write on the wall or damage the facilities in any way. If students are feeling ill, they must report to the nurse's office. Students should not remain in the restroom or any other area.

### **ANNOUNCEMENTS**

Announcements of importance will be given over the public address system. Bulletins will be issued daily. Announcements for the bulletin should be brought to the high school office before school. A daily bulletin will be posted on our website at [www.knox.k12.mo.us](http://www.knox.k12.mo.us).

### **STUDENT'S USE OF THE OFFICE**

Students are welcome to come by the office when the secretary or principal can be of service. Before coming, students should check with their teacher and retrieve a hall pass.

### **LOCKERS**

Lockers are provided as a service to the Knox County R-I students. The students will be required to care and maintain their locker and in some cases they will be required to make a security deposit in

order to have access to a locker. Lockers are school property and students are required to pay for damages they cause to the property. Student should keep their possessions in their lockers.

Each student will be assigned a locker in the Middle School prior to the start of the school year. They will be responsible for its care, content and condition. Periodic inspections may be made by the principal to see that lockers are kept neat and orderly. No permanent markings are to be put on the lockers and inappropriate pictures or marking are not to be hung inside the lockers. No items are to be hung on the outside of the lockers by the students. Students who abuse locker privileges may be deprived of the use of lockers. Lockers are property of the school and may be searched at any time. Students agree not to damage or de- face the locker that is assigned. Students need to make arrangements with coaches to keep large sports bags somewhere other than the middle school office.

Students are cautioned not to bring excessive amounts of money or other valuables to school. If they wear glasses or watches, they must keep track of them at all times. Students, not the school, are responsible for their personal possessions. If it is necessary to bring more money than needed to pay for lunch, leave it in the office for safekeeping.

The lockers do not have locks on them but are under video surveillance at all times. If a student wishes to have a lock on their locker they may be obtained from the middle school office

#### **BACKPACKS:**

Students are allowed to carry a backpack too and from school. Backpacks are not allowed to be used during the school day or taken to any classes.

#### **DETENTION**

After school or Saturday detentions may be assigned for office referrals due to discipline violations. Students who are assigned an after school or a Saturday detention must arrive on time and be prepared

to study or work. FAILURE TO SERVE A DETENTION MAY RESULT IN BEING ASSIGNED AN IN SCHOOL SUSPENSION OR SUSPENSION

FROM SCHOOL. Students who are serving an out of school suspension may not be allowed to earn credit during the suspension but completion of all work is required.

## **SEARCHES**

Students have no expectation of privacy in lockers, desks, computers, or other district-provided equipment or areas. The district will conduct periodic and unannounced searches of lockers, computers and other district equipment. The district may use dogs to indicate the presence of alcohol, drugs, or other prohibited substances on campus, including the parking lot. Additional searches of bags, purses, coats, electronic devices, cars, and other personal property may be conducted if there is reasonable suspicion that the student may be in possession of alcohol, tobacco, drugs, weapons, or any other prohibited substance.

## **HALL REGULATIONS**

Between classes, students will pass promptly and orderly to their next period classes. There is to be no congregating in the corridors or doorways at this time. Noise and confusion are to be kept to a minimum.

During class periods any pupil in the hall must have a written pass authorizing them to be out of class.

Remember that the conduct of the student body in the corridor reflects to a large degree the character of the school. Try to make it all that it should be.

## **LIBRARY**

You are invited to visit the library frequently. Library rules and regulations are posted in the room and are to be followed while you are there.

## **CAFETERIA**

The school breakfast period will be from 7:50 to approximately 8:15 a.m. Students who consume food are to do so in the cafeteria area only.

Students are allowed to have water bottles outside of the cafeteria. These are for water only. No flavored water or added drink mixes are allowed in the hallways, classes or lockers at any time.

The noon lunch period is closed--students do not have the liberty of leaving the school building. The lunch schedule is arranged so that students will eat between 12:03 and 1:13, with the teacher dismissing his/her class to eat at a designated time.

Students are expected to eat their lunch in the cafeteria. They may bring sack lunches; however, all eating is to be done in the cafeteria. **STUDENTS ARE NOT ALLOWED TO CONSUME SODA AT LUNCH. NO FOOD OR DRINK IS TO BE TAKEN OUT OF THE CAFETERIA. NO STUDENT IS TO BE OUT OF THE CAFETERIA AREA DURING THE NOON LUNCH PERIOD.**

Extra milk may be purchased in the lunch line. Students should walk in an orderly manner to the lunch line and join the end of the line. Remain in single file and orderly while waiting in the lunch line. Silverware and napkins may be picked up at the end of the food line. Students are responsible for returning all of the silverware and placing it in the receptacles provided. Napkins and milk cartons are to be deposited in trashcans.

Leave the table and floor area clean. Be pleasant and orderly; observe good table manners. Please extend teachers the courtesy of cutting in ahead of you in the lunch line.

Classes are in session while groups are eating. For this reason, movement in corridors must be kept to a minimum. Remain in the cafeteria area, going no further down the corridors than the first water fountain area.

Students are expected to keep their lunch accounts current with no negative balances. If a negative balance occurs students and parents will be notified with a statement of the current balance owed which is given to the student.

Students with negative balances are not allowed to purchase extra portions until the balance is no longer negative.

1. Middle School students will be allowed to charge a maximum of ten (\$10.00) dollars. After this maximum has been met, the student will be given a designated menu alternate. These will meet all Federal guidelines. The alternate lunch does not apply for students who are free.

2. No charges will be allowed for ala carte foods and beverages.

3. Parents/guardians of students with negative balances will be contacted electronically, by correspondence, or by phone call.

4. End of the year balances: Parents/guardians will be sent a written request for “payment in full.” All charges not paid before the end of the school year will be carried forward into the next school year.

Parents may track the child’s lunch account online. For more information contact Lacy Hayes in the Superintendent’s Office.

## **EMERGENCY PROCEDURES**

In case of a fire, tornado, earthquake, or any other emergency, we will make an announcement over the intercom advising the students as to the appropriate action to take. It is imperative that the students adhere to the emergency procedure that are posted in each classroom or given over the intercom.

