

STUDENT HANDBOOK 2018-2019

KAMIAH MIDDLE SCHOOL

906 12TH Street (physical)
1102 Hill Street (mailing)
Kamiah, ID 83536

Main office: 208-935-4040

“Today’s Achievements Create Tomorrow’s Accomplishments”

This handbook belongs to:

Name _____
Address _____
City _____ Zip _____
Phone _____

Education, A Cooperative Venture
Kamiah Elementary and Middle School
Student/Teacher/Parent Compact

As student, teachers, and parents we are reminded of the benefits and value of cooperative planning and combined efforts. When the student, parent and teacher all work together student achievement increases. Please take a few minutes to review the compact with your child; feel free to discuss these guidelines with his/her teacher at anytime.

TEACHER

Student achievement is one of our primary goals. Therefore, I will strive to do the following:

1. Be aware of your child's needs.
2. Provide appropriate, meaningful assignments for students.
3. Provide necessary assistance to parents so they can help their children with assignments.
4. Encourage students and parents by providing information about student progress.
5. Help your child grow to his/her fullest potential.

STUDENT

It is important to work to the best of my ability. Therefore, I will strive to do the following:

1. Work cooperatively with my classmates, teachers and parents.
2. Come to school prepared; ready to complete and return homework assignments.
3. Pay attention and do my best to achieve.
4. Obey the rules and respect the rights of others.

PARENT

I want my child to succeed. Therefore, I will encourage him/her by doing the following:

1. Establish time for homework and review homework regularly.
2. Encourage my child.
3. Be aware of what my child is learning.
4. Read with my child and let my child read to me.

SCHOOL PROGRAMS

Programs that are offered in addition to the regular academic programs for grade K-8 include the following:

Special Education This program is designed to aid those students who have recognized, special challenges including learning, emotional, physical, speech, hearing, vision, or any combination of these. (Students may be referred to the program without the consent of the parents or guardians).

Title 1 The Title 1 program provides assistance to students who do not qualify for Special Education. Kamiah provides Title 1 assistance to all students through a "school wide" delivery. Assistance is provided to all students as the need is identified by staff and parents.

Additionally, parents may request information regarding the professional qualifications of the student's classroom teacher.

The Kamiah School District, a partnership of students, parents, educators, and community members, is committed to ensuring a safe, nurturing environment where people are challenged to academic excellence, individual responsibility, personal success, and lifelong learning while reflecting community values and respecting diversity.

No Child Left Behind Act requires schools to notify parents that they may request information regarding the professional qualifications of their student's teachers and paraprofessionals. Examples of information that may be requested are as follow:

- Has the teacher met the state qualifications and licensing criteria for the grade level and subject area in which the teacher provides instruction?
- Is the teacher teaching under an emergency or other provisional status?
- What is the baccalaureate degree/major of the teacher?
- Are there graduate certifications or degrees held by the teacher?

KMS AGENDA

- What are the qualifications of the paraprofessionals that provide services to their students?
Currently all our teachers are highly qualified within both state and federal guidelines. Parents requesting further information on programs or staffing should contact the building principal.

Administrative Staff

Peggy Flerchinger, 4th-8th Principal
Leah York, Head Teacher
Kelsey Jacobs, Secretary

Faculty

Sharon Jacobs-4 th	Joe Sams-6 th	Loretta Riener-Special Ed	Jennifer Heitman-Math
Brooke Martin-4 th	Lettie Hatch-6 th	Shannon Engledow-Title 1	Taylie Hopkins-English
Trisha Skinner-5 th	Jeff Mercer-Shop	Jim Engledow-Social Stud.	Jana Privette- 8 th Science
Lydia Bremer-5 th	Colleen Olive-Library	Leah York-7 th Science/Health/PE	Kylee Loewen- Aide
Ben Henderson-Art	Tammy Bower-Aide	Kathy Zimmerman-Aide	

Respect of Faculty and Staff

We expect every staff member to be treated with respect and dignity, just as the student should receive the respect of the staff. It is imperative that the teacher be in charge of the class. Anything less would lead to a poor educational opportunity for all. A show of disrespect toward a staff member or insubordination on the part of the student will not, under any circumstances, be tolerated. The staff is responsible for supervision of students anywhere on school property and while at school-sponsored activities.

