

# **Kimberly Middle School Student Handbook**

Welcome to Kimberly Middle School! We are thrilled to have you as students this year and look forward to the time we get to spend together. All our faculty, staff, and administration are here for the same reason: we care deeply about education and the welfare of children. We know that a quality education can open doors for students in the future, and we strive to provide an environment conducive to the highest standards of learning.

The Student Handbook is designed to provide you information about KMS, including the policies and procedures that govern academic and student life. You will also find many of the supports provided to students and parents. I urge you to familiarize yourself with this handbook, as it can be a resource to you as you spend your years with us at KMS.

My hope is that through your time at Kimberly Middle School, you will learn the skills and strategies needed to move on to high school and throughout life. I hope you make friendships that will last through the years, that you will take one step closer to the goals you have set for yourself in life, and that you will find middle school to be a productive and rewarding experience.

Sincerely,

Reed McCashland  
Principal  
Kimberly Middle School





### **ACADEMIC EXCELLENCE**

The first year a student earns ALL A's in all subject areas at the end of every grading period, he/she will receive a bronze medallion; second year, a silver medallion; and third year, a gold medallion.

### **ACADEMIC HONESTY POLICY**

Academic honesty and personal integrity are fundamental components of a student's educational experience.

**Definition of Academic Dishonesty (Cheating):** Presenting, as your own work, material that is not a true or valid representation of your own ideas or helping others to do the same.

**Some forms of dishonesty are:**

- collaborating on an assignment (without teacher permission)
- using written material on a test without the teacher permission
- copying another person's work/homework
- copying from a published work
- knowingly allowing others to copy your work

### **Determination of Academic Dishonesty:**

Any staff member who has reason to suspect that a student has participated in academic dishonesty will follow the steps outlined below:

- Meet with the student(s) involved, provide evidence of suspected academic dishonesty, discuss the matter and determine whether it has actually occurred.
- If there is sufficient evidence of academic dishonesty, student/s and teacher will meet with the principal. The goal of this meeting will be to discuss strategies to help the student make better academic choices in the future.

### **Consequences of Academic Dishonesty:**

First offense: Parent contact; redo the assignment for half credit; and one lunch detention.

Additional Offenses: Parent contact; redo the assignment for half credit; and referral to the principal for more serious disciplinary action.

### **ACCIDENTS**

All student accidents must be reported immediately to the office. The office will contact a parent/guardian for serious accidents. In cases of severe injury, school personnel may take the student to a medical facility or call 911 for emergency assistance. An accident report will be completed and kept on file.



## **ATHLETICS**

Participation in interscholastic athletics is a privilege, not a constitutionally protected right. The privilege of participation could be revoked for on-campus and off-campus misconduct. The school district rules and guidelines will be strictly enforced. Athletic programs are optional, and it is expected that all athletes, both boys and girls, will adhere to certain minimum standards of behavior and scholarship as established by the board, the building administration, and the coach. Student athletes are not to do anything that would embarrass themselves, their family, or school in the community at any time. Athletes are, because of the exposure to the public, ambassadors of the school district. The schools are often looked at by the members of the community and in other communities by the actions of the young people who represent them in the athletic area. This is a weighty, but nonetheless real responsibility that we place on the shoulders of our young people. As a participant, he or she will represent the school in a respectful manner.

Academic Eligibility: To be academically eligible for athletics, a student must maintain a 2.0 GPA and pass 75% of classes during the previous grading period. Students not meeting these grade requirements will not be eligible to participate until the next grading period. Incoming 6<sup>th</sup> graders are exempt from this rule for the first grading period. Student athletes will also be required to have no failing grades during the season. Grades will be checked weekly and an “unable to participate” list will be created. Students who are on the “unable to participate” list may attend practice but will not be allowed to participate in any competitions or games for the next seven calendar days. The “unable to participate” list will be published on Friday or Monday.

Physicals: To participate in athletic programs, a student must have a current physical on file signed by a licensed physician. Physicals are good for all middle school years.

