

**KNOX COUNTY
MIDDLE SCHOOL**



**STUDENT HANDBOOK
2020-2021**

KNOX COUNTY MIDDLE SCHOOL

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

Parent signature

Student signature

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.

Parent signature

Student signature

Date

Please detach, sign, and return to the office.

Knox County Middle School Students:

On behalf of our faculty and staff, I would like to welcome you to the 2020-2021 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!

KNOX COUNTY MIDDLE SCHOOL

Knox County R-1 School District is classified as accredited by the Department of Elementary and Secondary Education of Missouri. It offers a four-year program for Missouri residents. Non-residents may apply for admission by contacting the school administration; tuition payments are required for non-resident students. The local Board of Education has set a graduation requirement of twenty-four (24) units of credit.

SCHOOL SPIRIT

Official School Colors	Red, White & Black
Mascot	Eagle
Conference	Lewis & Clark

The school seal displays an interlocked "KC" for Knox County on a crescent-shaped base, the numeral "1" symbolic of the first county in the state of Missouri to be recognized as an entire county school unit, the four emblems which represent the fields of music, art, victory, and knowledge--above which shines the torch of truth and achievement.

A standard design has been adopted for the class ring of Knox County Middle School. The ring embodies the use of our seal on one shank and the emblem of the Eagle on the other, together with the words "Knox County Middle School" encircling a stone crest

MISSION STATEMENT

“We the Knox County R-I Board of Education, administration, and staff believe that all students can learn and can achieve mastery of basic skills. We believe that our purpose is to educate all students to high levels of academic performance while fostering positive growth in social/emotional behaviors and attitudes. We believe that all other aspects of the school program are secondary to this purpose.

Equipped with this focus we are committed to developing the characteristics of an effective school, which is a clear school mission, strong instructional leadership, safe and orderly environment, high expectations and a system to measure achievement impact. We are life-long learners.”

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.

SCHOOL HOURS

Classes begin at 8:15 a.m. and continue until 3:10 p.m. A student will take seven classes per day. Students will be assigned to a teacher. After gaining permission, students may use this time to meet with a teacher to answer questions about homework. Lunch periods are scheduled from 12:30 p.m. to 1:16 p.m. Busses will depart at 3:15 p.m.

BELL SCHEDULE

	8:10	Warning bell
8:15	9:09	First period
9:12	10:06	Second Period
10:09	11:03	Third Period
11:06	12:00	Fourth Period
12:03	1:16	Fifth Period
1:19	2:13	Sixth Period
2:16	3:10	Seventh Period

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 principal'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. **If dropping of an item for a student, visitors are asked to leave the item in the vestibule to be picked up by the student at a later time.**

ENROLLMENT POLICIES

Students are required to enroll in seven periods of classes each day. The counselor and/or principal conduct all scheduling of students. The administration reserves the right to adjust student schedules in order to balance educational opportunities.

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

HONOR ROLL

Quarter honor rolls will be published, including pupils who have earned an average “B” or 3.0-3.62 grade point average for the “B” honor roll, and “A” or 3.63-4.0 for the “A” honor roll.

GRADE POINT AVERAGE

Knox County Middle School uses a 4 point scale in calculating honor rolls and student grade point averages. All semester and full year classes are included in the calculation, except classes on a pass/fail grade. A pass grade does not affect grade point average, but a fail grade is calculated in the student grade point average.

GRADE 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

Below 60 percent is failing.

REPORTS TO PARENTS

Report cards will be issued at Parent Teacher Conferences, and mailed to the student's home address after each semester. 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 our school's information system, Tyler SIS K-12: Tyler SIS Student 360 Parent Portal

To begin using the Parent Portal, follow these steps:

1. Fill out the Parent Portal registration form and return it to the school.
2. Your password will be emailed to the address you provided on the registration form.
3. Go to the Tyler SIS Student 360 web page [SIS K-12 Parent Portal](#)
4. Click on the Parents tab and log in. You must be on the **Parents** tab in order for your login to work.

