

Keokuk Middle School

2002 Orleans Avenue, Keokuk, IA 52632

Administration and Counselors:

Layne Billings, Principal

Stephanie Vititoe, Assistant Principal

Kelsey Whitaker, Guidance Counselor

Quentin Hamner, Student Interventionist

Important Phone Numbers and addresses:

Main Office: (319) 524-3737

Fax: (319) 524-1511

<http://www.keokukschools.org>

Facebook: <https://www.facebook.com/keokukms/>



Student Handbook

2018-2019

This planner belongs to: _____

The Keokuk Middle School Handbook provides parents, students, and staff members with guidance concerning the expectations and procedures in place at Keokuk Middle School. It should be understood that should circumstances warrant changes, the building administrators reserve the right to make temporary changes during the school year. The changes would then be proposed to become permanent changes when the Student Handbook is presented to the Keokuk Board of Education for approval the next school year.



TABLE OF CONTENTS

KCSD Calendar.....	Page 3
KMS Bell Schedules.....	Page 4
KMS Faculty/Staff List.....	Page 5
Welcome to Keokuk Middle School.....	Page 6
Mission Statement	
Statement of Equality	
Principal's Welcome	
General Student Expectations.....	Page 7
KMS Behavior Expectations Table	Planners
Emergency Procedures	School Parties and Dances
Emergency Drills	School Visitors
A.L.I.C.E	Clothing and Student Appearance
Lockers	
Student Services.....	Page 10
Homeless Students	Guidance Office
Computers/Chromebooks	School Nurse And Your Health
Student Driving Permits	District Food Allergy Policy
Fundraising	Food Services
Academics.....	Page 14
PowerSchool	
Promotion Policy	Individual and Group Honors
Report Cards	Honor Roll
Student Attendance.....	Page 15
Inclement Weather	
Attendance	
Tardy and Attendance Policy	
Behavioral Guidelines.....	Page 17
KMS Pride Acknowledgements	Forgery and Cheating
Assemblies and Concerts	Gangs
Before/After School Behavior	Gum/Candy/Food/Drink
Bus Behavior	Harassment (Bullying)
Cafeteria Behavior	Hallway/Restroom/Passing time
Electronic Devices	Inappropriate Language and Gesture
Fire Alarm/Bomb Threat	Nuisance items
Fireworks	Weapons
Building Discipline and Consequences.....	Page 22
Majors and Minors Table	Major Consequence Table
Chill Out Chair	After School Detentions
Buddy Room	In School Suspension
Recovery Room	Out of School Suspension
	Expulsion
Library Guidelines.....	Page 28
Library Information	Student Publications
Extra Curricular Activities.....	Page 29
Introduction: Clubs and Activities	Student/Parent/Coach-Sponsor Communication

Athletic Forms
Eligibility Guidelines

Bus Rules Away Events
Consequences for Misbehavior on Activity Buses

2018-2019 Keokuk Community School District Calendar-Hours

1080 Hour Calendar 2018-2019

Summary of Calendar:

Days in classroom:

First Semester 82 Days

Second Semester 95 Days

TOTAL STUDENT DAYS: 177 Days

TOTAL TEACHER DAYS: 184 Days

*TOTAL ASSOCIATE DAYS: 177 Days

Summary of Calendar:

Instructional Hours counted:

First Semester.....511.75 Hours

Second Semester.....591.25 Hours

TOTAL INSTRUCTION - 1103.00 Hours

TOTAL CUSHION- HOURS 23.00 Hours

HAW/MS/HS - 8:00 am - 3:00 pm

GW - 7:50 am - 2:50 pm

**Wednesday Student Day:

HAW/MS/HS-8:00 am-1:45 pm

GW-7:50 am-1:35 pm

PLC-2:00-4:00 pm

30 minutes for lunch

PD day - 5.25 hours

Full Day - 6.50 hours

Full Week - 31.25 Hours

P/T Conference Week - 31.25 hours

HOLIDAYS:

Labor Day (9/3)

Thanksgiving Day (11/22)

Christmas Day (12/25)

New Year's Day (1/1)

President's Day (2/18)

Good Friday (4/19)

Memorial Day (5/27)