Fees

Locker.....\$5.00 (Required) 7th & 8th ONLY
Activity cards..... \$40.00 (Required for sports participants)
Pay to Participate.....\$25.00 (Required for sports participants, **PER** sport)

*Students holding student body offices and/or participating in an activities program at KMS **MUST** purchase this card. Students not purchasing an activity card will be charged normal student prices to attend activities in both the middle and the high school.

Kamiah Breakfast and Lunch Program

The Kamiah School District has received a Federal grant, providing free breakfast and lunch for all students K-12, regardless of income. Adult breakfast cost is \$2.75. Adult lunch cost is \$3.85.

Lunch for 4th – 6th grade is 11:45 a.m. – 12:30 p.m.
Lunch for 7th & 8th grade is from 12:15 p.m. – 12:40 p.m.

All students will sit at assigned tables and will not share tables with high school students. Students will wait in line in an orderly manner. All food and drink will be kept in the lunchroom; throwing food will not be tolerated. Salad bar guidelines must be followed. No soda pop allowed in the lunchroom. At least three items must be taken at breakfast. Students will remove hats when entering the lunchroom and when leaving, will exit through the doors near the restrooms. Choosing not to follow these rules will result in eating lunch in isolation.

Lockers

Lockers will be assigned to 7th and 8th grade students who are then responsible for the number assigned. There will be no changing of lockers during the school year (unless authorized by building principal). Students will leave lockers clean inside and out with a proper, functioning and closing mechanism. **Do not leave money or valuables in your locker.** The school cannot be responsible for valuables left in lockers.

Kamiah Attendance Policy

All students are encouraged to have his/her parent or guardians call the school the day they are absent. If the parent has not called to excuse the absence, the student must provide the school with a note the day they return. The absence must be cleared the day they return. Failure to comply will result in detention and/or loss of credit for work assigned during the unexcused absence.

Tardies A student, who is not seated in the classroom with necessary materials when the tardy bell rings, and up to 10 minutes past the tardy bell, is considered tardy. After 10 minutes the student is considered absent. The following policy will be enforced:

Any three tardies during a nine (9) week grading period will result in detention. Each three additional tardies will result in detention. When a student has been assigned three detentions, the next consequence for three tardies will be a one day suspension. The parent and child will meet with the principals for re-entry conference after the day of suspensions. Continued problems will be dealt with as truancy violation.

Excused Absences Students will be excused from the school day when they are ill and when illness or a death in their family requires their absence. Any verification of absences by parents must be received within one day after return to school. Only parents or guardians may excuse a student's absence. Medical days of absence verified with a doctor's note are exempt from the 18 days of absence calculation. This note shall be brought to school within three days of the student's return to school following absence. Parents may request a pre-arranged excused absence in advance for extended absences or important family events subject to approval by the school principal. Make-up work will be provided for classes missed. **For a pre-arranged absence the work given in advance is DUE the day the student returns.** After an accumulation of more than 18 absences in a school year, the student and parent will meet with the principal and review the attendance policy and discuss the need and options for improved attendance. Excused absences count toward the accumulated absences.

Regular Attendance Required of all Students: Kamiah School District #304 will maintain the 90% attendance policy insofar as it applies to the earning of credit. Absences from any class for any reason including illness or family convenience shall be counted when the percentage of attendance and consequent eligibility for credit is calculated. A student whose attendance at class is less than 90% will be asked to come before the attendance committee for review of absences; parent or legal guardian should also be present. For purposes of this requirement, extraordinary absences shall include absences which are beyond the control of the student and parent. Beyond eighteen (18) days of absence in a school year, the parent and child will meet with the attendance committee to put a plan of action into place for the child.

1. The 90% attendance rule as it applies to earning credits shall be interpreted as allowing only nine absences per class of the same class per semester.
2. Parents will be adequately informed of excessive absences and the potentiality of loss of academic credit. Such information will take place in form of a letter mailed out when the student reaches 9 absences. Once the letter is generated it will be mailed on a weekly basis for the remainder of the semester. ***IF parents wish to contest the decision by the attendance review committee to deny credit,** they must do so within five school days after the decision has been rendered. At 18 days, of absence a letter will be mailed out notifying the parent of potential loss of credit in the class or classes affected by absence.