Attendance: Students must attend every class period the day of the activity in order to participate in extracurricular activities on that day. Doctor appointments are accepted exemptions with no more than one class period being missed.

Activity Cards: Student athletes are required to purchase an activity card.

High School Team Managers: Middle school students who are high school team managers must follow the same rules and guidelines as other middle school athletes.

Travel: Students must travel to games and contests on the team bus. If a student wants to leave the sporting event with his/her own parent, the parent



will need to personally inform the coach. If a parent wants his/her student to be released to another person, then the parent will need to come to the school office and sign a release form in front of school personnel prior to the team leaving for the athletic event.

### **ATTENDANCE**

Research has proven a direct correlation between school attendance and academic achievement. While parents/guardians are responsible for getting their child to school, the school has a responsibility to enforce the Idaho State Compulsory Statute (Law) requiring students between the ages of 7 - 16 to be in regular attendance at school. **ALL** absences, whether excused or not, count as an absence.

**Verified Absence:** The school is notified by parent and student attendance is marked with a "P". (Parent verified)

**Unverified Absence:** The school is NOT notified by a parent/guardian and student attendance is marked with a "U" for unexcused.

**Administrative Excused Absence-:** Under special circumstances, the principal may allow for an administrative absence (E). These absences are still recorded as absences but **do not count** against the student for things where attendance is a determining factor (for example, incentive rewards, participating in an athletic event, etc.)

**Tardy:** Any arrival to school or a class up to ten minutes after the tardy bell is considered a tardy and then an absence after 10 minutes. After a student receives five (5) cumulative tardies, a 30-minute detention will be served for every tardy the remainder of the quarter. When a student reaches 10 tardies in one quarter, they will be placed on an attendance contract and parents will be notified. When a student reaches 15 tardies in one quarter, they will serve a one-day in-school suspension. Each quarter the tardies start over. When a student reports late to class because he/she was meeting with a staff member, the student should be given a pass from the staff member and the tardy will be removed from the student's record.

**Truancy:** A student is considered truant when he/she:

- is absent from school without parent permission
- leaves the school grounds without the knowledge and/or permission of an adult office staff member
- all truanancies will be reported to the principal for serious disciplinary action.

**Attendance Concerns:** After a student has accumulated ten (10) absences, a letter will be mailed home stating attendance concern. If it is determined that there is not a legitimate excuse for the absences, the principal will meet with the student and make a parent contact.



After having fifteen (15) or more absences in the school year, a referral may be made to local law enforcement—our school resource officer and/or truancy court. Charges may be filed to uphold the enforcement of the Idaho State Compulsory Attendance Statute (law). Extenuating circumstances with sufficient documentation will be taken into consideration.

### **BACKPACKS**

Students may carry their backpacks to and from school. Backpacks may be taken to classes, but must be stored under the student's desk, or in another teacher-approved location in the classroom. If a student is unable to be responsible with their backpack, they will not be allowed to take it to class. All students have access to a locker and can store their backpack and school materials in their locker throughout the day.

### **BEHAVIOR**

Good behavior in school is a necessary ingredient for maintaining a safe and orderly environment. Our school climate should reflect common sense and agreed upon principles of good character. While parents are the primary educators of character, we do our part as educators to model high character values of respect, responsibility, and safety.

At Kimberly Middle School, we have implemented PBIS, or Positive Behavior Interventions and Supports. Students are recognized for positive behavior throughout the building, including in classes, the hallway, at lunch, and at assemblies. Students showing positive behavior are rewarded with CashBucks, which can then be redeemed for various incentives throughout the building.