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

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.

TARDIES

We must insist that students be on time for school and class. If you are late to class, you are tardy. The office considers all tardies to be unexcused, with the exception of a late bus. Tardies are recorded on a daily basis, and start over every quarter. Following the fifth tardy the student will be assigned to a detention for each additional tardy during the current quarter. A student who is tardy to school must first sign in at the office to assure their attendance is recorded accurately.

TARDY SWEEP

Teachers are to shut their doors once the bell rings for class. Any students found in the hall will be “swept” to the office. Teachers who have conference periods will be responsible for escorting these students to the office to fill out a tardy form. The teacher will then escort the student back to class.

ATTENDANCE

Parents need to inform the school as soon as possible the day that their child is absent by calling 397-2231. 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. If the school is not notified by 10:00 AM, a good faith effort will be made to contact parents of students who are absent.

The frequent absences of pupils from classroom learning experiences disrupt the continuity of the learning process. The benefit of regular classroom is lost and cannot be regained. Teachers cannot teach pupils who are not present. The total process of education requires continuity of instruction, classroom participation, learning experiences and study in order to obtain the maximum educational benefit for each individual student. The regular contact of pupils with each other in the classroom and their participation in a well planned instructional program under the direction of a competent teacher are vital to this purpose.

Regular attendance is one of the main responsibilities of the pupil and communication with the school when your child is absent is crucial. If physically able, the pupil should attend school every day that school is in session. Absences due to minor causes are inexcusable.

Excused absences are based on the honesty and integrity of the parent or legal guardian. Parents/guardians are asked to contact the school the day of the student’s absence to report the nature of the absence.

An absence will be recorded UNEXCUSED unless and/or until the parent/guardian contacts the school. The student must also provide documentation at this time if none has been provided beforehand. This requirement is the responsibility of the student. If the student does not provide documentation, the teacher(s) will record the absence as UNEXCUSED.

Students are expected to maintain a 90% attendance in each class. Knox County Middle School feels that attendance is the mainstay of developing a good work ethic, both as a student, future employee and contributing member of society.

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.

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

If a student in leaving school early or arriving to school late, they must first check in with the office.

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.

EXCUSED ABSENCES

1. Illness **reported the day of the absence** by 10:00 AM.
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. Following an absence, the student is to report to the principal's office for an excuse/unexcused slip. This is the responsibility of the student. If the student does not provide an excuse, the teacher(s) will record the absence as "unexcused."

ANNOUNCEMENTS

Announcements of importance will be given over the public address system. A digital bulletin will be issued daily. Announcements for the bulletin should be brought or emailed to the principal's office before school. A link to the virtual bulletin will be posted on our website knox.k12.mo.us and school Facebook page. It is updated daily.

STUDENT'S USE OF THE OFFICE

Students are welcome to come to the office when the secretary or principal can be of service. However, students should have a specific purpose for being in the office. Before students conduct any business in the office, they must obtain a pass from their current teacher stating a valid reason or purpose for the student's office visit. Students are expected to complete lunch balance purchases, bus passes, and any other transactions before the regular school day starts at 8:15 a.m.

USE OF THE TELEPHONE/CELLPHONE

The 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 or at the lunch period. If a student needs to make a phone call on their cellphone, they need to do so in the office.

LOCKERS

Lockers are provided as a service to the Knox CO. 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 that property. Students should keep possessions in their lockers. Student lockers shall remain closed except for when being used directly by the student who is assigned to the locker. Combination locks are available upon request in the office. The school district is not responsible for any items stolen out of lockers.

Each student will be assigned a locker, and he or she will be responsible for its care, contents and condition. Periodic inspections will 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 and markings are not to be hung inside or outside lockers. Students who abuse locker privileges may be deprived of use of the locker. Lockers are the property of the school and may be searched at any time.