Withdrawals

Withdrawals shall be done during regular class time unless a student must be checked out immediately. Students will fill out a “check out” sheet with teacher initials, pay all fines/fees, lunch charges, and return all books.

Grading System

Each school year is divided into two semesters, which consist of two quarters as set by the school board and administration. The following grades are given:

A-Superior	C-Average	F-Failure
B-Above Average	D-Below Average	I-Incomplete

*The letter “I” will indicate incomplete work by the student. A student will have ten (10) school days for the issuance of report cards to make up an incomplete. Failure to complete all work will result in the issuance of an “F” grade for the incomplete.

Report Cards

Report cards will go out following the close of the nine-week grading period with progress reports sent out four weeks earlier. Report cards and progress reports may be mailed home or sent home with the student. The method used will be announced prior to the distribution of progress reports or report cards.

Extra-Curricular Activities

All middle school students participating in extracurricular activities must read and sign the Kamiah School District Athletics/Activities policy. Parents must read and sign the policy also. Coaches/advisors will provide policy guidelines for each sport/activity. The purchase of a student activity card is required for participation in extracurricular activities. An additional \$25.00 “pay to play” fee will be charged per activity.

Insurance

Every student participating in a sports program at Kamiah Middle School must carry insurance. School District #304 requires proof of insurance and a signed waiver that has been approved by KMS to be on file prior to participation. The school district has insurance brochures to issue each student, and parents may purchase this insurance for the school year. Each student must participate in the blanket insurance program or provide evidence of adequate insurance coverage. **This is not school insurance**, simply a company offering insurance for the school year.

Check out Procedure

If students need to leave school at any time during the day, they **MUST** check out in the office. The office will check with the parent by phone to okay the checkout. If the student returns within the school day, they must check in on the same form.

Text Book Usage

Students borrowing school textbooks will maintain them in the best possible condition. The student’s name should be put in the textbook label at the time of issue. Students will be expected to pay for any lost or damaged books.

Social Activities

The various classes, clubs and organizations at Kamiah Middle School may hold social functions throughout the year, which will be scheduled and arranged as follows:

The faculty/advisor and/or president of any group wishing to plan a social function, money-raising event, etc. will obtain permission from the principal prior to the planned event. At that time, the date of the event will be written on the school calendar in the principal’s office. The faculty/advisor of the group/class will be in attendance at all planning sessions for the activity and at the function itself. Attendance at all social activities is limited to Kamiah Middle School students unless previously approved by the school principal.

Dance Regulations

KMS AGENDA

1. After entering the dance, no student will leave and then re-enter the dance.
2. Without exception, any student suspected of being under the influence of a foreign substance (alcohol, drugs, etc.) will be held until their parents can be contacted and come to school to remove them from the school grounds. If the parents will not and/or cannot come, law enforcement agencies will be called and the student will be turned over to them. The student in question and parent or representative will meet with the appropriate school officials at the earliest possible day following the incident.
3. The school dress code is enforced at all dances and 8th grade celebration.

DRESS CODE: Inappropriate Dress/Disruptive Dress: The responsibility for the dress and grooming of a student rests primarily with the student and his or her parents and guardians. Attire or grooming depicting or advocating violence, criminal activity, use of alcohol or drugs, pornography or hate speech are prohibited. Kamiah High School asks that the students adhere to the following expectations.....

1. All undergarments will be covered.
2. Hats, stocking caps, hoods, bandanas and sunglasses can not be worn in the buildings.
3. Sleep wear can not be worn during the school day or activities unless part of a celebration event.
4. Shorts/skirts/dresses must be mid thigh length.
5. No clothing that exposes the abdomen.
6. Chains on jeans are not allowed.

A student's attire or grooming should not be grounds for seclusion from his or her participation in school classes or programs or in school-related activities. If however, the attire or grooming of a student poses a threat to the health or safety of any other person, or to be disruptive to the educational process, an appropriate solution will be issued.