**The Refocus Plan:** Classroom behavior problems will be handled using the refocus plan as follows:

1. If the teacher observes inappropriate behavior in the classroom, he/she must ask the following questions:
  0. Is the behavior preventing me from teaching?
  1. Is the behavior preventing the student from learning?
  2. Is the behavior preventing other students from learning?
2. If the teacher can answer “yes” to any one of those questions, “a prompt” or warning is given to the student and a refocus form is placed on the student's desk as a visual reminder.
3. If the teacher observes any other inappropriate behavior from the student after the warning was given, the student will be asked to “refocus” by filling out a Refocus Form. The form gives the student a chance to think about why his/her behavior was inappropriate and develop a plan to get back on task in the classroom



Other behaviors that violate classroom rules (e.g. chewing gum, coming to class unprepared, etc.) do not fit into the refocus plan since they are not disrupting the learning process in the classroom. Therefore, these types of classroom rule violations will be handled by individual classroom teachers and/or team of teachers.

**Refocus Plan Disciplinary Steps:** If the student goes two weeks without getting a refocus, he/she has a blank slate. Refocuses will continue to be added until the student can go two weeks without getting a refocus. On the second refocus within a two-week period, a parent phone call will be made and students will receive a lunch detention. If a student receives three or more refocuses in a two-week period, administration will contact parents and a plan will be made.

**Non-Compliance:** If the student feels a refocus is unwarranted, he/she **should not** refuse to fill out the Behavior Log. Instead, the student should fill out the form as best he/she can and then politely ask the teacher for a scheduled time to discuss the situation.

**The following are some examples of behaviors which will result in serious disciplinary actions up to and possibly including expulsion:**

- The possession of weapons
- Vandalizing, damaging, and/or stealing school or private property
- Being in possession of or using any illegal substance, tobacco, and related paraphernalia such as pipes, matches, lighters, etc.
- Fighting and/or bullying
- Disrespect and/or insubordination to school officials

**Lost Privilege:** Students who have a behavioral problem resulting in a suspension will lose the privilege of attending the next special event. If the special event is happening during the school day, other academic arrangements will be made for that student at school.

**School Resource Officer:** The Kimberly School District and the City of Kimberly work together to provide a full-time police officer to be utilized by the district as needed. This police officer is called our school resource officer. While most problem behaviors are dealt with at a building level, the following is a list of issues where our resource officer would likely be involved:

- Habitual attendance concerns
- Incurable behavior (a refusal to change inappropriate behavior)
- Threats of violence
- Fighting
- Weapons
- Vandalism
- Drugs
- All issues where a crime is believed to have been committed



### **BELL SCHEDULE**

Period 1 8:10-9:40  
Period 2 9:45-11:10  
Lunch 11:10-12:10  
6<sup>th</sup>/7<sup>th</sup> – Lunch: 11:10-11:45; Advisory: 11:50-12:10  
8<sup>th</sup> – Advisory: 11:15-11:35; Lunch: 11:35-12:10  
Period 3 12:15-1:40  
Period 4 1:45-3:10

### **Friday Early Release Schedule**

Period 1 8:10-9:07  
Period 2 9:12-10:09  
Period 3 10:14-11:11  
Lunch 11:11-12:11  
6<sup>th</sup>/7<sup>th</sup> – Lunch: 11:11-11:46; Advisory: 11:51-12:11  
8<sup>th</sup> – Advisory: 11:16-11:36; Lunch: 11:36-12:11  
Period 4 12:11-1:15

### **BEVERAGES**

Outside beverages are only allowed into the school when packed into their lunch. The only beverage allowed in classrooms is water. **No energy drinks or outside drinks of any kind are allowed outside the lunchroom.**

### **BUS SERVICES**

Riding a bus to and from KMS is a service provided by the Kimberly School District and may be revoked for disorderly conduct or unacceptable behavior. Students shall be under the authority of, and directly responsible to, the driver of the bus. Students are assigned a bus based on their address. It is unacceptable to ride a bus that is not your assigned bus. Should you need further information or if you have a transportation problem, contact the Transportation Office at 423-4170 ext. 3306