## **WEATHER OR EMERGENCY DISMISSAL**

In the event that school might need to be called off because of bad weather, listen to KTUF/KIRX (Kirksville), KRES (Moberly) and KMEM (Memphis). Information will also be found on KTVO,

KHQA and WGEM TV Stations and their websites. Parents can also be notified using the districts Parent Link Message system of cancellations and early dismissals. Please contact the middle school office if you do not receive these messages.

## **TEXTBOOKS**

The school district provides textbooks for all students in the district at no cost. Every student is obligated to give his/her books the best of care. Textbooks will be checked out to the student as needed in the class and books will be checked back in to the teacher at the end of the year. Textbooks that are lost or damaged will be charged to the student.

## **STUDENT IDENTIFICATION CARDS**

Students will be issued a student I.D. card after school pictures are taken. Students should carry their identification with them. The I. D. will be used as their lunch card and library card. I.D.s will cost \$2.00 to replace if lost.

## **STUDENT INSURANCE**

Student insurance is available at a nominal cost and is optional. When a student insured under this plan is injured, they will be given a Claim Form at the health office. This form must be completed by their parent and presented to the doctor or hospital. The school merely acts as a medium in supplying the insurance and assumes no liability, either for the injury or the subsequent negotiations with the company. The blanket policy covers the pupil coming to school, while at school, on their way home from school, and while participating in any school activity, including field trips and athletics, with the exception of high school football, which must be covered under a separate policy. Pupils participating in interscholastic sports should avail themselves of the insurance or have an adequate family policy.



## **TELEPHONE**

**The office telephone is for school business, not for pleasure.** Students will be called from classes to the telephone ONLY IN CASES OF EMERGENCY. Messages will be accepted in the office and will be delivered to students between classes, at lunch, and during breaks. The middle school phone number is 660-397-3994. Our new phone system has an answering machine which automatically picks up if another call is being taken.

## **PICTURES**

Photographers have been contracted to take student pictures. These pictures will be used for permanent records and yearbook preparations. Picture taking will be scheduled so that classes are interrupted at a minimum.

## **LOST AND FOUND**

Articles, which are found, should be brought to the middle school office immediately. Money, jewelry, keys or items of value should be given directly to the secretary or principal. Lost items may be claimed in the office. Clothing that is unclaimed after one month will be turned over to a charitable organization.

## **RESTRICTED AREAS**

Students have no business in the boiler room or in the teachers' work room at any time.

## **GIFTS**

There will be no school-wide gift exchanges at Christmas or any other time during the year. A small group, such as a homeroom or club, may, if its members so choose to participate in a gift exchange of items of nominal value.

## **PARTICIPATION IN ACTIVITIES**

Students who are scheduled to participate in any activity pertaining to school must be in school for at least 4 of their seven classes on the day of the activity unless specifically approved by the principal ahead of time

## **SODA MACHINE**

Soda machines are located in the buildings. The soda machine in the middle school work room is not for student use. Water may be purchased from the vending machines located in the cafeteria before and after school and during the lunch period.

## **PEP ASSEMBLIES AND ASSEMBLIES**

The principal must approve pep assemblies. These assemblies will be held toward the latter part of the school day, on the day of an athletic activity. The cheerleading squad will see that a suitable program is planned to assure a "peppy" and "win-inspiring" assembly.

## **SCHOOL-SPONSORED ACTIVITIES**

School-sponsored activities shall be held in the cafeteria or gym under the supervision of sponsors, administrators, and other adults deemed necessary for proper chaperonage of the function.

Students at school-sponsored affairs will observe the "once-in, once-out" rule.

Students wanting to attend a school dance must maintain no failing grades (F) in order to be eligible for the activity.

Students with excessive tardies, more than 7, will not be allowed to attend school sponsored activities.

Students with attendance rate below 85% will not be allowed to attend school sponsored activities.

Students must be in attendance at least 4/7 of the school day to be allowed to attend school sponsored activities.

## **MIDDLE SCHOOL ACTIVITIES**

As a member of KCMS students may be eligible to participate in several activities.

**STUDENT COUNCIL**-The KCMS Student Council is a representative group of the student body. It will serve as a communication network between the student body and the administration. Any student ideas or concerns can be voiced via the student council.

**SPORTS**--Seventh and eighth grade students may participate in football, softball, basketball, track and cheerleading as dictated by the rules of MSHSAA. Sixth graders are encouraged to join the Booster Club to participate in football, basketball and cheerleading, which the Booster Club sponsors.

**AWARDS**--KCMS students will have an opportunity to earn several awards during the course of the year, which include citizenship, reading circle, and highest percentage in any core subject, student council, math teams, academic teams, music, attendance, sports and any local awards that might be given. These awards will be given to the students at Awards Night in May.

**MATH TEAM**--Those qualifying students interested in improving their math skills can participate in the middle school math team.

**YEARBOOK** - Students have the opportunity to apply for the yearbook staff. If chosen, they will meet multiple times throughout the year to create the KCMS yearbook through an online program.

**SCIENCE CLUB** - Designed to promote students interest and knowledge in science as well as increase students awareness of science in the real world. Members of this club will participate in a variety of activities which may include monthly meetings, service projects, and social events.

## **DIRECTORY INFORMATION**

Directory information will be released for purposes of student mailings (photographers, newspapers, scholarships, etc.), newspaper stories, athletic rosters, student honors, etc. Directory information includes but is not limited to: name, address, school activities, school honors, photographs, etc... If you do not wish for this information to be released, the school needs to be contacted in writing by parents.

## **USE OF ELECTRONIC DEVICES**

Developments in technology in recent years have resulted in enhanced communication opportunities. However, the use of electronic devices in schools could pose an increasing risk of school disruptions, bullying, criminal activity, and academic dishonesty. As a result, the use of cell phones will be banned during the instructional day, as well as in dressing areas during extracurricular activities.

Students who are using a cell phone during instructional time ***will receive a Saturday Detention*** AND have the phone confiscated.

**First offense:** Parents/guardians will be contacted and student may pick up the phone from the office at the end of the school day.

**Second & Subsequent Offense:** Parents/Guardians will be contacted and arrangements will be made for them to pick up the cell phone at the office.

## **HEALTH SERVICES**

Students who become ill at school should report first to their classroom teacher. If needed, the student will then be referred to the nurse's office. Parents will be notified in cases of serious illness or accidents. If

you wish the nurse to administer prescription medication to your child, please send directions along with the medicine to her office.