August					Student		
M	T	W	T	F	H	Reg. D	Wed Out
			1	2	3		
6	7	8	9	10			
13	14	15	16	17			
20	21	22	23	24	13.00	2	0
27	28	29	30	31	31.25	4	1
September					44.25	6	1
3	4	5	6	7	24.75	3	1
10	11	12	13	14	31.25	4	1
17	18	19	20	21	31.25	4	1
24	25	26	27	28	31.25	4	1
October					118.50	15	4
1	2	3	4	5	31.25	4	1
8	9	10	11	12	31.25	4	1
15	16	17	18	19	24.75	3	1
22	23	24	25	26	31.25	4	1
29	30	31			18.25	2	1
November					136.75	17	5
			1	2	13.00	2	0
5	6	7	8	9	31.25	4	1
12	13	14	15	16	31.25	4	1
19	20	21	22	23	13.00	2	0
26	27	28	29	30	31.25	4	1
December					119.75	16	3
3	4	5	6	7	31.25	4	1
10	11	12	13	14	31.25	4	1
17	18	19	20	21	30.00	3	2
24	25	26	27	28	-		
31					-		
January					92.50	11	4
	1	2	3	4	-		
7	8	9	10	11	31.25	4	1
14	15	16	17	18	31.25	4	1
21	22	23	24	25	24.75	3	1
28	29	30	31		24.75	3	1
February					112.00	14	4
			1		6.50	1	0
4	5	6	7	8	31.25	4	1
11	12	13	14	15	31.25	4	1
18	19	20	21	22	24.75	3	1
25	26	27	28		24.75	3	1
March					118.50	15	4
			1		6.50	1	0
4	5	6	7	8	31.25	4	1
11	12	13	14	15	31.25	4	1
18	19	20	21	22	-		
25	26	27	28	29	31.25	4	1
April					100.25	13	3
1	2	3	4	5	31.25	4	1
8	9	10	11	12	31.25	4	1
15	16	17	18	19	24.75	3	1
22	23	24	25	26	31.25	4	1
29	30				13.00	2	0
May					131.50	17	4
	1	2	3		18.25	2	1
6	7	8	9	10	31.25	4	1
13	14	15	16	17	31.25	4	1
20	21	22	23	24	31.25	4	1
27	28	29	30	31	17.00	1	2
June					129.00	15	6
3	4	5	6	7	-	0	0
10	11	12	13	14	-		
17	18	19	20	21	-		
24	25	26	27	28	-		
					-	0	0

Date	Events
8/3/2018	Registration - 8 am to 6 pm
8/14/2018	New Staff Inservice
8/17/2018	Teacher Workshop/Inservice Days
8/20/2018	Associate Workshop/Inservice Day
8/20/2018	Nurses Workshop/Inservice Day
8/23/2018	First Student Day
9/3/2018	Labor Day-NO SCHOOL
9/4/2018	Preschool First Day
10/4/2018	Early Dismissal Parent Teacher Conferences 11:15
10/4/2018	Parent Teacher Conferences (1:30-9:30)
10/5/2018	NO SCHOOL
10/16/2018	TQ Day - No Students
11/16/2018	End of 1st Trimester (60 days)
11/21/2018	Thanksgiving Holiday NO SCHOOL
12/21/2018	Early Dismissal 1:45 - End of First Semester (82 days)
12/24/2018 - 1/4/2019	Winter Vacation-NO SCHOOL
1/7/2019	Classes Resume
1/21/2019	MLK Day -Teacher Inservice Day - NO Students
2/18/2018	President's Day - NO SCHOOL - SNOW MAKE-UP DAY
3/1/2019	End of 2nd Trimester (60 days)
3/7/2019	Early Dismissal Parent Teacher Conferences 11:15
3/7/2019	Parent Teacher Conferences (1:30-9:30)
3/8/2019	NO SCHOOL
3/18/2019-3/22/2019	Spring Break
4/19/2019	NO SCHOOL
5/17/2019	Preschool Last Day
5/19/2019	Graduation
5/27/2019	Memorial Day
5/30/2019	End of Trimester 3 (57 days)/QT 4/Semester 2 (95 days)
5/30/2019	LAST STUDENT DAY (1:45 Dismissal)
5/30/2019	LAST NURSE DAY
5/30/2019	LAST ASSOCIATE DAY
5/31/2019	TEACHER BUILDING/CLASSROOM DAY

1,103.00 139.00 38.00

Required 1,080.00 177.00

(23.00)

Snow make-up day on February 18 if needed
All other snow days will be made up at the end of the year.

Revised 6/8/2018

2018-19 KMS Bell Schedules

Breakfast served at 7:30 a.m. for all schedules

Students are allowed in the building ½ hour before classes on all bell schedules

Students may pass to 1st period class 10 minutes before the start of class on all schedules

<u>REGULAR SCHEDULE</u>	<u>(M,T,Th,F)</u>
Students arrive at school	07:30-07:50
Breakfast Served	07:30-07:50
Pass to Period 1	07:50-08:00
Period 1	08:00-08:48
Period 2	08:51-09:39
Period 3	09:42-10:30
Period 4 (Warrior Time)	10:33-11:03
6 th Grade Lunch	11:06-11:36
Period 5 (7 th & 8 th grade)	11:06-11:54
Period 5 (6 th grade)	11:39-12:27
7 th Grade Lunch	11:57-12:27
Period 6 (8 th grade)	11:57-12:45
Period 6 (6 th & 7 th grade)	12:30-01:18
8 th Grade Lunch	12:48-01:18
Period 7	01:21-02:09
Period 8	02:12-03:00

<u>11:15 SPECIAL SCHEDULE</u>	<u>(No Period 4)</u>
Students arrive at school	07:30-07:50
Breakfast Served	07:30-07:50
Pass to Period 1	07:50-08:00
Period 1	08:00-08:26
Period 2	08:29-08:55
Period 3	08:58-09:24
Period 5	09:27-09:53
Period 6	09:56-10:22
Period 7	10:25-10:51
Period 8	10:54-11:15
No Lunch	
No After School Activities	