### **CELL PHONES/IPODS/ELECTRONIC DEVICES**

- No cell phone use in classrooms
  - You can check them in the halls between classes, but once you enter the room, no phones should be out or visible.
  - If phones are seen being used in class, or heard (alarms going off, message alerts, ringing, etc.), they will be confiscated and will be picked up from the main office after school.
    - 1<sup>st</sup> offence – Warning
    - 2<sup>nd</sup> offence – one lunch detention
    - 3<sup>rd</sup> offence – parents must pick up the phone from the office on behalf of the student; two lunch detentions



- Continued offenses – The student will be placed on a cell phone contract where they will be required to turn their phone into the office when they arrive. Students on this plan will be allowed to check their phone in the office during approved times (between classes and lunch), but the phone will stay in the office until after school.
- Leaving class to go to the bathroom
  - When signing out to go to the bathroom, students will leave their phone behind with the teacher, then pick it up when they return.
  - This will NOT count as having a phone in class, provided it is promptly put away when returning.
- Phones may be used before and after school, between classes in the halls, and at lunch.
- Taking pictures of other people requires their permission BEFORE taking their photo or video. Anyone violating this will have their phone confiscated.
- Bluetooth headphones are not allowed in class. Bluetooth headphones will follow the same confiscation protocol as cell phones. If there is an assignment on computers that require headphones, only corded headphones may be used, and must be put away after the assignment is completed.

\*If a student has an approved accommodation on file to have a cell phone or air pods, they will be allowed to do so.

### **CLOSED CAMPUS**

KMS operates as a “*closed campus*”. This means that students are required to remain on the school grounds from the time of arrival until school is dismissed. Any student leaving the school grounds, after arriving at school, must have obtained permission from office personnel prior to leaving campus. The student may be considered truant if prior permission is not obtained.

### **CLOSING OF SCHOOL: KLIX (1310 AM); KTFI (1270 AM); KEZJ (96 FM); KMVT (Channel 11); KKVI**

These announcements will be made by 6:30 am and will be sent out over the automated calling system.

### **Counseling Services**

KMS students enjoy the benefit of guidance counseling throughout the school year. Students may visit their school counselor when they feel the need by completing a “Help Form” or, in an emergency, by stopping in at the main office or counselor’s office for assistance. A “Bully Buster” form may also be filled out and given to either the counselor or the principal. Bully Buster and Help Forms can be found on the KMS website under the ‘Resources’ tab.





Our counselor can assist students by assessing their strengths and limitations, helping them develop positive attitudes, guiding students toward making suitable decisions, assisting in solving personal problems, and helping in the discovery of talents and abilities. Parent permission is not required for a school counselor to speak with a student. However, if a school counselor feels the student could benefit from further individual/small group counseling, parent permission must be obtained.

### **DANGEROUS ITEMS**

Firearms, explosives, smoke or fire-producing items, knives, or other weapons must NEVER be brought to school or on the bus. If a student wishes to use such an item for a class project or demonstration, he/she must obtain authorization from the principal prior to bringing the item to school. Violations of this policy will result in severe disciplinary action including referral to the police. Students who knowingly and/or voluntarily possess, handle, transmit or use an instrument that can be considered as a weapon may be suspended or expelled. In compliance with the "Gun Free Schools Act", any student who brings a firearm to school will be recommended for expulsion from school for a period of not less than one year. ***If a student accidentally brings a dangerous item to school, he/she should immediately turn it into the principal.***

### **DRESS CODE**

At KMS, the dress code revolves around the principle of wearing the appropriate attire for the environment they are in. While we recognize that certain articles of clothing are accepted in outside situations and environments, we ask that students dress for the educational environment. The standard of dress applies to ALL school-sponsored activities. Students are to observe the following:

- No obscene or inappropriate messages or artwork on clothing or jewelry
- Hats
- No exposed midriffs, or excessively "sagging" pants
- No display of underwear (this includes bra straps)
- No tobacco, alcohol, and controlled substance related advertisement
- No gang-related attire
- No bandannas or sweatbands
- No spaghetti string blouses/dresses, tank tops, tube tops, off the shoulder tops, half tops, halter tops, muscle shirts or tops with plunging necklines (no cleavage)
- No transparent (see-through) clothes
- No self-altered clothes (cut-off sleeves)
- No pajamas, slippers, other sleepwear



- Spike, chains, wallet chains, studs, bolts, dog collars, needles, pins, sharp objects, or other jewelry deemed unsafe is not allowed at school.