### *WHEN TO KEEP YOUR SICK CHILD OUT OF SCHOOL!*

If your child has a moderate fever, greater than 100.0 degrees, keep the child out of school. He/She will need rest, plenty of fluids and possibly medication. A child must be fever free for 24 hours before returning to school.

If your child is vomiting or has uncontrolled diarrhea, keep him/her out of school.

If your child has a fever with a rash, talk to your child's doctor before you take him/her to school.

If your child has strep throat, pink eye with discharge, impetigo, or other bacterial infection, have your child seen by a doctor and keep your child out of school for 24 hours after they have started taking the antibiotic that the physician prescribed.

Ear infections are not contagious: your child may attend school while he/she is taking medication.

If your child has the chickenpox, your child can not attend until all the blisters are healed or scabbed over.

## STUDENT EXPECTATIONS AND RECOGNITION

### APPROPRIATE DRESS

Students should dress appropriately for school. It is inappropriate to wear clothing or accessory items which may disrupt the educational environment, such as items that depict alcohol, tobacco, illegal substances, offensive and/or obscene pictures or words or could contribute to health and safety problems. Examples of other inappropriate clothing would be shirts that reveal undergarments, or midriffs (at any time), shirts with large cutout arm openings, extremely sagging pants and shorts that are less than 4 inches in length, and any other clothing item that is determined to be in violation of the spirit of the dress code.

Students are not allowed to wear heavy chain accessories (chains that hang down from billfolds, chains that are normally used for dogs, or heavy metal beaded type chains). Their clothing should be modest in nature and follow the following:

1. NO spaghetti straps
2. NO muscle shirts with sides split down.
3. NO low rider baggy pants.
4. Shorts must have at least a 4-inch inseam or be considered appropriate by school personnel.
5. NO bare midriffs (top covers stomach and back--sitting and standing)
6. NO HATS worn in the building unless approved for special occasions.
7. NO low-cut tops (NO cleavage showing).

Students failing to follow the appropriate dress code will be asked to change into PE clothes or their parents will be contacted to bring them clothing that meets the dress code requirements.

## **BULLYING AND STUDENT TO STUDENT HARASSMENT**

Bullying and any form of harassment will not be tolerated. In addition, related behaviors such as hazing, teasing, clique formation, exclusion, name calling or anything that is hurtful to others will not be tolerated. School should be a safe haven for students where they can experience support and acceptance from fellow students as well as the normal expectation of receiving support from faculty and staff. Middle school is a challenging period of time for adolescents. Part of the learning process for Middle School students is to develop social and communication skills that focus on how to treat others and in a manner that does not include putting down or exalting oneself at the expense of others.

Bullying is a continuum of ABUSE, ranging from verbal taunts to physical threats to dangerous actions. Bullying is not playful behavior. In bullying, one student assumes power by word or deed over another

in a mean-spirited and/or harmful manner. Knox County Schools will continually strive to provide a climate of safety and respect to help sustain a safe school climate. Students and parents are on notice that bullying will not be tolerated and will include consequences.

Knox County Middle School will also endeavor to provide preventative programs enabling students to deal with conflict and differences. In addition, parents will be provided with information to better enable them to combat the problems associated with bullying and abuse.

## **DISPLAY OF AFFECTION**

The display of affection to or for another person on school grounds and/or during school-sponsored activities is inappropriate. Anything more than handholding is inappropriate. Failure to abide by this policy will result in disciplinary action.

## **iPad Expectations**

Middle school teachers will use the iPads on a daily basis. Middle school students are allowed to take the iPads home for the primary purpose of educational use. Below you will find student expectations in regards to the care, use and responsible actions related to the iPads. More detailed acceptable use is found in the iPad hand book given at iPad rollout or at time iPad deposit is paid.

- Students are expected to bring charged iPad to school daily
- Students should use iPads for educational use only
- Students should refrain from being on sites, apps or games not specified by a teacher during the school day

Misuse of the iPad will result in disciplinary action and can result in the student losing iPad privileges for a period of time or permanently.

## **TRANSPORTATION GUIDELINES**

### **General Guidelines:**

Students should be at the bus stop five minutes prior to the set pick-up time.

Students should wait 50 feet from the intersection at any bus stop.

Please do not ask the driver to change pick-up or drop-off times or locations. If you have questions or concerns please contact the school. These concerns will be evaluated and changes made that follow the guidelines established by the State.

If your child will need to ride a bus other than the one to which he/she is assigned to take part in a special activity, you must provide your child a note for his/her principal at least one day in advance of your request. The principal will initial the note and notify the driver. Following this procedure helps



school staff members to know where your child is in case of emergency and determine if there is enough room on the bus for your request.

Take time periodically to go over the bus conduct rules as found in the student handbook.

When you see a school bus turn on the red overhead flashing lights as it stops, remember that you must stop your vehicle. Please help us keep our students safe.

Students living one mile or more from the school will be entitled to free bus transportation to and from school. Free transportation will not be provided for children living closer than one mile except for those who qualify on the basis of disability.

### **Student Responsibilities at the Bus Stop:**

Be at the bus stop five minutes before the designated pick-up time. Wait 10 minutes after pick-up time before reporting a late bus.

Stay off the roadway while waiting for the bus. Maintain proper behavior at the stop (no pushing, shoving, fighting or inappropriate language).

Show respect for private property and public property at the bus stop. Always cross in front of the bus and only at the driver's signal.

Go directly home from the bus stop at the end of school.

### **Student Responsibilities on the Bus:**

Follow the instruction from the driver.

Bus drivers will assign seats.

Remain seated until the bus comes to a stop.

Follow rules for courteous and correct classroom behavior.

Do not put any part of the body out an open window.

Refrain from using profane, vulgar or abusive language. Do not shout at passing persons or vehicles.

Spitting on, in or out of a school bus is prohibited. Avoid unnecessary noise.

Eating, drinking, smoking or use of an illegal substance is prohibited on the bus.

Littering or throwing anything in or out of the bus is prohibited

Weapons and unsafe-items are prohibited on the bus, as is use of any item as a weapon.

Do not damage the bus. Report any damage you observe to the driver.

Fighting, pushing and shoving are prohibited on the bus.

### **Responsibilities of Parents/Guardians:**

Review and discuss the above student responsibilities with your child(ren).