<u>Wed. 1:45 PD SCHEDULE</u>	<u>(No Period 4)</u>
Students arrive at school	07:30-07:50
Breakfast Served	07:30-07:50
Pass to Period 1	07:50-08:00
Period 1	08:00-08:42
Period 2	08:45-09:27
Period 3	09:30-10:12
Period 5	10:15-10:57
6 th Grade Lunch	11:00-11:30
Period 6 (7 th & 8 th grade)	11:00-11:42
Period 6 (6 th grade)	11:33-12:15
7 th Grade Lunch	11:45-12:15
Period 7 (8 th grade)	11:45-12:27
Period 7 (6 th & 7 th grade)	12:18-01:00
8 th Grade Lunch	12:30-01:00
Period 8	01:03-01:45

<u>2 HOUR DELAY SCHEDULE</u>	<u>(No Period 4)</u>
Students arrive at school	09:30-09:50
No Breakfast	
Pass to Period 1	09:50-10:00
Period 1	10:00-10:35
Period 2	10:38-11:13
7 th Grade Lunch	11:16-11:46
Period 3 (6 th & 8 th grade)	11:16-11:51
Period 3 (7 th grade)	11:49-12:24
6 th Grade Lunch	11:54-12:24
Period 5 (8 th grade)	11:54-12:29
Period 5 (6 th & 7 th grade)	12:27-01:02
8 th Grade Lunch	12:32-01:02
Period 6	01:05-01:40
Period 7	01:43-02:18
Period 8	02:21-03:00

KEOKUK MIDDLE SCHOOL FACULTY AND STAFF

KMS ADMINISTRATORS		NURSE	
Billings, Mr. Layne	KMS Principal	Ruhl, Mrs. Quinn	KMS Nurse
Vititoe, Ms. Stephanie	KMS Assist.Prin.	SCHOOL RESOURCE OFFICER	
OFFICE SECRETARIES		Johnson, Mr.Brad	KMS Officer
Lorentzen, Mrs. Miriam	Office Sec.	JUVENILE LIAISON	
Lopez, Ms. Deneen	Office Sec.	Johnston, Mrs. Amy	Juvenile Liaison
GUIDANCE		SUPPORT SPECIALIST	
Whitaker, Miss Kelsey	Counselor	Rohlf, Mr. Kirk	I.T.
Hamner, Mr. Quentin	Student Interventionist	STUDY HALL / ISS	
Martin, Mrs. Jody	Guidance Sec.	Benedict, Mrs.Barb	ISS
INSTRUCTIONAL COACH		MEDIA SPECIALIST / LIBRARY	
Davis, Mrs. Jenny - 6th/7th	Instructional Coach	Isaacs, Mrs. Deana	Library Clerk
Ulloa, Mrs. Natalie - 8th			
TEACHERS		ASSOCIATES	
Barnes, Mr. Kurt	8 Social Studies	Billings, Mrs. Traci	6,7,8 RES/ Varner
Barnes, Mr. Kyler	B.D.	Hogan, Philip	MDE/Greenslaugh
Bevard. Mrs. Karla	7 Resource	Campbell, Mrs. Chrissy	6 RES./ Wills
Boltz, Mr. Brian	Computers	Cook, Mrs. Diana	7 RES/ Bevard
Bottorff, Mrs. Krystal	Band	DeMoss, Mrs. Donna	6,7,8 RES/ Varner
Calfee, Mrs. Megan	6 Math	Flickinger, Melissa	MDE/Greenslaugh
Campbell, Mr. Jon	6 Science		BD/ Barnes
Clark, Mrs. Gail	6 Language Arts	Helenthal, Mrs.Lisa	MDE/Greenslaugh
Clark, Mr. Louis	Industrial Technology	Moore, Mrs. Liz	BD/ Barnes
Dodds, Mr. Doug	7 Social Studies	Otte, Mrs. Lori	6,7,8 RES/ Varner
Edler, Mrs. Barb	TAG	Ruffcorn, Mrs. Melissa	MDE/Greenslaugh
Elting, Mr. Ted	8 Math	Sargent, Ms. T.J.	8 Res / Sisk
Gage, Mrs. Kathy	8 Language Arts/ELL	Toubekis, Mrs. Christine	BD/ Barnes
Greenslaugh, Mrs. Jesse	MDE	CUSTODIAL	
Guy, Mrs. Shannon	7 Language Arts	Gilpin, Mike	Head Custodian
Hawkins, Mrs. Sarah	8 Science	Huston, Chris	Evenings
Huls, Mrs. Kathy	Life Skills	Mahoney, Travis	Evenings
Luft, Mrs. Heather	Art	Wingerter, Mrs. Anita	Evenings
Maerz, Miss Malorie	Language Arts	FOOD SERVICE	
Marshall, Miss Merydith	6th Transition team		
Nixon, Mrs.Tina	6 Social Studies	Hackett, Mrs.. Sarah	District Nutritionist
Palmer, Mrs. Melissa	7 Math	Estrada, Mrs. Denise	Manager
Rooney, Mrs. Patricia	7 Science	Bullis, Mrs. Lee	Cook
Schiller, Miss Arie	P.E.	Elston, Mrs.Stacey	Cook
Sisk, Mr. Jeff	8 RES	Johnson, Ms. Ada	Dishwasher
Terry, Mrs. Reva	6th Transition Team	Land, Mrs. Beth	Truck Driver
Boyle, Mr. Collin	7-8 Choir / Music	Londrie, Mrs. Connie	Cook
Varner, Mrs. Brenda	6,7,8 Resource	Rose, Mrs. Kari	Cook
Wills, Mrs. Ehren	6 Resource	Schmitt, Mrs. Caroline	Cook
		Skinner, Mrs. Nell	Cook

KMS MISSION STATEMENT

KMS provides a positive culture and learning environment that empowers personal success.