For the complete Kimberly Dress Code Policy, see district policy 3224 ([www.kimberly.edu](http://www.kimberly.edu)).

### **EMERGENCY INFORMATION**

Every student must have an up-to-date emergency information sheet on file in the office. This sheet must be filled out at the time of registration. In case of illness or injury, it is vital for the school to have a **current** emergency number on file. When moving, changing address or phone number, inform the office immediately. It is important to put down the names of individuals that might come to take your student out of school. If the name is not on the form, we will not allow the student to be taken without parent permission.

### **FIELD TRIPS AND EXTRA-CURRICULAR TRIPS**

Students are required to ride on school transportation to any school-related functions. At the conclusion of the function, and if the parent is at the function, the parent may take their child with them **after they have spoken to the school official in charge at the function and signed a release.** *There are no exceptions!* Students are not allowed to leave the function with anyone but their own parent. The principal may grant an exception to this if the parent signs a written statement releasing the school of liability in front of the principal or designee **prior to** the event.

### **FINES**

Students will be assessed fines for such things as over-due library books, lost books, lost or damaged textbooks, etc. Students are also fined for unreturned technology, i.e. student computers/chargers. If a student uses a daily checkout device and does not return it, they will be fined \$0.25/day for each item not returned and will not be able to check anything else out until those items are returned.

### **GANGS**

Kimberly School District has a “**zero tolerance**” policy concerning any type of gang activity. This includes clothing, grooming, and other behavior associated with gang activity. Students who violate this policy are subject to disciplinary measures up to and including expulsion.

### **HONOR ROLL**

Students who earn a quarter grade point average of 3.0 – 4.0 and no F's or D's will be recognized as an honor student. A certificate will be given in recognition of this accomplishment.



### **LIBRARY / MEDIA CENTER**

Student use of the library is encouraged and promptness and cooperation in return of the materials is essential to the effective use of the books and materials. A 10 cent fine is assessed per day for overdue books. Lost, stolen, or damaged books are the financial responsibility of the student who checks them out. Students are allowed up to three books to be checked out. Students with a fine of \$1 or more will only be allowed to check out one book. Students with a fine of \$5 or more may not be allowed to check out any books until the fine is paid. Students are also fined for unreturned technology, i.e. student computers/chargers. If a student uses a daily checkout device and does not return it, they will be fined \$0.25/day for each item not returned and will not be able to check anything else out until those items are returned.

Students who have lost or destroyed books will not be allowed to check out any library material until they have taken care of their responsibility by paying to replace the destroyed or lost book. Restitution arrangements can be made with the principal if the student can't afford to pay.

### **LOCKERS**

Students do not trade or share lockers without permission from the office. Under no circumstances should a student give his/her combination to someone else. The school is not responsible for lost or stolen items. Replacement for broken locks or locker doors from being mishandled will be charged to the student.

School lockers are the property of Kimberly Public School and are subject to inspection by authorized school personnel. At no time does the Kimberly School District relinquish its exclusive control of lockers provided for the convenience of students. Periodically, general inspections of lockers may be conducted by school authorities for any reason, at any time, without notice, without student consent, and without a search warrant.

### **MEDIA**

Media coverage may be pursued for school events; therefore, students may be featured in the newspaper and television coverage. If you do not want your child photographed or identified in any way, please indicate your wishes at registration time on the registration form.

### **MEDICATIONS**

District policy prohibits schools from giving prescription medication to students except by written permission by the doctor who prescribed it. This permission form can be obtained from the office. The medication must be in its original container with the pharmaceutical label and the student's name, drug, dosage, and time to be given. Students are not allowed to keep



prescription or non-prescription medicine in their possession. All medicines are to be kept in the main office. The only exception is inhalers for students with asthma as long as the front office is given a parent or physician note. Any over-the-counter medication (in original container) will require written parent/guardian permission indicating the name of the medication and correct dosage, prior to being administered by school personnel. This medication is kept in the office.