Students are cautioned not to bring large amounts of money, or any item of value, and if they wear glasses or watches, to keep track of them at all times. Students, not the school, are responsible for their personal property. If it is necessary to bring more money than needed to pay for lunch, leave it at the office for safekeeping. Do not leave it in your locker.

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.

SEARCHES

Students have no expectation of privacy in cars, 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

Before school students may assemble by their lockers. Students may go to individual classrooms at 8:10 a.m. Students should only be in the classroom before 8:10 if they are getting help from a teacher.

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.

Middle School students are not to use the elementary, except while going to a class in that part of the building, during the school day. 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 a.m. to approximately 8:15 a.m. Students who consume food are to do so in the cafeteria area only. Middle school students will not be served breakfast after 8:10 unless permission is granted by the principal.

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 12:27 and 1:16 P.M. with the teacher dismissing his/her class to eat at a designated time.

Students are expected to eat their lunches in the cafeteria. They may bring sack lunches; however, all eating is to be done in the cafeteria. **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, confusion or 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.

TRANSPORTATION GUIDELINES

General Guidelines:

1. Students should be at the bus stop five minutes prior to the set pick-up time.
2. Students should wait 50 feet from the intersection at any bus stop.
3. 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.
4. 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.
5. Take time periodically to go over the bus conduct rules as found in the student handbook.

6. 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.
7. 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:

1. Be at the bus stop five minutes before the designated pick-time. Wait 10 minutes after pick-up time before reporting a late bus.
2. Stay off the roadway while waiting for the bus. Maintain proper behavior at the stop (no pushing, shoving, fighting or inappropriate language).
3. Show respect for private property and public property at the bus stop.
4. **Always** cross in front of the bus and **only** at the driver's signal.
5. Go directly home from the bus stop at the end of school.

Student Responsibilities On The Bus:

1. Follow the instruction from the driver.
2. Bus drivers **will** assign seats.
3. **Remained seated until the bus comes to a stop.**
4. Follow rules for courteous and correct classroom behavior.
5. Do not put any part of the body out an open window.
6. Refrain from using profane, vulgar or abusive language. Do not shout at passing persons or vehicles.
7. Spitting on, in or out of a school bus is prohibited.
8. Avoid unnecessary noise.
9. Eating, drinking, smoking or use of an illegal substance is prohibited on the bus.
10. Littering or throwing anything in or out of the bus is prohibited
11. Weapons and unsafe-items are prohibited on the bus, as is use of any item as a weapon.
12. Do not damage the bus. Report any damage you observe to the driver.
13. Fighting, pushing and shoving are prohibited on the bus

Responsibilities Of Parents/Guardians:

1. Review and discuss the above student responsibilities with your child(ren).
2. **Teach your child(ren) that the driver is the person of authority on the bus and is to be respected.**

3. Make sure that your child(ren) arrives at the bus stop five minutes before the designated time. Make sure that your child(ren) is not at the bus stop too early.
4. Provide supervision for your child(ren) going to and from the bus stop and at the stop as necessary.
5. Make sure your child(ren) are dressed appropriately for the weather conditions.
6. **Provide transportation for your child(ren) if the privilege of riding the bus is withdrawn.**
7. Accept responsibility for the proper conduct of your child(ren).

Behaviors Which Are Not Acceptable

1. Refusing to obey the driver.
2. Failure to remain seated.
3. Eating or drinking on the bus.
4. Physical and/or verbal abuse of the driver or another student.
5. Head, hands and or feet out of the bus.
6. Fighting, pushing, shoving, littering and spitting.
7. Destruction of school property.
8. Weapons on bus (a weapon is defined as anything commonly thought of as a weapon or being used as a weapon).
9. Throwing things in or out of the bus.
10. 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 student. The Building Principal will have a conference with the student and contact the parents.

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

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.