*** the above policy is based upon the wording found in the Portland Public Schools Dress Code Policy.

Students Rights/Responsibilities

As ordained by the Constitution and the laws of the State of Idaho, every student has a right to the full range of educational opportunities provided by our public education system. Those rights cannot be abridged except by law. Each student has the right to be enrolled in any class for which he/she qualifies and adequate facilities exist. Every effort will be made to assign students to classes on the basis of maximum benefit for the students.

Teacher Duty & Responsibility

Teachers are always on supervisory duty in the building or on the campus. They have the right and the responsibility to stop students for any infraction of school regulations. A student who does not comply with the regulations after being warned, or who is defiant of the teacher's authority when stopped will be referred to the administration.

Media Center

The mission of the KMS library is to provide useful educational support services for both faculty and students. Available materials can present students with a variety of facts and ideas from differing viewpoints. In addition, students gain access to material in a variety of ways, learning to research in books and periodicals as well as on computers. The library/media center is a member of the VALNET library consortium, providing students access to books and materials at more than 45 other libraries. The library is open for general use before school and after school, as well as during class times. Rules and regulations are as follows:

1. The library is a study zone. Socializing should take place elsewhere.

2. No food or drink allowed in the library.
3. Books may be checked out for a period of four weeks or longer at the discretion of the librarian and may be renewed up to two times.
4. Overdue fines are \$.05 per day. When using inter library loan, you must follow the loan/fine policies of the lending institution.
5. Overdue books and/or unpaid fees will result in withholding of report cards.

Printing

Students must have print approval. The following limited Internet printing rules must apply: 1) print only selections-not entire documents, 2) black and white copies only unless teacher/librarian approves of color.

Computer Use

Log on/off, save to Z: drive or flash drive, do not personalize settings or modify computers in any way, do not download software/programs to the computer. The school is not responsible for lost or deleted work on a student's Z drive. Students will not share or permit the use of their user name and password with anyone.

Internet Use

Primary purpose is research; no general surfing, no chat rooms, no games, no sites with gratuitous sexual content.

Electronic Communication Devices:

Students may possess electronic communication devices including, but not limited to cell phones, tablets, etc. during the school day from the first bell to the last bell under the following conditions: **Must be turned off, put away, and remain out of sight prior to entering the building.** Electronic communication devices may be possessed and used after school and at school-sponsored or school-related activities. If a student needs to text/call a parent they may ask permission from a teacher or do so in the office. Students in violation of this policy will be subject to disciplinary action, including but not limited to:

*Item is confiscated and returned to the parent only.

*It is the responsibility of the student to inform his/her parent that the cell phone/device is being held in the office.

Office staff will assist students in contacting a parent in cases of forgotten items, illness or emergencies.

Student use of Owned Computing Devices

Kamiah School District provides the opportunity for students to bring a personal computing device to school to use as an **educational tool**. The use of these devices will be **at teacher discretion**.

1. **Students must obtain teacher permission before using a personal computing device during classroom instruction.** Students using devices will be allowed access to the Internet via the District's "open" wireless network, where available.
2. Student use of a personal computing device must support the instructional activities currently occurring in the classroom.
3. **Students must turn off and put away personal computing devices when requested by staff.**
4. All use of personal computing devices/cell phone is subject to governance under District Policy including disciplinary actions of misuse.

The Kamiah School District accepts no responsibility for personal property brought to the school by students. Students who choose to bring a personal computing device/cell phone to school assume total responsibility for the device. Devices that are stolen or damaged are the responsibility of the student and their parents/guardians. Students should take all responsible measure to protect against the theft or damage of their personal device. It is not the responsibility of the Kamiah School District to provide access to charging of personal computing devices.

Students are expected to:

1. **Ask for permission before using the device and prior to accessing the Internet with a personal computing device.**

2. Turn off the device at the request of school personnel.

Kamiah School District Technology/Internet Use Discipline Procedure

District computers and other technologies are provided to students for educational purposes only. The following is prohibited on district and personal devices: gaming, shopping, social networking, streaming music and videos, personal email and other non-school related internet access. Consequences for violating the district's technology policies will be consistent with the seriousness of the violation and with each school's discipline policies. Student violations will be handled using the following steps but not limited to:

1st Violation: Verbal warning by a district staff member

2nd Violation: Referral to the building principal, parent notification of the infraction. The building principal may add additional consequences at his/her discretion.