WELCOME TO KEOKUK MIDDLE SCHOOL

MISSION STATEMENT

KMS provides a positive culture and learning environment that empowers personal success.

STATEMENT OF EQUAL OPPORTUNITY

It is the policy of the Keokuk Community School District not to illegally discriminate on the basis of race, color, national origin, gender, disability, religion, creed, age, marital status, sexual orientation, gender identity and socioeconomic status in its education programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the district's Equity Coordinator, Superintendent, 1721 Fulton Street, Keokuk IA. 52632,

PRINCIPAL'S WELCOME

It is with great pleasure that I welcome you to the Keokuk Middle School family. Whether you are a student, parent or guardian, staff member, or interested member of the community, your participation in the learning process is essential to our success. The middle school years can be a very challenging and a rewarding time in a young person's life. It takes the efforts of every individual associated with the school to make these learning opportunities a positive experience for our students. Education and the opportunity to be a lifelong learner is often taken for granted, but free education is one of the greatest privileges we have as Americans.

Middle School is a place for students to try new things without fear of failure because failure is simply an opportunity to learn. This is also why we have put in place standards referenced grading practices. Students will be expected to learn the material in middle school even if they must relearn it a second time in order to master it. This is part of ensuring all students learn the standards that are required for each class they take in middle school. Be proud of it and take pride in what you do here as a member of the KMS family. Every student, everyday matters.

Self-improvement happens through hard work and daily effort. At KMS we focus on the positive things our students, staff, and community do every single day. Our high expectations are clearly listed and support every student's learning. Should expectations not be met, learning supports will be made available as part of our multi-tiered system of supports and our positive behavior interventions system. The three R's (**Respectful, Responsible, Ready**) will help you develop an increased amount of pride in yourself and your school and prepare you to be a successful citizen in society. We ask that every student practice them in their work and their behavior.

The information in this handbook will help you understand KMS expectations and supports. Over 430 students assemble daily at KMS to learn together about themselves and their world. Our high expectations help make learning for all possible.

KMS MISSION STATEMENT

KMS provides a positive culture and learning environment that empowers personal success.



GENERAL STUDENT EXPECTATIONS

Keokuk Middle School is a Positive Behavior Intervention and Supports (PBIS) School. Our students pride themselves on being **responsible, respectful** and **ready** for lifelong learning. The “KMS expectations table” below communicates the expected behaviors in various parts of the school day. Students will be taught these behaviors at the beginning of the year and periodically throughout the year.

	Hallways/ Pods/Stairs	Cafeteria	Restrooms/ Locker Room	Arrival/ Dismissal Areas (Gym & Bus Areas)	School Activities	On the Bus	Electronic Devices
Respectful (Value the opinions & values of others, tolerance, acceptance, non-violence, & courtesy.)	<ul style="list-style-type: none"> Use appropriate language and volume Be courteous to all Avoid distracting classrooms along your route Keep your hands, feet and objects to your property/yourself Locker etiquette Walk on right side of the hallway and stairway <p style="text-align: center;">Volume: 1-3</p>	<ul style="list-style-type: none"> Wait patiently in line Use appropriate language Be courteous to peers and staff Practice good table manners <p style="text-align: center;">Volume: 1-3</p>	<ul style="list-style-type: none"> Use appropriate language Honor people's privacy Take care of the facility Keep your hands, feet and objects to yourself <p style="text-align: center;">Volume: 1-3</p>	<ul style="list-style-type: none"> Use appropriate language Follow staff directions Keep your hands, feet and objects to your property/yourself <p style="text-align: center;">Volume: 1-3</p>	<ul style="list-style-type: none"> Stand and remove hats for the National Anthem, stand for the Fight Song Positive cheers only Be seated in the student section or with your parents <p style="text-align: center;">Volume: 3-4</p>	<ul style="list-style-type: none"> When waiting for the bus stay away from front of bus doors until students get off the bus Keep your hands, feet and objects to yourself <p style="text-align: center;">Volume: 1-3</p>	<ul style="list-style-type: none"> Silence electronic devices during class/school activities Use listening devices and cell phones only in hallways or at lunch and at teacher discretion in the classroom
Responsible (Accountability, Pursuing Excellence, & Self-control)	<ul style="list-style-type: none"> Clean up after yourself Use a planner/pass Walk Proper management of locker (keep it shut and school appropriate items) 	<ul style="list-style-type: none"> Dump your tray when instructed Consume food and beverages in the cafeteria only Remain in the appropriate lunch areas until the bell rings Raise your hand if you want to go to the bathroom or nurse 	<ul style="list-style-type: none"> Use restrooms between classes and/or lunch Keep the restroom area clean Clean up after yourself Keep your items in your locked locker 	<ul style="list-style-type: none"> Stay on the sidewalk Stay an <u>arms</u> length away from buses until the doors are open Cross at the stop sign if you are crossing the street 	<ul style="list-style-type: none"> Appropriate behavior to match the event Be on time Clean up after yourself Take care of concessions and restrooms in a timely manner Students that leave and wish to return must be with parent 	<ul style="list-style-type: none"> Food and drink are to stay off of the bus during regular bus routes Stay in your seat while the bus is in motion 	<ul style="list-style-type: none"> Care for personal and district devices Communicate appropriately when using personal and district devices Leave other's devices alone
Ready (Prepared for success in the real world!!)	<ul style="list-style-type: none"> Move to class promptly using the most direct route Demonstrate understanding of appropriate behavior and expectations 	<ul style="list-style-type: none"> Single file entry, getting food and dismissal Share your table, accept others Appropriate table conversation Fill all seats 	<ul style="list-style-type: none"> Practice good hygiene – wash your hands Get dressed/ seated Get in....Get out! 	<ul style="list-style-type: none"> If you are not riding the bus leave the bus loading area 	<ul style="list-style-type: none"> Good sportsmanship Positive attitude Encourage and be courteous to others Must pay to enter 	<ul style="list-style-type: none"> Classroom expectations also apply to bus setting Make safe choices 	<ul style="list-style-type: none"> Show interest and motivation Lend a hand