### **PHYSICAL EDUCATION CLASS**

Tennis shoes, shorts/sweats and a t-shirt (red, white, black or gray) are needed for P.E. Class. (Refer to dress code in agenda as it also applies to PE). Not all lockers in the dressing room have locks on them so it is recommended that the students provide their own lock to insure the safety of their belongings. The school is not responsible for valuables brought to school. Additional funds may be required for PE activities such as bowling and skiing, but students will not be excluded from the activity for inability to pay. Students are expected to participate in the activities unless a doctor's note is provided.

### **PUBLIC DISPLAYS OF AFFECTION**

Kimberly Middle School recognizes the power and duty to protect the morals, health, and safety of all pupils in the building. These obligations and authority include providing all students an environment free of embarrassment or discomfort because of others displaying unacceptable public displays of affection.

All students are expected to refrain from unacceptable public displays of affection, whether in school, on school grounds, on busses, or at any district sponsored event, on campus, or elsewhere.

Unacceptable public displays of affection include, but are not limited to, any prolonged embracing and/or kissing, inappropriate touching, and touching of a sexual nature. Unacceptable public displays of affection at school are in poor taste, disruptive to the educational environment, and may violate sexual harassment laws. Students who violate this policy may be subject to disciplinary action, counseling, and/or parental intervention.

### **REPORT CARDS**

Report cards are mailed home after each quarter.

A = 90% - 100%	D = 60% - 69%	I = Incomplete (2 weeks to complete)
B = 80% - 89%	F = 59% and under	
C = 70% - 79%	P = Pass	

- **Class Credit: Only applies to 7<sup>th</sup> and 8<sup>th</sup> graders**



- Any student who receives a letter grade of “F” in a core class will not receive credit and will be enrolled in a credit recovery class and/or summer school if it is available. Students failing more than three core classes may qualify for summer school as a requirement to matriculate.
- **Credit Recovery:**
  - Students may be placed in a nine-week class in order to bring post-quarter grades up to passing level.
- **Citizenship Grade:**
  - The grade given for citizenship reflects the student's progress in becoming a good citizen during class. This grade does not affect a student's academic grade. The grades are as follows: H-Honorable S-Satisfactory N-Needs Improvement U-Unacceptable

### **RESTROOMS**

Students have five minutes between classes to gather curricular materials for their next class, travel the building, socialize, and use the restroom. If a student feels they will be tardy to their next class from using the restroom, they need to check in with the teacher. Restrooms may be used during class with teacher permission and an authorized hall pass.

### **SEXUAL HARASSMENT**

Sexual harassment is a violation of a person's civil and constitutional rights and a criminal offense in Idaho. Sexual harassment is a form of sex discrimination which violates Section 703 of Title VII of the Civil Rights Act of 1964 as amended. It is the policy of Kimberly Public School to maintain a learning and working environment that is free from sexual harassment. The Kimberly Public School prohibits any form of sexual harassment. It shall be a violation of this policy for any student or employee of Kimberly School District to harass a student or an employee through conduct or communication of a sexual nature as defined by this policy. The school district will investigate all complaints, formal, or informal, verbal or written, of sexual harassment and discipline any student or employee who sexually harasses.

Victims of sexual harassment should not try to ignore it or assume it is a joke or an accident. Victims should not blame themselves for another person's bad behavior. Victims should say “no” to the offender. Make it clear that you do not approve of his/her actions and report the matter to the school principal.