Teach your child(ren) that the driver is the person of authority on the bus and is to be respected.

Make sure that your child(ren) arrive(s) at the bus stop five minutes before the designated time. Make sure that your child(ren) is/are not at the bus stop too early.

Provide supervision for your child(ren) going to and from the bus stop and at the stop as necessary.

Make sure your child(ren) is/are dressed appropriately for the weather conditions.

Provide transportation for your child(ren) if the privilege of riding the bus is withdrawn.

Accept responsibility for the proper conduct of your child(ren).

### **Behaviors Which Are Not Acceptable**

Refusing to obey the driver Failure to remain seated Eating or drinking on the bus

Physical and/or verbal abuse of the driver or another student  
Head, hands and or feet out of the bus  
Fighting, pushing, shoving, littering and spitting  
Destruction of school property

Weapons on bus (a weapon is defined as anything commonly thought of as a weapon or being used as a weapon)

Throwing things in or out of the bus

Other dangerous or inappropriate behaviors

**The process for maintaining order on the buses:**

First Violation: Driver gives the student a Verbal Warning.

Second Violation: Driver will fill out a Bus Misconduct Report and turn it in to the Principal of your child. The Building Principal will have a conference with the student and contact the parents of send discipline referral home for signature.

Third Violation: Driver will fill out a second Bus Misconduct Report and turn it in to the Building Principal who recommends student suspension from the bus pending conference with student and parents.

Fourth Violation: Driver will fill out a third Bus Misconduct Report and the students' bus riding privilege may be suspended for the balance of the school year.

The number of disciplinary steps may be modified for elementary students or severe violations.

## DISCIPLINE

### Violations Against Public Decency and Good Order

Use of language that is disparaging or demeaning - Use of words or actions, verbal, written or symbolic meant to harass or injure another person; i.e., threats of violence or defamation, of a person(s) race, religion, gender, or ethnic origin. Constitutionally protected speech will not be punished.

#### **MINIMUM CONSEQUENCE**

Principal/Student Conference, after-school detention, Saturday detention, in-school suspension, or 1-10 days out of school suspension.

#### **MAXIMUM CONSEQUENCE**

In school suspension, 1-180 days out of school suspension or expulsion, and possible documentation in the student's discipline record.

Disrespectful Conduct or Speech – Disrespectful verbal, written or symbolic language or gesture which is inappropriate to public settings directed at a staff member.

#### **MINIMUM CONSEQUENCE**

Principal/Student Conference, after-school detention, Saturday detention, in-school suspension, or 1-10 days out of school suspension.

#### **MAXIMUM CONSEQUENCE**

In school suspension, 1-180 days out of school suspension or expulsion, and possible documentation in the student's discipline record.

Disruptive Speech or Conduct – Conduct or verbal, written or symbolic language, which materially or substantially disrupts classroom work, school activities or school functions.

#### **MINIMUM CONSEQUENCE**

Principal/Student Conference, after-school detention, Saturday detention, in-school suspension, or 1-10 days out of school suspension.

#### **MAXIMUM CONSEQUENCE**

In school suspension, 1-180 days out of school suspension or expulsion, and possible documentation in the student's discipline record.

Public Display of Affection – Physical contact which is inappropriate for the school setting.

<b>MINIMUM CONSEQUENCE</b>	<b>MAXIMUM CONSEQUENCE</b>
Principal/Student Conference, after-school detention, Saturday detention, in-school suspension, or 1-10 days out of school suspension.	In school suspension, 1-180 days out of school suspension or expulsion, and possible documentation in the student's discipline record.

Out of assigned area – Any instance in which a student is out of class, lunchroom, or other supervised area without permission from their supervising teacher.

<b>MINIMUM CONSEQUENCE</b>	<b>MAXIMUM CONSEQUENCE</b>
Principal/Student Conference, after-school detention, Saturday detention, in-school suspension, or 1-10 days out of school suspension.	In school suspension, 1-180 days out of school suspension or expulsion, and possible documentation in the student's discipline record.

Bus Conduct – Any offense committed by a student on district-owned or contracted bus shall be punished in the same manner as if the offense had been committed at the student's assigned school. In addition, bus riding privileges may be suspended or revoked.

<b>MINIMUM CONSEQUENCE</b>	<b>MAXIMUM CONSEQUENCE</b>
Principal/Student Conference, after-school detention, Saturday detention, in-school suspension, or 1-10 days out of school suspension.	In school suspension, 1-180 days out of school suspension or expulsion, and possible documentation in the student's discipline record.

<b>MINIMUM CONSEQUENCE</b>	<b>MAXIMUM CONSEQUENCE</b>
Principal/Student Conference, after-school detention, Saturday detention, in-school suspension, or 1-10 days out of school suspension.	In school suspension, 1-180 days out of school suspension or expulsion, and possible documentation in the student's discipline record.

Bus Conduct – Any offense committed by a student on district-owned or contracted bus shall be punished in the same manner as if the offense had been committed at the student's assigned school. In addition, bus riding privileges may be suspended or revoked.

Dress code – Clothing or accessory which may disrupt the educational environment; i.e., items which depict alcohol, tobacco, illegal substances, offensive and/or obscene pictures or words.

<b>MINIMUM COSEQUENCE</b>	<b>MAXIMUM CONSEQUENCE</b>
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Principal/Student conference; change of clothing.	1-3 days in-school suspension
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### Violations Against Public Health and Safety

Tobacco – Possession of any tobacco products on school grounds, bus or any school activity.	
<b>MINIMUM CONSEQUENCE</b>	<b>MAXIMUM CONSEQUENCE</b>
Principal/Student conference, confiscation, Saturday detention, in-school suspension.	1-3 days in-school suspension, 1-3 days out-of-school suspension.
Tobacco Use – Use of any tobacco products on school property, bus or at any school activity.	
<b>MINIMUM CONSEQUENCE</b>	<b>MAXIMUM CONSEQUENCE</b>
Principal/Student conference, corporal punishment, Saturday detention, 1-3 days in-school suspension.	1-9 days out-of-school suspension.
Possession or Use of Drugs – Possession of or attendance under the influence of any unauthorized prescription drug, alcohol, narcotic substance, counterfeit drugs and drug-related paraphernalia.	
<b>MINIMUM CONSEQUENCE</b>	<b>MAXIMUM CONSEQUENCE</b>
5-10 days suspension; notification to law enforcement officials, and documentation in student’s discipline record.	10-180 days suspension; expulsion, notification to law enforcement officials, and documentation in student’s discipline record.
Sale, Purchase or Distribution of Drugs – Sale, purchase or distribution of any prescription drug, alcohol, narcotic substance, counterfeit drugs and/or related paraphernalia.	
<b>MINIMUM CONSEQUENCE</b>	<b>MAXIMUM CONSEQUENCE</b>
Expulsion, notification to law enforcement officials, and documentation in student’s discipline record.	Expulsion, notification to law enforcement officials, and documentation to student’s discipline record.