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 KIRX (Kirksville), KRES (Moberly), or KMEM (Memphis). Also, parents/guardians will be contacted in the event of school cancellation through our School Messenger system. Information about school cancellations will be sent to parents/guardians via phone, through the Knox Co. R-1 School District mobile app, and email.

TEXTBOOKS

The school district provides textbooks for all students in the district at no cost. Every student is obligated to give their books the best of care. Textbooks will be checked out to the student as needed in the class and will be checked back in to the teacher at the end of the year. **Loss, unnecessary marking or damage beyond reasonable wear is chargeable to the student at the end of the year.**

STUDENT I. D's.

When students get their school picture taken, they will receive a student I. D. The I. D. will be used as their lunch card and library card.

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 Middle 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.

VENDING MACHINES

Soda or candy may not be purchased by students during the school day. Students may purchase soda and/or candy bars after school. Water may be purchased before and after school and during the lunch period.

PICTURES

Photographers have been contracted to take student pictures. These pictures will be used for permanent records and yearbook preparation. Picture taking will be scheduled; by this arrangement, classes will have to be interrupted very little. Pictures for the freshmen, sophomores, juniors, and seniors will be taken during the school year and may be purchased. Seniors are required to pay a \$15 sitting fee that day, which also pays for their senior composite.

LOST AND FOUND

Articles that are found should be brought to the principal's office immediately. Money, jewelry, keys or items of unusual value should be given directly to the secretary or principal. Be sure to come to the office to make inquiry about anything you may have lost. Clothing that is unclaimed after one month will be turned over to charitable organizations.

RESTRICTED AREAS

Students are no go into 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.

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 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.

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 young adults. Part of the learning process for 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.

ACTIVITIES AND ATHLETICS - CITIZENSHIP

Because students are representatives of their school district and their community, the District requires that all students maintain themselves as good and creditable citizens.

Good and creditable citizenship requires that students agree to accept their obligations to attend school on a regular basis and to comply with the District's discipline code as set forth in Policy 2610 and Regulation 2610.

Good and creditable citizenship also requires that students accept their responsibility to contribute to providing a safe and positive school environment and community; that students fulfill their responsibilities at school and in the community in an honorable and trustworthy manner; and that students comply with standards of good discipline so as not to bring discredit to themselves, their school, or their community.

Standards of good discipline include, but is not limited to: orderly, lawful conduct; self-control; honesty; integrity; and accountability. Behavior that would not conform to the standards of good discipline includes, but is not limited to; possession or use of tobacco products; possession or use of alcohol; possession or presence under the influence of a controlled substance; sale of a controlled substance or substance to be a represented controlled substance; use of physical force with the intent to do bodily harm; possession of a weapon; intentionally causing or attempting to cause a fire or explosion; unwanted physical touching of others;

intimidation of others; disruptive behavior; theft; vandalism; truancy; use of obscene or vulgar language; and defiance of authority.

TRANSPORTATION OF STUDENTS ON SCHOOL TRIPS

Pupils being transported for a school activity will travel in school busses. The principal must approve any exception to this rule. Each group must have a faculty member in charge. A pupil injured or ill could be an exception.

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 wanting to attend a school dance must not have a failing grade (F).

STUDENT COUNCIL

The student council is an important student organization in our school. Council members must carry a great responsibility. They will meet with teachers to solve various problems. They cooperate with the faculty in sponsoring various school activities. They are the voice of the student body at council meetings where they express the desires of the students. This organization provides an opportunity for democracy in action and is, therefore, entitled to your cooperation and respect.

USE OF CELL PHONES

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.

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.

APPROPRIATE DRESS

Students should dress appropriately for school. It is inappropriate to wear clothing or accessory items, which may disrupt the educational environment. Clothing which 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 long 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 their 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. Muscle shirts with sides split down.
3. Low rider baggie pants.
4. Shorts must have at least a 4-inch rise or be considered appropriate per administration.
5. No bare midriffs. (Tops must cover the stomach sitting or standing)
6. No low-cut tops that reveal cleavage (should be modest in nature).
7. NO HATS worn in the building unless approved for special occasions.