### **SOCIALS**

KMS may schedule socials (dances) each year. Socials are only for 7<sup>th</sup> and 8<sup>th</sup> graders; 6<sup>th</sup> graders are not allowed to attend since there is a significant developmental difference between 6<sup>th</sup> and 8<sup>th</sup> graders. If any 7<sup>th</sup> or 8<sup>th</sup> grade



student would like to invite a guest from another school, he/she must adhere to the following guidelines:

- Give name of the guest and his/her school name and grade to our school secretary by 3:30 pm the day before the social
- Contact will be made to the school of your guest and confirm that the student is in good standing at his/her school
- If the student is in good standing, the school secretary will give the KMS student written permission for the guest to gain attendance. This written permission, and a valid school picture activity card MUST be presented by the guest at the front door in order to gain admittance.

All students at the social (including guests) are subject to the rules of KMS **STRICT ATTENTION WILL BE GIVEN TO THE KMS DRESS CODE!!!** If a student displays behavior deemed inappropriate enough to be removed from the social, he/she will be required to make a phone call to his/her parent from the front office. The student will not be allowed to leave the school until the parent arrives to pick him/her up and will not be allowed to attend the next social.

Once a student enters the social, they are not allowed to leave the building until the social is over. Any student wanting to leave more than 30 minutes early will need to call a parent from the front office and verify the parent's approval with a staff member chaperoning the social. All socials will begin at 7 pm and end at 9 pm.

### **STUDENT Executive Leadership Team**

The purpose of the Kimberly Middle School Executive Leadership Team is to provide leadership and vision to improve our school responsibly by representing the student body through personal values and cooperative decision making. Its purpose is to educate its members in the dynamics of leadership, public service, and civic action. The Kimberly Middle School Executive Student Leadership Team is a student-centered network through which student leaders representing Prime-Time classes, learn and serve, speak and act.

General Student Leadership Team consists of one representative from each Advisory in grades 6-8. Membership to the General Leadership Team is open to application and nominations within the first two weeks of school. Membership criteria: a) 2.5 GPA; b) A desire to be in a leadership position; c) Able to honor and promote a high standard of character at all times.

Students who are interested in the Executive Student Leadership Team will need to have 1 year prior experience on the General Student Leadership Team.



The General Student Leadership Team will select for the following year, two 8<sup>th</sup> grade students and two 7<sup>th</sup> grade students to be members. These selections will take place the last two weeks of school.

### **SUSPENSION**

In-school and out-of-school suspensions will be assigned to students who have demonstrated a more serious behavior problem. In-school suspension lasts until end of the school day.

Students out-of-school suspended must stay off of the school grounds during the specified duration of the suspension. On the day the student returns to school, he/she MUST immediately report to the principal's office. The principal will meet with the student and make sure he/she is ready to have a productive day of school. All work missed during an out-of-school suspension may be made up. The student has the responsibility to obtain any missing assignments and turn them in on time (allowed one day for every day out-of-school suspended).

### **TELEPHONE**

The office phone is primarily meant to be used only by office staff members. If a student is ill and would like to call home, he/she will need to ask an office staff member for permission to use the phone. Students DO NOT use classroom phones to call home for illness. Except in emergency situations, students will not be called out of the classroom to take a phone call. Cell phones must remain put away and cannot be used during class. If a student needs to call their parents, they must do so from the office phone.

### **VIDEO SURVEILLANCE**

The KMS School Board authorizes the use of video cameras on district property to ensure the health, welfare, and safety of all staff, students, and visitors to district property and locations as deemed appropriate by the superintendent. Students in violation of board policies, administrative regulations, building rules, or law shall be subject to appropriate disciplinary action.

Video recordings may become a part of a student's educational record. The district shall comply with all applicable state and federal laws related to record maintenance and retention.

### **VISITORS**

All visitors must check in with the front office and pick up a Visitor's Pass which is to be worn for the duration of the visit. KMS does not allow students not enrolled in KMS to visit the school on any school day.



**WITHDRAWALS**

Students planning to withdraw from KMS or transfer to another school or district need to begin the withdrawal process in the office. All books and materials checked out to the student must be returned to the teacher or the library. All fines must be paid prior to the student officially withdrawing.