EMERGENCY PROCEDURES

The Keokuk Community School District has adopted a Crisis Management Plan that provides for the evacuation of students to a safe location (first priority is another school building in the district) in the case of extreme emergency. The Superintendent of Schools will serve as a central communication source for the District and will use local radio station KOKX-1310 AM, WCEZ-93.9 FM, and Power Announcement for public announcements and bulletins to parents. The announcements will include the procedures for the release of students to parents. During an emergency situation parents and community members should utilize the radio rather than try to contact the school via telephone. Telephone lines need to be reserved for emergency communication with the appropriate authorities. **Parents and community members should not report to the school site until clearance is given via the radio station because your presence could hinder the efficient and safe completion of the emergency procedures.**

EMERGENCY DRILLS

Keokuk Middle School conducts emergency drills throughout the school year for the protection of students and staff. Directions are posted inside the entrance to each classroom or teaching area. In the case of an emergency, or drill, students should remain quiet and act in an orderly manner.

The fire alarm is a steady blast of the siren and the tornado alarm is a varying blast of the siren. During a fire alarm, students will exit the building as directed. During a tornado alarm, students will report to designated areas within the building.

DURING AN EMERGENCY OR EMERGENCY DRILL, students:

- 1) need to be aware of the direction they are to go and what exit is to be used.
- 2) will remain quiet throughout the entire drill.
- 3) will walk in a brisk, orderly manner. There is to be no running or shoving at any time.
- 4) will remain with their instructor during the entire drill.
- 5) will follow all directions given by school staff members or emergency personnel.
- 6) will return to their class with their instructor, once clearance has been given.

Students with a physical handicap will have an emergency plan in place that provides them with assistance during emergencies or emergency drills.

A.L.I.C.E.

A.L.I.C.E. (Alert, lockdown, inform, counter, evacuate) is a program designed to be an enhancement to the standard "lockdown" system used for emergency situations. The main objective of the program is to provide the students and staff with options to increase their chance of survival during an "active shooter on campus." Recently, the Keokuk Community School District has undergone hands on training and classroom information on how to assist their students in case of an active shooter. If this situation arises at Keokuk Middle School students and staff will be asked to meet at a central location where parents/guardians will be allowed to pick up their student once they have been accounted for.

LOCKERS

Lockers are provided as a service to students in order that books and other materials that belong in school can be stored properly. You must use a school issued lock on your P.E. locker.

LOCKER COMBINATIONS ARE THE INDIVIDUAL BUSINESS OF THE STUDENT. Students should not share combination information with any other student. Students are not to share lockers with other students.

The hallway and P.E. locker that has been assigned to you remains the property of Keokuk Middle School. Therefore, should reasonable cause exist, the hallway and P.E. locker may be searched by school officials. **The school only searches lockers when there is concern for illegal, dangerous, or potentially disruptive circumstances.** No illegal items are allowed in the hallway or P.E. locker. Also, no medication is to be kept in any lockers. **Violation of this policy may result in referral to police and/or expulsion from school.**

Keep your locker clean and in an orderly fashion. There are to be no stickers or adhesives used on/in lockers. All pictures must be held up by magnets. No food or drinks should be kept in lockers. The only exception would be lunch.

School issued P.E. padlocks will have a combination assigned to it. Should someone become aware of this combination, please request a new combination. The replacement cost if a padlock is lost or damaged is the responsibility of the student. Be sure your parent/guardian knows your combination in case they need to obtain school materials.

PLANNERS

Students are given a free planner at the beginning of the school year. This planner provides an opportunity for the student to stay organized and for daily communication between teachers and the parent/guardian. Should the planner be lost or destroyed, a replacement planner may be purchased in the office.