3rd Violation: (9) Week account suspension. All internet access will be prohibited. Access to computers/technology may be granted by building principal permission only. Exceptions can be made by the building principal's discretion on a case by case basis. At the end of the nine weeks the student will have an opportunity to use district computers/technology as determined by the building principal.

*The building principal shall have the final authority to decide whether a student's privileges will be limited, suspended, or revoked based upon the circumstances of the particular case, the student's prior disciplinary record, and any other pertinent factors.

Contracts and Bills

The board of Trustees of School District #304 requires that the principal have the responsibility for the Associated Student Body funds. No contracts or bills in the name of the Kamiah Middle School Associated Student Body or any of its sub-organizations will be entered into without the principal's written approval. The teacher or advisor in charge of the organization, prior to approval by the principal, must sign student activities purchase orders.

Fire Drill Procedures

Fire Drill procedures, routes and exits are posted in each classroom. The exit used will depend on the location of the fire.

School Bus Discipline Policy

Safety is of prime importance for student being transported to and from school and for school sponsored activities. Bus safety depends on bus driver alertness and courtesy as well as good conduct by students being transported. Safety requires the cooperation of students, parent/guardians, and school personnel.

The Kamiah Board of Trustees may, for cause, deny transportation to any student in any equipment operated by the district. When transportation is denied, written notice will be given to the student's parent or guardian.

All students transported by district busses shall abide by safety regulations as interpreted by the drivers. Failure to comply will be sufficient reason for suspension of riding privileges.

The Kamiah School District Board of Trustees has adopted the following regulations governing pupils riding school buses to and from school and on school-sponsored activities.

Regulations Governing Pupils Riding Buses

1. Pupils being transported are under the bus driver's authority.
2. Fighting, wrestling or boisterous activity is prohibited on the bus.
3. Pupils will use the emergency door only in case of emergency.
4. Pupils shall be on time for the bus, both morning and evening.
5. No balloons, animals firearms, weapons or other potentially hazardous material are allowed on the bus.
6. Pupils shall remain seated while the bus is in motion.
7. The bus driver may assign pupils to seats.

8. When necessary to cross the road, pupils shall cross in front of the bus or as instructed by the driver.
9. Pupils shall have written permission to leave the bus other than at home or school.
10. Pupils shall converse in normal tones; loud or vulgar language is prohibited.
11. Pupils shall not open or close windows without driver's permission.
12. Pupils shall keep the bus clean, and must refrain from damaging it.
13. Pupils shall be courteous to the driver, fellow pupils, and passersby.
14. Pupils who refuse to promptly obey the driver's directions or refuse to obey regulations may forfeit their riding privileges.

First Offense

Administration will meet with the student to discuss the problem. A copy of the incident report will be mailed home to the parents/guardians.

Second Offense

Administration will set a meeting to discuss the problem with the student, bus driver, transportation supervisor, and the parents/guardians. A copy of the incident report and the basis for the suspension will be hand delivered or mailed to the parents/guardians. Consequence for 2nd offense: transportation may be denied for up to five (5) days.

Third Offense

Administration will set a meeting to discuss the problem with student, bus driver, transportation supervisor, and parents/guardians. A copy of the incident report and the basis for the suspension will be hand delivered or mailed to the parents/guardians. Consequence for third transportation offense may be denial of bus privileges for up to the remainder of the school year.

The decision to remove a student for the balance of the school year may be appealed to the Board of Trustees if the appeal is made within ten (10) school days fo the decision to deny transportation. A written appeal must be submitted to the superintendent requesting a hearing before the Board of Trustees stating why the decision should be changed or reconsidered.

Any violation of a serious nature may result in denial of transportation immediately. Any vandalism or destruction of school bus property will result in payment for damages and may result in automatic forfeiture of all bus privileges for on (1) calendar year (365 days from date of occurrence).

Transportation To And From School Events

The district will provide transportation to all school-sponsored activities scheduled outside Kamiah Joint School District #304. All student participants are required to reid ethe bus to and from these scheduled events. Students on such trips are required to comply with the rules and regulations governing daily school transportation.