This list is not all-inclusive. The administration reserves the right to restrict students from wearing any apparel, jewelry, or other personal items which does or are likely to substantially create a disruption, be a safety concern for the student or others, or be prejudicial to maintaining order.

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 during instructional and non-instructional time. Failure to abide by this policy will result in disciplinary action.

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, future plans as submitted by seniors. If you do not wish for this information to be released, the school needs to be contacted in writing by parents.

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 medications.

Your child needs to be fever-free 72 hours without the use of fever-reducing medications before returning to school. Due to concerns about the spread of influenza and other viral/bacterial illnesses, this will be strictly enforced.

If your child has a persistent, uncontrolled cough, please keep your child home and seek medical attention.

If your child is vomiting or has uncontrolled diarrhea within the last 48 hours, keep him/her out of school.

If 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 drainage, impetigo, or other bacterial infection, have your child seen by a doctor and keep your child out of school for 24 hours after the antibiotic treatment has been started.

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

If your child has the chicken pox, your child can not attend until all the blisters/lesions are healed or scabbed over. You also need to notify the school and the Knox County Health Department to report chicken pox cases.

SATURDAY DETENTION

1. Saturday Detention will be held every Saturday unless otherwise notified.
2. Saturday detention will be held from 8:00 a.m. to 12:00 p.m. sharp.
3. The doors for Saturday detention will be closed at 8:00 a.m.
4. Saturday detention is a consequence for inappropriate behavior; therefore only appropriate behavior will be tolerated. Any student who does not behave appropriately will be immediately dismissed and thus fail to serve the detention.
5. If a student is issued a Saturday detention, he/she will have two opportunities to serve it. This will be considered the approaching Saturday and the Saturday following that.
 - a) Students assigned to a Saturday detention will be issued a reminder during school hours on the Friday preceding their assigned detention.
6. Failure to serve a Saturday detention by being dismissed or not showing up will result in the following actions:
 - a) First missed Saturday detention per semester – 3 days out-of-school suspension and the detention will be considered served.
 - b) Second missed Saturday detention per semester will result in that student being suspended until the detention has been served. Thus, the student will have a minimum of 5 days out-of-school suspension until the next available Saturday.

AFTER-SCHOOL DETENTION

Detention begins at 3:15 p.m. on Wednesdays throughout the school year. The location will rotate between classrooms and therefore will be announced at the end of the day on Wednesdays. Detention will last 60 minutes and end at 4:15 p.m. Students are expected to serve the detention the week after it is assigned. Students who neglect to serve an after-school detention will be assigned a Saturday detention.

IN-SCHOOL SUSPENSION

Students on in-school suspension will be placed in a secluded area for 1-3 school days or part of a school day. Students will not be allowed to associate with other students during class, passing time, or lunch. During in-school suspension, students will not be allowed to participate in student activities; however, students may attend practice sessions. Teachers will provide assignments and instructions during their preparation period or earlier in the day if possible.

OUT-OF-SCHOOL SUSPENSION

While on out-of-school suspension, students will not be allowed on school property or at school-sponsored events. Students may turn in completed assignments, for 100% credit, if turned in when, or before the student returns to school.

STUDENTS

Regulation 2610

Discipline

Misconduct and Disciplinary Consequences

The discipline code set out in this regulation is intended to be illustrative but not an exclusive listing of acts of misconduct and the consequences for each. Misconduct which is not specifically listed in this regulation may be deemed to warrant discipline up to and including expulsion following provision of all due process procedures. In addition, the disciplinary consequence listed for each offense may be increased or decreased by the Administration or the Board of Education due to mitigating or aggravating circumstances.