SCHOOL PARTIES AND DANCES

All school parties must be carefully planned with the teacher or sponsors and approved by the principal. All treats or other items necessary for the party must be handled by the teacher or sponsors. Students will not be permitted to bring food or beverages into the building unless it is permitted for an APPROVED PARTY and these items will then be placed in an area designated by the teacher or sponsor. All parties should be held in the gym unless a conflict exists then an alternative site will be selected by the principal. Evening parties are not to go past 8:00 p.m. In order to attend a school dance/party students must present a student ID, **as only KMS students are allowed entrance**. Any student on suspension may not attend. All party treats must follow the district food allergy policy.

SCHOOL VISITORS

Parents/grandparents/guardians/volunteers are always welcome to visit KMS. We encourage and welcome these individuals along with local citizens to come at any time and participate in as many school activities as they can. During the school day, visitors and other guests are required to notify us in advance so staff may make plans for your visit and are required to stop at the office and register before visiting the school premises. A "VISITOR" tag will be provided for you to wear during your time in our building. Exemptions on events during the school day will be made by administration. (for example end-of-year award ceremonies)

Students whose school is not in session, or who are simply visiting family or friends, **will not be allowed to visit** during the school day. The exception would be special community programs where guests are visiting Keokuk and the schools are asked to host students.

CLOTHING AND STUDENT APPEARANCE

- 1) Students must wear **footwear with hard soles**.
- 2) Students are **not to wear hats, hoods, head scarves, bandanas, or other head dressings** in the school building.
- 3) Students are to wear **clothing that is not inappropriately revealing**. This is defined as clothing that does not reveal the student's underwear or bra. Clothing must also meet the following criteria:
 - a. Shirts must cover your waistband if not tucked in.
 - b. Clothing must **not be too revealing or extremely tight fitting**.
 - c. Clothing should not be see-through, strapless, backless, midriff-baring, halter-style, or too short.
 - d. Shirts are **required to have sleeves**.
 - e. Shorts/Skirts need to be an **appropriate length** for school. With the waistband of the shorts or skirt around your waist, stand up straight and put your arms straight down to your side. The bottom of the shorts or skirt should at least come down to just below your fingertips. There should be no holes, rips or tears in your pants/shorts that can be touched by your fingers when your arms are extended.
- 4) Students are **not to wear clothing that makes written or pictorial reference to drugs, alcohol, tobacco, sex, or profanity and vulgarity**.
- 5) Students are **not to wear coats and jackets during the school day**. Lightweight pullover tops are acceptable, as are lightweight zippered sweatshirts.
- 6) Students are **not to wear clothing that draws undue attention and may become disruptive**.
- 7) Students are **not to take gym bags/backpacks/book bags/fanny packs or other related items** to class unless there is special permission granted by school administrators.
- 8) Items that are not necessary for normal school activities are not to be worn, or brought, to school. This would include, but is not limited to: sunglasses/gloves/chains/some jewelry.

KMS MISSION STATEMENT

KMS provides a positive culture and learning environment that empowers personal success.



STUDENT SERVICES

HOMELESS STUDENTS

At times, circumstances may lead to the families of school age children to become homeless. In too many cases, when a family becomes homeless one result is that the children stop attending school. The Keokuk Community School District recognizes the importance an education is to all children and has a policy, 501.7, that addresses the needs of homeless children.

This policy provides a process for homeless students to continue to be educated so that despite the challenges they face with their lack of a permanent home, they do not need to lose out on their valuable time at school. Should you become aware of families who are homeless and it appears the children are not attending school, please contact your nearest Keokuk school or call Central Office at 524-1402. Your call could be of great assistance to these families. If your family is ever in a situation where you are or may become homeless, please call KHS Principal Adam Magliari at 524-2542 and make him aware of your situation.

COMPUTERS/CHROMEBOOKS

School Devices are the property of the school district and students must respect that they are not meant to be used as their own personal computers. The following are the expectations of students while using district devices:

- 1) **Students must have permission** from a staff member to use a school computer or school device.
- 2) Students wishing to use a school computer or device to access the internet for learning purposes must have an **Internet Information System form completed on Powerschool**. This is to be completed during the school registration process.
- 3) Students will only access the system for educational purposes during school hours. Sometimes inappropriate sites may be accessed without any intention on the student's part. Should this happen, the student should immediately notify the staff member who will make a notation of the site and take whatever measures are needed to leave the site.
- 4) **Student will not use devices to engage in harassment, bullying, or cyber bullying** of any individual as defined by KCSD Board Policy #102, #502.1, #502.4 and Iowa Code Section 280.28.
- 5) Students will not tamper with or hack into school computers or school network for any purpose.
- 6) **Students will use only those programs and applications as instructed**. They are to refrain from opening or changing any settings on the computers or devices. This includes, but is not limited to, such folders and applications as the system folder, the desktop pattern, sounds, and control panels. Students are not to use chat-rooms, e-mail, or instant messaging.
- 7) **Only authorized persons should install or remove programs on the computers**. Students should refrain from bringing home, or downloading from the internet, any computer games or programs to install or use on school computers.
- 8) The lab is to be maintained in a clean and orderly condition.
- 9) **Damage to equipment/software must be reported** and logged immediately after it is discovered.
- 10) Students are not to copy any materials or programs from the computer without permission.