In the event a student must travel to an activity from a location other than Kamiah Middle School, due to child visitation requirements, the student's parent/guardian must make prior arrangements with the school administrator. In the event the building administrator is not available the coach may approve the request.

If a student participant wishes to ride home with his/her parent or guardian, arrangements must be made by the parent/guardian directly with the coach/advisor. The parent/guardian may transport only their child(ren). Under no circumstances will student participants be allowed to transport themselves.

Family Rights And Privacy Act of 1974

Kamiah Schools maintain confidential information about pupils and their families for legitimate educational purposes including instruction, guidance, and research. Educational amendments of 1974 provide that parents may review and inspect all official records an data directly related to their children. This right is given to parents or any student 18 years or older to inspect and review any and all records.

Medication at School

If your child must have medication of any type given during school hours, including over-the-counter (OTC) drugs, you have the following choices:

1. You may come to school and give the medication to your child at the appropriate time.
2. You may obtain a copy of the District 304 medication form from the school nurse or school secretary. Complete the form by listing the medication(s) needed, dosage, route (oral, eardrops, etc.), and the time the medication is to be administered. The secretary cannot administer any medication without the medication form being filled out and signed. Prescription medications must be brought to school in a pharmacy labeled bottle which contains instructions on how and when the medication is to be given. Over the counter medications must be received in the original container and will be administered according to the written instructions.
3. You may discuss with your Physician an alternative schedule for administering medication.

For the school to administer any medication, the parent must have the medication form completed and the medication must be received in the original container. In fairness to those giving the medication and to protect the safety of your child, there will be no exceptions to this policy. **DO NOT SEND THE MEDICATION WITH YOUR CHILD.**

All students are required to follow Kamiah School District #304 Policies, even if the policies are not stated in this agenda!

Provisions for Disciplinary Action

Violations of school, civil, or state laws, or acts which bring discredit to the school, faculty, and administration will be grounds for discipline. Due process shall be afforded any student before any disciplinary action may be taken. Administration will be responsible to afford the due process and issue necessary disciplinary action.

Weapons Policy

Please refer to section on Weapons Policy, Policy NO: 541.

Expulsion: Denial of attendance at any single subject, class, activity, or any full schedule of subjects, classes or activities for an indefinite period of time. An expulsion also may include a denial of admission to, or entry upon, real and personal property that is owned, leased, rented, or controlled by the school board. The Board of Trustees may deny attendance at any of its schools by expulsion for just cause. "No pupil shall be expelled without the Board of Trustees having first been given written notice to the parent/guardian of the pupil, which notice shall be the grounds for the proposed expulsion and the time and place where such witnesses and submit evidence on its behalf, and to cross-examine any adult witnesses who may appear against him." (Section 33-205, Idaho Code) Due process procedures will be followed in all expulsions. The handicapping condition of an identified special education student will be taken into consideration prior to initiating the expulsion of the student.

Corporal Punishment

Corporal punishment (spanking) can/will be administered for flagrant acts of disobedience and behavior that are detrimental to the students and/or total school environment and/or when other less severe modes or discipline has failed to effect improvement. Students shall not be maltreated or abused. In no case will corporal punishment be administered in the presence of students, but will always be in the presence of another adult and in an area specified by the principal. Parents or guardians will be notified if possible in all cases of corporal punishment.

Harassment, Threats & Intimidation

Please refer to pages on Harassment Policies "Hazing, Harassment, Intimidation, Bullying, Cyber Bullying."

Sexual Harassment

It is the policy of Kamiah School District to maintain learning and working environment that is free from sexual harassment. The School District prohibits any form of misconduct that undermines the student's relationship with educators and with other students. No student, male or female, should be subject to unasked for or unwelcome sexual overtures or conduct, either verbal or physical. Sexual harassment does not refer to occasional compliments of an acceptable nature. Sexual harassment refers to sexual overtures or conduct that is not welcome, that is

personally offensive, that affects morale, that may create a hostile environment, and that, interferes with a student's ability to study or participate in school activities.

1. Students who believe they are being harassed should report the situation to school personnel.

2. Any employee of the school district receiving a report of harassment from anyone will report the matter to a school administrator immediately.