Copies of this regulation or the student handbook which includes the code of student conduct and disciplinary consequences, as well as the District's corporal punishment policy, if any, will be provided to each student at the beginning of each school year. Copies of these documents will also be available for public inspection during normal business hours in the Superintendent's office.

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 Consequences	Maximum Consequences
Principal/Student conference, corporal punishment, 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.
Disrespectful Conduct or Speech – Disrespectful verbal, written or symbolic language or gesture which is inappropriate to public settings directed at a staff member.	
Minimum Consequences	Maximum Consequences
Principal/Student conference, corporal punishment, 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.
Disruptive Speech or Conduct – Conduct or verbal, written or symbolic language, which materially or substantially disrupts classroom work, school activities or school functions.	
Minimum Consequences	Maximum Consequences
Principal/Student conference, corporal punishment, 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.
Public Display of Affection – Physical contact which is inappropriate for the school setting.	

Minimum Consequences	Maximum Consequences
Principal/Student conference, after-school detention, Saturday detention, in-school suspension, or 1-10 days out-of-school suspension, and possible documentation in student's discipline record.	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.

Minimum Consequences	Maximum Consequences
Principal/Student conference, after-school detention, Saturday detention, in-school suspension, or 1-10 days out-of-school suspension, and possible documentation in student's discipline record.	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.

Minimum Consequences	Maximum Consequences
Principal/Student conference; change of clothing.	1-3 days in-school suspension

Violations Against Public Health and Safety

Tobacco – Possession of any tobacco products on school grounds, bus or any school activity.

Minimum Consequences	Maximum Consequences
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.

Minimum Consequences	Maximum Consequences
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.

Minimum Consequences	Maximum Consequences
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.	
Minimum Consequences	Maximum Consequences
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 Persons

Assault – Against Another Student – Attempting to cause injury to another person; intentionally placing a person in reasonable apprehension of imminent physical injury.	
Minimum Consequences	Maximum Consequences
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.	
Minimum Consequences	Maximum Consequences
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.	
Minimum Consequences	Maximum Consequences
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.	
Minimum Consequences	Maximum Consequences

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.

Minimum Consequences	Maximum Consequences
1 calendar year suspension, 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.

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

Minimum Consequences	Maximum Consequences
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.

Minimum Consequences	Maximum Consequences
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.

Minimum Consequences	Maximum Consequences
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.

Sexual Harassment- (see Policy 2130) Use of verbal, written or symbolic language that is sexually harassing.

Minimum Consequences	Maximum Consequences
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.	
Minimum Consequences	Maximum Consequences
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.	
Minimum Consequences	Maximum Consequences
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.	
Minimum Consequences	Maximum Consequences
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.	
Minimum Consequences	Maximum Consequences
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.	
Minimum Consequences	Maximum Consequences
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

Violations Against School Standards

Gangs – Gang activities, whether verbal, written or symbolic which substantially disrupt the educational environment.	
Minimum Consequences	Maximum Consequences
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 a person’s property.	
Minimum Consequences	Maximum Consequences
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.	
Minimum Consequences	Maximum Consequences
Principal/Student conference, 1-3 days in-school suspension.	3-10 days in-school suspension, out-of-school suspension.

Knox County R-I School District, Edina, Missouri

Adopted: May 17, 2011

STUDENTS

Policy 2655

Discipline

Bullying

The District is committed to maintaining a learning and working environment free of any form of bullying or intimidation by students toward District personnel or students on school grounds, or school time, at a school sponsored activity or in a school related context. Bullying is the intentional action by an individual or group of individuals to inflict physical, emotional or mental suffering on another individual or group of individuals.

Bullying occurs when a student:

- Communicates 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
- Physically contacts another person with the intent to intimidate or to inflict physical, emotional, or mental harm without legitimate purpose. Physical contact does not require physical touching, although touching may be included.

Students who are found to have violated this policy will be subject to the following consequences depending on factors such as: age of student(s), degree of harm, severity of behavior, number of incidences, etc. Consequences: In-school suspension, out-of-school suspension, expulsion and law enforcement contacted.