## VIOLATIONS AGAINST PERSON

Assault – Against Another Student – Attempting to cause injury to another person; intentionally placing a person in reasonable apprehension of imminent physical injury.	
<b>MINIMUM CONSEQUENCE</b>	<b>MAXIMUM CONSEQUENCE</b>
Principal/Student conference, corporal punishment, 1-5 days in-school suspension, 1-5 days out-of-school suspension, notice to law enforcement officials, and documentation in the student’s discipline record.	6-180 days out-of-school suspension, or expulsion, notification to law enforcement, and documentation in student’s discipline record.
Assault – Against Staff – Attempting to cause injury to a staff member; intentionally placing a staff member in reasonable apprehension of imminent physical injury.	
<b>MINIMUM CONSEQUENCE</b>	<b>MAXIMUM CONSEQUENCE</b>
10-180 days suspension, notice to law enforcement officials, and documentation in the student’s discipline record.	Expulsion; notice to law enforcement officials, and documentation in the student’s discipline record.
Assault – Attempting to Kill – Attempting to kill or cause serious physical injury to another.	
<b>MINIMUM CONSEQUENCE</b>	<b>MAXIMUM CONSEQUENCE</b>
Expulsion, notification to law enforcement officials, and documentation in the student’s discipline record.	Expulsion, notification to law enforcement officials, and documentation in the student’s discipline record.
Weapons (other than firearms) See Policy 2620 – Possession or use of any instrument or service, other than those defined in 18 U.S.C. 921 or § 571..010, RSMo, which is customarily used for attack or defense against another person; any instrument or device used to inflict physical injury to another person.	

<b>MINIMUM CONSEQUENCE</b>	<b>MAXIMUM CONSEQUENCE</b>
Confiscation, Principal/Student conference, in-school suspension, 1-10 days out-of-school suspension, and possible documentation in the student's discipline record.	10-180 days out-of-school suspension, expulsion, and documentation in the student's discipline record.

Weapons – Possession or Use of Firearms – As defined in 18 U.S. C. 921 or any instrument or device defined in § 571.010. RSMo.

<b>MINIMUM CONSEQUENCE</b>	<b>MAXIMUM CONSEQUENCE</b>
1 calendar year suspension, notification to law enforcement officials, and documentation in the student's discipline record.	1 calendar year suspension, notification to law enforcement officials, and documentation in the student's discipline record.

Fighting-Mutual combat in which both parties have contributed to the conflict either verbally or physically action.

<b>MINIMUM CONSEQUENCE</b>	<b>MAXIMUM CONSEQUENCE</b>
Principal/student conference, corporal punishment, in-school suspension, or 1-10 days out-of-school suspension and possible documentation in the student's discipline record.	In school suspension, 1-180 days out of school suspension, expulsion, and documentation in the student's discipline record.

Extortion-Threatening or intimidating any student for the purpose of obtaining money or anything of value.

<b>MINIMUM CONSEQUENCE</b>	<b>MAXIMUM CONSEQUENCE</b>
Principal/student conference, in-school suspension.	In school suspension, 1-180 days out of school suspension, expulsion, and documentation in the student's discipline record.

Theft-Theft, attempted theft or willful possession of stolen property.

<b>MINIMUM CONSEQUENCE</b>	<b>MAXIMUM CONSEQUENCE</b>
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Reimbursement, principal/student conference, corporal punishment, in-school suspension, possible notification to law enforcement officials, possible documentation in student's discipline record.	11-180 days out of school suspension, expulsion, notification to law enforcement officials, and possible documentation in the student's discipline record.
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Sexual Harassment- (see Policy 2130) Use of verbal, written or symbolic language that is sexually harassing.

<b>MINIMUM CONSEQUENCE</b>	<b>MAXIMUM CONSEQUENCE</b>
Principal/student conference, in-school suspension, out of school suspension, possible documentation in the student's discipline record.	In school suspension, 10-180 days out of school suspension, expulsion, and possible documentation in the student's discipline record.

Bullying-Communication with another by any means including telephone, writing, cyber bullying or via electronic communications, intention to intimidate, or inflict physical, emotional or mental harm without legitimate purpose or physical contact with another person with the intent to intimidate or to inflict physical, emotional, or mental harm without legitimate purpose. Physical contact does not require touching, although touching may be included.

<b>MINIMUM CONSEQUENCE</b>	<b>MAXIMUM CONSEQUENCE</b>
In-school suspension or 1-10 days out-of-school suspension.	10-180 days out of school suspension, possible expulsion.

**VIOLATIONS AGAINST PROPERTY**

False Alarms – Tampering with emergency equipment, setting off false alarms, making false reports.

<b>MINIMUM CONSEQUENCE</b>	<b>MAXIMUM CONSEQUENCE</b>
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Principal/Student conference, in-school suspension, and possible documentation in student's discipline record.*	In school suspension, 1-180 days out-of-school suspension, expulsion, and possible documentation in the student's discipline record.
Vandalism – Willful damage or the attempt to cause damage to real property or person property belonging to the school, staff or students.	
<b>MINIMUM CONSEQUENCE</b>	<b>MAXIMUM CONSEQUENCE</b>
Restitution, Principal/Student conference, corporal punishment, in-school suspension, out-of-school suspension possible notification to law enforcement officials, and possible documentation in students discipline record.	11-180 days out-of-school suspension, expulsion, notification to law enforcement officials, and documentation in student's discipline record.
Arson – Starting a fire or causing an explosion with the intention to damage property or buildings.	
<b>MINIMUM CONSEQUENCE</b>	<b>MAXIMUM CONSEQUENCE</b>
11-180 days out-of-school suspension, expulsion, notification to law enforcement officials, and documentation in student's discipline record.	Expulsion, notification to law enforcement officials, and documentation in student's discipline record.
Technology Misuse- Attempting, regardless of success, to gain unauthorized access to a technology system or information, to copy district files without authorization, to interfere with the ability of others to utilize district technology, to introduce computer viruses, hacking tools or other disruptive or destructive programs onto district technology, to access inappropriate internet sites or to attempt to utilize district technology with inappropriate or by unapproved methods.	
<b>MINIMUM CONSEQUENCE</b>	<b>MAXIMUM CONSEQUENCE</b>