Students may not use network resources:

- 1) For accessing, viewing, downloading, displaying, transmitting, creating, or otherwise possessing or disseminating **material that contains pornography, child pornography, obscenity, or sexually explicit, pervasively lewd and vulgar, indecent or inappropriate language, text, sounds or visual depictions;**
- 2) To **download, stream or listen to Internet-based music, video and large image files not for school work**, as this slows the performance of the network for all users. KCSD will monitor the network for violations;
- 3) To access **websites or other content blocked by the District, via codes or any other method;**
- 4) To send file attachments through the school's email system that are greater than 20MB in size (The transfer process can hinder network speed and access to others. If there is a need to transfer large files, the technology department is to be contacted in order to make special arrangements.);
- 5) To alter, add or delete any files that affect the configuration of a school Device other than the Device assigned for personal use;
- 6) To conduct any commercial business that is not directly related to a course offered by KCSD in which the student is enrolled, e.g., Entrepreneurship/Economics class;
- 7) To conduct any activity that violates school rules, KCSD Board Policy, or the law (this includes adhering to copyright laws); 5 Sept 2, 2013
- 8) **To access the data or account of another user** (altering files of another user is considered vandalism); To install any software onto KCSD Devices; or,
- 9) To copy KCSD school software (copying school owned software programs is considered theft).
- 10) Attempt to change any KCSD network or server configuration or the configuration of the Device.

COMPUTERS/CHROMEBOOKS - continued

- 11) Give out their home address or phone number to anyone on the Internet (this protects users from becoming potential victims of those with criminal intent).
- 12) **Ever use any option that "remembers" your password.** The easiest way to breach security is to allow someone else to use your login account. Anyone who has access to your account, even for a few minutes, has access to your email, your local data, your server account, and any website to which you saved your password.
- 13) Give user name(s) and/or password(s) to anyone other than parents/or legal guardians.
- 14) Record staff or students without their consent or knowledge, this includes (but is not limited to):
 - a. Webcams
 - b. Tablets.
 - c. Cameras
 - d. Cell phones.
 - d. or any other digital devices.
- 15) Use school issued email accounts in ways inconsistent with defined policy.
- 16) Forward email commonly known as "SPAM," Unsolicited Commercial Email (UCE), or "junk email."
- 17) **I.M. (instant message) or chat during class**

Tampering with school computers, changing or vandalizing school records or the work of others is a serious infraction and is potentially a criminal offense which will be dealt with accordingly. **If a student does not follow the previously mentioned expectations then the student will be asked to stop using the computer immediately and may be suspended from the use of school computers for a designated period of time.** Parents will also be contacted and informed of serious infractions and students who purposely and maliciously tamper with school computers for inappropriate or illegal uses will be referred to an administrator and consequences will be assigned from the list of Building Discipline Consequences. The student may be referred to the police and will be liable for all expenses incurred for damages or technical assistance to repair computers and/or programs.

INAPPROPRIATE USE OF CHROMEBOOKS

Subject to change, by KMS Pride team, based on content of offense

1st Offense

- Loss of Chromebook privileges for 10 school days (includes W.T. if applicable)
- Notify assistant principal, to be added to the spreadsheet
- Students are responsible for completing the task(s) at hand, using alternative resources

2nd Offense

- Loss of Chromebook privileges for 20 school days (includes W.T. if applicable)
- Notify assistant principal, to be added to the spreadsheet
- Students are responsible for completing the task(s) at hand, using alternative resources

3rd Offense

- Team/Administration decision on Chromebook privileges
- Notify assistant principal, to be added to the spreadsheet
- Students are responsible for completing the task(s) at hand, using alternative resources

With loss of privileges during core classes, students will be given alternative assignments (paper and pencil).

STUDENT DRIVING PERMITS

Students are not allowed to drive a personal vehicle (other than a moped) to the Middle School if they are enrolled as a Keokuk Middle School Student.

FUNDRAISING

Keokuk Middle School keeps fund raising activities to a minimum. Only school-sponsored and administrator/school board approved Keokuk Community School fundraising is allowed at Keokuk Middle School. No student is to conduct any non-school fundraising at Keokuk Middle School. Fundraising may be approved for Keokuk Middle School activities but must be cleared with an administrator prior to any sales.

GUIDANCE OFFICE

The Guidance Office at KMS is open and available to every student. Counselors provide students with the opportunity to explore their strengths and weaknesses and help develop insights into their emotional, social, and intellectual growth and development. Our counselors strive to maintain a relaxed atmosphere in which a student feels free to discuss his/her personal concerns whether they involve family, friends, or school. They also have information that can help with a student's performance in the classroom, both academically and behaviorally.

If a student needs to see the counselor, they must check with their teacher first or stop in before or after school. If the counselor is not available at that time a pass will be sent to the student when they are available. We also encourage parents to keep in contact with their student's counselor either by phone or by individual conferences.

Each year counselors and teachers spend a great deal of time creating student schedules. Many factors are considered when schedules are created. Since class sizes have been set, changes will only be permitted for extreme circumstances. These changes will be handled on an individual basis and may involve administrative approval.