District employees are required to report any instance of bullying of which the employee has first-hand knowledge. Moreover, the District will provide training for employees relative to enforcement of this policy.

Knox County R-I School District, Edina, Missouri

Adopted: July 20, 2010

Meal Charges

Policy 5550

The purpose of this policy is to maintain consistent meal account procedures throughout the District. Unpaid charges place a financial strain on District finances. The Food Service Department is responsible for maintaining food charge records and for notifying the District's accounting department of outstanding balances.

Administration

1. Student Groups:

- Elementary students who have a negative balance will be sent a letter asking for payment.
- Middle School and 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.
- Graduating seniors must pay all charges in full. Failure to do so may result in the delinquent student being denied participation in graduation ceremonies.

5. If a financial hardship is suspected, families will be encouraged to apply for free/reduced meals at any time during the school year.

6. Each building principal will send a letter to all parents on or before the first day of school notifying them of the requirements of this policy. This policy will also be published on the District's website.

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, Averaging 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 High 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 earthquake 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 bedside.

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, 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

STANDARD COMPLAINT RESOLUTION PROCEDURE FOR IMPROVING AMERICA'S SCHOOL ACT PROGRAM

This complaint resolution procedure applies to all programs administered by the Department of Elementary and Secondary Education under the goals 2000: Educate America Act and the Improving America's Schools Act (IASA).

A complaint is a formal allegation that a specific federal or state law or regulation has been violated, misapplied, or misinterpreted by school district personnel or by the Department of Education personnel.

Any parent or guardian, surrogate parent, teacher, administration, 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 on 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:

Public Complaints

Policy 1480

Although no member of the community shall be denied the right to petition the Board of Education for redress of a grievance, the complaints will be referred through the proper administrative channels for solution before investigation or action by the Board. Exceptions are complaints that concern Board actions or Board operations only.

The Board advises the public that the proper channeling of complaints involving instruction, discipline, or learning materials is as follows:

1. Teacher
2. Principal
3. Appropriate Central Office Administrator, e.g. Assistant Superintendent or Director of Student Services, Assistant Superintendent or Director of Personnel, Assistant Superintendent or Director of Curriculum and Instruction.
4. Superintendent.
5. Board of Education

Any complaint about school personnel will be investigated by the Administration before consideration and action by the Board.

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.

What is a Complaint?

A complaint is a signed, written statement that includes:

1. An allegation that a requirement applicable to the LEA's Title I Program has been violated and:
2. Information that supports the allegation.

Who may complain?

Any parent, teacher, or other concerned individual or organization may file a complaint.

Other Related Policies

Policy 1310 Civil Rights, Title IX, Section 504

Policy 1480 Public Complaints

Policy 2100 Nondiscrimination and Student Rights

Standard Complaint Resolution Procedure For No Child Left Behind Programs

This complaint resolution procedure applies to all programs administered by the Missouri Department of Elementary and Secondary Education under the No Child Left Behind Act (NCLB).

A complaint is a formal allegation that a specific federal or state law or regulation has been violated, misapplies, or misinterpreted by the school district personnel or by Department of Education personnel.

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 initially with the Federal Programs' administrator and the resolution pursued in accordance with local policy 1621 which states the following: If the administrator is unable to resolve the complaint within five (5) school days, unresolved complaints will be forwarded to the Superintendent who will meet with the complainant upon request. Within five (5) school days of this meeting or within five (5) days of rejection of such meeting, the Superintendent will prepare and forward a written decision. Thereafter, the complainant may appeal to the Board of Education within five (5) school days of receipt of the Superintendent's decision. 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 not 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, misapplies, or misinterpreted by the Department itself.

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.

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.

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.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of

their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may call 1-800-437-0833.

Or you may contact us at the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-8520

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 statewide 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>

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
660-397-2228

Interested persons may also contact:

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