After school detention, Saturday detention, 1-180 days of OSS, loss of technology privileges and restitution	1-180 days of OSS, loss of technology privileges and restitution
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**VIOLATIONS AGAINST SCHOOL STANDARDS**

Gangs – Gang activities, whether verbal, written or symbolic which substantially disrupt the educational environment.	
<b>MINIMUM CONSEQUENCE</b>	<b>MAXIMUM CONSEQUENCE</b>
Principal/Student conference, 1-10 days in-school suspension, 1-10 days out-of-school suspension.	11-180 days out-of-school suspension, expulsion.
Careless Driving – Driving on school property in such a way as to endanger person’s property.	
<b>MINIMUM CONSEQUENCE</b>	<b>MAXIMUM CONSEQUENCE</b>
Warning, after-school detention, Saturday detention, parking on school property revoked for one week.	Parking on school property revoked for one semester; parking on school property revoked permanently.
Truancy – Absence from school without knowledge and consent of parents/guardian and/or school administration.	
<b>MINIMUM CONSEQUENCE</b>	<b>MAXIMUM CONSEQUENCE</b>
Principal/Student conference, 1-3 days in-school suspension.	3-10 days in-school suspension, out-of-school suspension.

## **MANDATORY REPORTING**

### **Earthquake Safety For Missouri's Schools**

The New Madrid Seismic Zone Extends 120 Miles Southward from the area of Charleston, Missouri, and Cairo, Illinois, through New Madrid and Caruthersville, following Interstate 55 to Blytheville and on down to Marked Tree, Arkansas. The NMSZ consists of a series of large, ancient faults that are buried beneath thick, soft sediments. These faults cross five state lines and cross the Mississippi River in three places and the Ohio River in two places.

The New Madrid Seismic Zone and surrounding region is Active, Aver- aging More than 200 Measured Events per Year (Magnitude 1.0 or greater), about 20 per month. Tremors large enough to be felt (Magnitude 2.5 – 3.0) are noted every year. The fault releases a shock of 4.0 or more, capable of local minor damage, about every 18 months. Magnitudes of 5.0 or greater occur about once per decade. They can cause significant damage and be felt in several states.

The Highest Earthquake Risk in the United States outside the West Coast is in the New Madrid Seismic Zone. Damaging temblors are not as frequent as in California, but when they do occur, the destruction covers over more than 20 times the area due to the nature of geologic materials in the region. The 1968 5.5 magnitude Dale, Illinois earth- quake toppled chimneys and caused damage to unreinforced masonry in the St. Louis area, more than 100 miles from the epicenter. A 5.2 magnitude earthquake in April 2008 in southeast Illinois, did not cause damage in Missouri, but was felt across much of the state.

A Damaging Earthquake in this Area, which experts say is about a 6.0 magnitude event, occurs about once every 80 years (the last one in 1895 was centered near Charleston, Missouri). There is estimated to be a 25-40% chance for a magnitude 6.0 – 7.5 or greater earthquake along the New Madrid Seismic Zone in a 50-year period according to the

U.S. Geological Survey reports. The results would be serious damage to un-reinforced masonry buildings and other structures from Memphis to St. Louis. We are certainly overdue for this type of earthquake!

A Major Earthquake in this Area - the Great New Madrid Earthquake of 1811-12 was actually a series of over 2000 shocks in five months, with several quakes believed to be a 7.0 Magnitude or higher. Eighteen of these rang church bells on the Eastern seaboard. The very land itself was destroyed in the Missouri Bootheel, making it unfit even for farming for many years. It was the largest release of seismic energy east of the Rocky Mountains in the history of the U.S. and was several times larger than the San Francisco quake of 1906.

When Will Another Great Earthquake the Size of Those in 1811-12 Happen? Several lines of research suggest that the catastrophic upheavals like those in 1811-12 visit the New Madrid region every 500-600 years. Hence, emergency planners, engineers, and seismologists do not expect a repeat of the intensity of the 1811-12 series for at least 100 years or more. However, even though the chance is remote, experts estimate the chances for a repeat earthquake of similar magnitude to the 1811-1812 New Madrid earthquakes over a 50-year period to be a 7 - 10% probability.

What Can We Do to Protect Ourselves? Education, planning, proper building construction, and preparedness are proven means to minimize earthquake losses, deaths, and injuries.

### Prepare a Home Earthquake Plan

Choose a safe place in every room--under a sturdy table or desk or against an inside wall where nothing can fall on you.

Practice DROP, COVER AND HOLD ON at least twice a year. Drop under a sturdy desk or table, hold onto the desk or table with one hand, and protect the back of the head with the other hand. If there's no table or desk nearby, kneel on the floor against an interior wall away from windows, bookcases, or tall

furniture that could fall on you and protect the back of your head with one hand and your face with the other arm.

Choose an out-of-town family contact.

Take a first aid class from your local Red Cross chapter. Keep your training current.

Get training in how to use a fire extinguisher from your local fire department.

Inform babysitters and caregivers of your plan. Eliminate Hazards

Consult a professional to find out additional ways you can protect your home, such as bolting the house to its foundation and other structural mitigation techniques.

Bolt bookcases, china cabinets and other tall furniture to wall studs. Install strong latches on cupboards.

Strap the water heater to wall studs.

Prepare a Disaster Supplies Kit for Home and Car

First aid kit and essential medications.

Canned food and can opener.

At least three gallons of water per person.

Protective clothing, rainwear, and bedding or sleeping bags.

Battery-powered radio, flashlight, and extra batteries. Special items for infant, elderly, or disabled family members.

Written instructions for how to turn off gas, electricity, and water if authorities advise you to do so.

(Remember, you'll need a professional to turn natural gas service back on.)