The school district will act to investigate all complaints, formal or informal, verbal or written, and to discipline or take appropriate action against any student who is found to have violated this policy.

Cheating

Students who are caught cheating on assignments or tests will receive a zero on that assignment or test. Repeated occurrences of cheating may result in loss of credit.

Plagiarism

Plagiarism means presenting someone else's words or ideas as your own. It is a form of stealing and is a serious offense. You must credit your sources for any ideas you use that are not common knowledge and are not your own. Work submitted containing plagiarized materials for credit will result in a zero. Repeated offenses may result in loss of credit for the course.

Forgeries

A student who takes the liberty of forging a faculty member's signature, a parent's signature or another person's signature can be suspended up to five (5) school days.

The following chart shows the range of consequences administrators can use in disciplining students. This range of consequences is progressive. Repeated offenses in any one category, or combination of categories, will result in more severe sanctions.

NOTES:

1. X---indicates options that may be exercised.
2. Principals (or their designee) may suspend up to five days per incident. The Superintendent or School Board may also extend the days of suspension assigned by the principal (designee).
3. Suspension/Expulsion: Any student who is suspended/expelled is not allowed to come on school property at any time (24 hours/day, 7days/week)
4. Students who are suspended (out of school) or expelled will not receive credit for assignments/tests missed during the period of suspension and/or expulsion. However, students are encouraged to keep current with their work, so that they are not behind when they return to school.
5. Students on in-school suspension will be allowed full-credit, for all work done, if all work is turned in upon return to regular classes. In-school suspension will be utilized for doing school work.
6. Elementary consequences will always start with school discipline and detention. Suspension and expulsion are options for K-4 students in all categories.
7. Consequences for students in grades 5-12 are shown on the following charts.
8. Length of expulsion will be determined by the Board of Trustees based on recommendation made by the building principal, except for those areas indication "one year calendar".
9. Inappropriate dress (Item #19 on chart):
 - 1st Offense: Students parents bring a change of clothing, or child will be sent home to change.
 - 2nd Offense: Student will change clothing and receive detention.
 - 3rd Offense: Student will be suspended with a parent conference.
10. For the purpose of this policy, assault shall be defined as: An intentional contact with another person that would be harmful or offensive to the ordinary person who is not duly sensitive; or an act done with unlawful force, with intent to inflict bodily injury of fear or fear of such injury, even if no injury be inflicted.

KMS AGENDA

<p align="center"><u>OFFENSE</u></p> <p>The following list is not exclusive of other behaviors for which a student may be disciplined up to, and including, expulsion and notification of non-school agencies.</p>	<p align="center"><u>Detention</u></p>	<p align="center"><u>Suspension</u></p> <p align="center">In-school Out- of -School</p>	<p align="center"><u>Expulsion</u></p> <p align="center">Emergency</p>	<p align="center"><u>Notification</u></p> <p align="center">Non-School Agency</p>
1. Alcohol: Possessing, using, or being under the influence of alcohol, at school, schoolfunctions, or activities		Up to 15 days & Counseling	2 nd -1 Calendar year	X
2. Arson: Knowingly or recklessly cause a fire or explosion which is dangerous to human life; or damages or threatens damage to any structure or vehicle.			1 st -1 Calendar year	X
3. Assault and or battery, harassment, threats or abuse of district personnel: Interfering with the discharge of the official duties of district personnel by intimidation, force, or violence.		1 st Up to -20 days with Counseling	2 nd	X
4. Greivous Assault and/or battery on students: Assaulting another with intent to inflict substantial or great bodily harm, or knowingly inflicting substantial or great bodily harm by any means.		1 st Up to -20 days with Counseling	2 nd	X
5. Burglary: Entering or remaining unlawfully in a district building with intent to commit a crime.		Up to 20 days		X
6. Cheating: For example, copying, plagiarism, using crib notes etc.		1 st -zero on assignment 2 nd - drop letter grade for each repeated offense		
7. Controlled substances: (See Drug/Alcohol/Tobacco Policy) Possessing, using, or being under the influence of drugs, inhalants, or controlled substances, or in possession of drug paraphernalia		1 st Up to -15 days and Counseling	2 nd -1 Calendar year	X
8. Controlled substances: Selling or distrubting controlled substances			1 Calendar year	X