Keeping essentials, such as a flashlight and sturdy shoes, by your bed- side.

Know What to Do When the Shaking BEGINS

**DROP, COVER AND HOLD ON!** Move only a few steps to a nearby safe place. Stay indoors until the shaking stops and you're sure it's safe to exit. Stay away from windows.

In a high-rise building, expect the fire alarms and sprinklers to go off during a quake.

If you are in bed, hold on and stay there, protecting your head with a pillow.

If you are outdoors, find a clear spot away from buildings, trees, and power lines. Drop to the ground.

If you are in a car, slow down and drive to a clear place (as described above). Stay in the car until the shaking stops.

### Know What to Do AFTER the Shaking Stops

Check yourself for injuries. Protect yourself from further danger by putting on long pants, a long-sleeved shirt, sturdy shoes, and work gloves.

Check others for injuries. Give first aid for serious injuries.

Look for and extinguish small fires. Eliminate fire hazards. Turn off the gas if you smell gas or think it's leaking. (Remember, only a professional should turn it back on.)

Listen to the radio for instructions

Expect aftershocks. Each time you feel one, **DROP, COVER, AND HOLD ON!**

Inspect your home for damage. Get everyone out if your home is unsafe.

Use the telephone only to report life-threatening emergencies.

The information contained in the flier was extracted from the American Red Cross website [http://www.redcross.org/services/prepare/0,1082,0\\_241\\_,00.html](http://www.redcross.org/services/prepare/0,1082,0_241_,00.html), Missouri State Emergency Management Agency website (<http://sema.dps.mo.gov/EQ.htm>) and the Federal Emergency Management Agency

website (<http://www.fema.gov/hazard/earthquake>). This flier could be distributed by school districts to each student annually to satisfy the requirements of RSMo 160.455

## **SERVICES PROVIDED FOR SPECIAL NEEDS**

The Knox County R-I School provides special services for the special problem areas:

Specific disability in learning.

Specific disability related to health that impedes learning.

Specific disability related to speech and sound system disorder.

Specific disabilities as so stated in the Missouri Regulations and Compliance Plan.

Other specific needs are provided for at the nearest facility in compliance with PL-94-152, Missouri Department of Elementary and Secondary Education, Special Education Division.

## **NOTICE OF NONDISCRIMINATION**

The Knox County R-I school board does not discriminate on the basis of race, color, national origin, gender, age or disability. This policy pertains to admission/access to, or treatment/employment in its programs and activities. This notice is made to: applicants for admission and employment, students, parents of elementary and secondary students, employees, sources of referral of applicants for admission and employment, and unions or professional organizations.

Any person having inquiries concerning the Knox County R-I School District's compliance the regulation implementing Title VI, Title IX, or Section 504, is directed to contact:

Superintendent of Schools, Mr. Andy Turgeon Knox County R-I Schools

55701 State Highway 6

Edina MO 63537



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Interested persons may also contact:

Assistant Secretary for Rights US Department of Education 330 “C” Street  
Washington DC 20202-1242

## **Missouri Department of Elementary and Secondary Education Every Student Succeeds Act of 2015 (ESSA)**

### **COMPLAINT PROCEDURES**

This guide explains how to file a complaint about any of the programs<sup>1</sup> that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA) <sup>2</sup>.

<sup>1</sup> Programs include Title I, A, B, C, D, Title II, Title III, Title IV.A, Title V Revised 4/17 <sup>2</sup> In compliance with ESSA Title VIII- Part C. Sec. 8304(a)(3)(C) Local education agencies are required to disseminate, free of charge, this information regarding ESSA complaint procedures to parents of students and appropriate private school officials or representatives. Missouri Department of Elementary and Secondary Education Complaint Procedures for ESSA Programs Table of Contents

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1. What is a complaint? For these purposes, a complaint is a written allegation that a local education agency (LEA) or the Missouri Department of Elementary and Secondary Education (the Department) has violated a federal statute or regulation that applies to a program under ESSA.
2. Who may file a complaint? Any individual or organization may file a complaint.
3. How can a complaint be filed? Complaints can be filed with the LEA or with the Department.
4. How will a complaint filed with the LEA be investigated? Complaints filed with the LEA are to be investigated and attempted to be resolved according to the locally developed and adopted procedures.
5. What happens if a complaint is not resolved at the local level (LEA)? A complaint not resolved at the local level may be appealed to the Department.

6. How can a complaint be filed with the Department? A complaint filed with the Department must be a written, signed statement that includes:
  1. A statement that a requirement that applies to an ESSA program has been violated by the LEA or the Department, and
  2. The facts on which the statement is based and the specific requirement allegedly violated.
  
7. How will a complaint filed with the Department be investigated? The investigation and complaint resolution proceedings will be completed within a time limit of forty-five calendar days. That time limit can be extended by the agreement of all parties. The following activities will occur in the investigation:
  1. Record. A written record of the investigation will be kept.
  2. Notification of LEA. The LEA will be notified of the complaint within five days of the complaint being filed.
  3. Resolution at LEA. The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level.
  4. Report by LEA. Within thirty-five days of the complaint being filed, the LEA will submit a written summary of the LEA investigation and complaint resolution. This report is considered public record and may be made available to parents, teachers, and other members of the general public.
  5. Verification. Within five days of receiving the written summary of a complaint resolution, the Department will verify the resolution of the complaint through an on-site visit, letter, or telephone call(s).

6. Appeal. The complainant or the LEA may appeal the decision of the Department to the U.S. Department of Education.
8. How are complaints related to equitable services to nonpublic school children handled differently? In addition to the procedures listed in number 7 above, complaints related to equitable services will also be filed with the U.S. Department of Education, and they will receive all information related to the investigation and resolution of the complaint. Also, appeals to the United States Department of Education must be filed no longer than thirty days following the Department's resolution of the complaint (or its failure to resolve the complaint).
9. How will appeals to the Department be investigated? The Department will initiate an investigation within ten days, which will be concluded within thirty days from the day of the appeal. This investigation may be continued beyond the thirty day limit at the discretion of the Department. At the conclusion of the investigation, the Department will communicate the decision and reasons for the decision to the complainant and the LEA. Recommendations and details of the decision are to be implemented within fifteen days of the decision being delivered to the LEA.
10. What happens if a complaint is not resolved at the state level (the Department)? The complainant or the LEA may appeal the decision of the Department to the United States Department of Education.