KMS AGENDA

<p>9. Over the counter medicines: Sharing or distributing (See medication policy)</p>		<p>Up to 5 days</p>		
<p>10. Tobacco Use or possession: See Drug and Alcohol policy. Use or possession of any tobacco products including storing or maintaining such products in lockers, on self, or on property of the district or at school sponsored events.</p>		<p>1st -1 day suspension, notification of Law Enforcement 2nd -5 day suspension, notification of Law Enforcement 3rd -15 day suspension, notification of Law Enforcement</p>		<p>X</p>
<p>11. Criminal Acts as Defined by Law not otherwise addressed in this policy: Refer to State, County, and Federal criminal codes</p>		<p>X</p>	<p>X</p>	<p>X</p>
<p>12. Disrespect and/or Defiance of school authority. (Willful Disobedience): Refusal to obey reasonable directions for requests of any staff member, including volunteers, aides, substitutes, secretaries, custodians, food service workers, or on busses.</p>		<p>5 days</p>	<p>X</p>	<p>X</p>
<p>13. Disruptive Behavior: Conduct which interferes with the educational process, disruptive behavior in school, assemblies, school activities or on busses.</p>		<p>Up to 3 days</p>	<p>X</p>	<p>X</p>
<p>14. Extortion, Intimidation, Blackmail, Coercion: Obtaining money or property by violence or threat of violence. Forcing or attempting to force another to do something against his or her will by threat or force.</p>		<p>Up to 20 days with Counseling</p>	<p>X</p>	<p>X</p>
<p>15. Fighting: The act of quarreling involving any physical altercations</p>		<p>Up to 5 days</p>	<p>X</p>	<p>X</p>

KMS AGENDA

16. Forgery: Fraudulently using in writing the name of another person, or falsifying times, dates, grades, addresses, or other data		Up to 5 days	X	X
17. Harrassment: Intimidating or harassing a person because of that person's race, color, sex, religious beliefs, ancestry, national origin, or any other reason. Threat to cause injury, property damage, or physical confinement or restraint of the person threatened, or any other act intended to substantially harm the physical or mental health of the person threatened.		Up to 10 days with Counseling		X
18. Inappropriate Display of Affection		1 st -1 day 2 nd -2 days 3 rd -3 days		X
19. Inappropriate Dress/Disruptive Dress: Dress or appearance that is either obscene, presents a health or safety problem, causes a disruption of the educational process, or otherwise violates the district dress code.		See Note #8		
20. Lewd Conduct/Indecent Exposure: Behavior that is either obscene, such as mooning, exposing oneself, sexual misconduct etc.		Up to 10 days	X	X
21. Possession of Stolen Property: Knowingly receiving, retaining, possessing, concealing, or disposing of stolen property.		Up to 20 days	X	X
22. Robbery: Taking anothers property by force or threat of force.		Up to 20 days	X	X
23. Theft: Stealing		1 st -3 days 2 nd -5 days 3 rd -10 days		

KMS AGENDA

24. Trespass: Entering or remaining unlawfully in school buildings, property, grounds, or at school-sponsored events/or refusing to leave when asked.		Up to 5 days		
25. Use of Obscenity or profanity: Oral, written, gestures, or on computer networks.		1 st 1 day 2 nd 2 days 3 rd 3 days	X	X
26. Malicious Mischief: Destroying or damaging property, such as: Breaking windows, graffiti, defacing desks or lockers, damaging or destroying other peoples belongings, interfacing with or damaging electronic information systems, etc.		Up to 20 days plus damages	If over \$300 damage: Expulsion	X
27. Weapons and Explosives: The district has a no tolerance policy of weapons. Possessing or using weapons, explosives, or any other item capable of causing bodily harm, including "fake" weapons that are represented as "real" weapons. (Note: This includes pocket knives.)			1 Calendar year	X
28. Truancy: Unexcused absence(s)	X	X	X	X
29. Tardiness: Being late to class or school without a valid excuse. (Handled by principals at building level)	X	X		