## **PUBLIC NOTICE**

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, children who live outside the district but are attending a private school within the district, highly mobile children, such as migrant and homeless children, children who are wards of the state, and children who are suspected of having a disability and in need of special

education even though they are advancing from grade to grade. The Knox County R-I School assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, mental retardation/intellectual disability, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

The Knox County R-I School assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

The Knox County R-I School assures that personally identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/ guardians. Parents/guardians may request amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

The Knox County R-I School has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed in the office of the Special Education Process Coordinator.

This notice will be provided in native languages as appropriate.

## **STANDARD COMPLAINT RESOLUTION PROCEDURE FOR EVERY STUDENT SUCCEEDS ACT (ESSA)**

This complaint resolution procedure applies to all programs administered by the Missouri Department of Elementary and Secondary Education under the Every Student Succeeds Act (ESSA). A complaint is a written allegation that a local education agency (LEA) or the Missouri Department of Elementary and Secondary Education (the Department) has violated a federal statute or regulation that applies to a program under ESSA. Any parent or guardian, surrogate parent, teacher, administrator, school board member, or other person directly involved with an activity, program or project operated under the general supervision of the Department may file a complaint. Such a complaint must be in writing and signed; it will provide specific details of the situation and indicate the law or regulation that is allegedly being violated, misapplied, or misinterpreted. The written, signed complaint must be filed and the resolution pursued in accordance with local district policy. Local policy and procedure calls for such complaints to be filed with the building level administrator for building level issues or to the superintendent of schools if it is a district level issue or if the situation cannot be resolved at the building level. If a complaint has been made and appealed in accordance with administrative procedures, the parent/guardian or member of the public may appeal the issue to the Board by submitting a written request to the superintendent or the secretary of the Board. The Board will address the complaint in an appropriate and timely manner. If the issue cannot be resolved at the local level, the complainant may file a complaint with the Missouri Department of Education. If there is no evidence that the parties have attempted in good faith to resolve the complaint at the local level, the Department may require the parties to do so and may provide technical assistance to facilitate such resolution. Any persons directly affected by the actions of the Department may file a similarly written complaint if they believe state or federal laws or regulations have been violated, misapplied, or misinterpreted by the Department itself. Anyone wishing more information about this procedure or how complaints are resolved may contact local district or Department personnel.

Anyone wishing more information about this procedure or how complaints are resolved may contact the Federal Programs' administrator at Knox County R-I at 660-397-2228 or Department of Elementary and Secondary Education personnel.

## **PARENTAL INFORMATION AND RESOURCE CENTER**

The Parental and Information and Resource Center (PIRC) program is funded by the US Department of Education, Office of Innovation and Improvement, established to provide training, information and support to parents and individuals who work with local parents, districts, and schools that receive Title I.A funds. PIRCs provide both regional and statewide services and disseminate information to parents on a state- wide basis

PIRC's help implement successful and effective parental involvement policies. Programs and activities that lead to improvements in student academic achievement, and that strengthen partnerships among parents, teachers, principals, administrators, and other school personnel in meeting the education needs of children; and to assist parents to communicate effectively with teachers, principals, counselors, administrators and other school personnel.

The recipients of PIRC grants are required to: serve both rural and urban areas, use at least half their funds to serve areas with high concentration of low-income children, and use at least 30 percent of the funds they receive for early childhood parent programs.

Centers must include activities that establish, expand, or operate early childhood parent education programs and typically engage in a variety of technical assistance activities designed to improve student academic achievement, including understanding the accountability systems in the state and school districts being served by a project. Specific activities often include helping parents to understand the data that accountability systems make available to parents and the significance of that data for such things as opportunities for supplemental services and public school choice afforded to their children attending buildings in school improvement.

PIRCs generally develop resource materials and provide information about high quality family involvement programs to families, schools, school districts, and others through conferences, workshops, and dissemination of materials. Projects generally include focus on serving parents of low-income, minority and limited English proficient (LEP) children enrolled in elementary and secondary schools.

Missouri had two PIRCs – one in St. Louis and one in Springfield. For service and contact information, go to their website at <http://www.nationalpirc.org/directory/MO-32.html>



Dear Parent or Guardian,

On December 10, 2015, President Barack Obama signed the Every Student Succeeds Act (ESSA) into law as Public Law Number 114-95. ESSA reauthorizes the Elementary and Secondary Education Act of 1965 “to ensure that every child achieves.”(1)

ESSA is the nation’s general education law and, as such, has been revised by Congress many times over the years. The last reauthorization took place in 2001 and was called the No Child Left Behind Act (NCLB).

In accordance with the Every Student Succeeds Act/ PARENTS’ RIGHT-TO-KNOW, this is a notification from Knox County R-I Public Schools to every parent of a student in a Title I school that you have the right to request and receive in a timely manner: a) information regarding the professional qualifications of your student’s classroom teachers.

The information regarding the professional qualifications of your student’s classroom teachers shall include the following:

- I. If the teacher has met state qualification and licensing criteria for the grade level and subject areas taught;
  - A. If the teacher is teaching under emergency or temporary status in which the state qualifications and licensing criteria are waived;
  - B. The teachers baccalaureate degree major, graduate certification, and field of discipline; and
  - C. Whether the student is provided services by paraprofessionals, and if so, their qualifications [ESSA 1112(e)(1)(A)(i)-(ii)]

- II. Information regarding any State or local educational agency policy regarding student participation in any assessments mandated by section 1111(b)(2) and by the State or local educational agency, which shall include a policy, procedure, or parental right to opt the child out of such assessment, where applicable. [ESSA 1112(e)(2)(A)] c)

In addition to the above information you will be notified if your student has been taught for four or more consecutive weeks by a teacher who does not meet the applicable state certification for licensure requirements at the grade level and subject area in which the teacher has been assigned. [ESSA 1112(e)(1)(B)(ii)] If you have questions or concerns, please feel free to contact the school principal at 660-397-2228.

“Parents play one of the most essential roles in the educational process. They provide the environment in which students learn, the discipline and the dedication needed to be successful, not only in school but also in life. Parents must instill in their children a deep respect for hard work, achievement, and learning.”

-Therese Knecht Dozier