SCHOOL NURSE AND YOUR HEALTH

Keokuk Middle School will have a nurse on duty from 7:30am-2:30pm. Hours will be listed in the office and classrooms in the building. The nurse will give medication to students only with permission from your parent/guardian or direct orders from your doctor. **All medicines and pills, including prescription medicine that a student is to take during the school day must be kept in the nurse's office or in the main office.** No medicines or pills are to be kept in any student's locker or carried in their possession at any time.

If you have medication, you must take it to the nurse's office immediately upon your arrival to school. If the nurse is not available, then take the medication to the main office.

Students found in possession, or the unsupervised use of medicine or pills may be recommended for expulsion from school. The prescription label must be with the medicine. The nurse will see that the student takes them at the proper times and doses provided there is a written permission from a parent/guardian and the doctor to take it at school. The times and doses must be indicated on the written permission.

Cough drops and water may be carried by the students with a permission slip submitted by the nurse. No student will be allowed to have these, or use them, in class without a pass from the nurse.

The nurse's office is available to help students who are experiencing legitimate health needs. **The school nurse is not a substitute for your family doctor** or hospital emergency personnel. If your child is injured or has serious medical problems, you need to consult those individuals before sending them to school and asking the school nurse to treat the medical problem. Students who abuse the opportunity to go to the nurse's office will be placed on restricted access to the nurse.

Medical Excuses: If a student is unable to participate in Physical Education he/she must see the nurse **before** their class so a written excuse can be provided to the teacher. To be excused from Physical Education, you must have a written excuse submitted by your doctor on doctor's letterhead. Parents are allowed to excuse their student from PE once a trimester. If your student is unable to participate in PE an alternative assignments may be required during this time. Should a student have an injury that requires the use of the elevator, a written excuse needs to be submitted from the parent/guardian or doctor. **Students are not to violate the privilege of using the elevator.**

DISTRICT FOOD ALLERGY POLICY

Life-Threatening Allergies

Recognizing that students with life-threatening allergies attend our school, the Keokuk Community School District will maintain a system-wide emergency plan for addressing life-threatening allergic reactions and maintain an Individual Emergency Medical Plan (IEMP) for any student(s) whose parents/guardians, and physicians have informed the principal of the school in writing that the student(s) has a potentially life-threatening allergy. Further, the District will utilize procedures to minimize the chance of a child experiencing a life-threatening allergic reaction.

Procedure for Implementing Life-Threatening Allergy Policy

1. The school principal, in consultation with a school nurse, will be responsible for notifying the classroom teachers, classroom associates, and parents of students in classrooms where one or more students have a life-threatening allergy. (The allergy must be clearly documented by the primary care physician or a board certified allergist.) Notification will include an explanation of the severity of the health threat, a description of signs and symptoms to be aware of and a concise list of foods and materials to avoid. Parents, in consultation with their primary care provider/allergist, will provide the list of allergens to be avoided.

DISTRICT FOOD ALLERGY POLICY - continued

2. The District may request that parents/student avoid nuts and nut products in lunches and snacks in grades PreK-12.
3. **NO HOMEMADE TREATS OR FOOD ITEMS** (excluding homemade lunches) for students, will be brought into our schools either by parents or staff. All treats must be commercially prepared and packaged for distribution with intact ingredient labels. Treats may be distributed by the classroom teacher for special occasions, such as birthdays or holiday parties. Classrooms with students who have life-threatening allergies may have more specific guidelines depending on the type(s) of allergy.
4. Food preparation will be allowed in academic curriculum for grades PK-12 with the principal's approval (who is in consultation with a school nurse.) An exception will be made for food preparation as related to the Individual Education Plan of individual student's goals served in special education in PK-12 grades. Precautions will be taken for students with life-threatening allergies.
5. Only prepackaged food manipulatives should be used in classrooms. Peanut butter jars should not be used for storage of manipulatives, even if the jars have been thoroughly washed.
6. Classroom pets that have been pre-approved by the building principal will be allowed provided that nut-free foods and bedding are used. Visiting pets are prohibited in our schools. Exceptions will be made for service animals and approved classroom curriculum units involving animals as a part of a lesson or lessons.
7. Whenever students travel on field trips or out of the building for walks or other adventures, a clear plan to activate Emergency Medical Services (911) should be reviewed by all teachers and chaperones. Teachers or others conducting the trip will converse with the building nurse or med-clerk prior to leaving the building to ensure that all parts to the plan are prepared and ready to go for the student(s) with allergies. Field trips need to be chosen carefully; no child should be excluded from a field trip due to unavoidable allergen exposure. (NOTE: How to activate EMS should be included on the field trip forms.)
8. The District Transportation Supervisor and our child care programs will be notified of the student(s) who have life-threatening allergies. It will be the Transportation Supervisors' and child care director's responsibility to communicate this information to all regular drivers and substitute drivers.

Keokuk Middle School is a tree nut free facility. Please do not send any food or food product containing tree nuts to school with your child. These includes: cashews, pecans, almonds, walnuts, hazelnuts, pistachios, brazil nuts, pine nuts, macadamia nuts, shea nuts. Please check food labels as these may be found in granola bars, energy bars, cereal, and lotions.

Self-Administration of Asthma or Other Airway Constricting Disease Medication; Students prescribed asthma medication or medication for any other airway constricting disease may carry it on them during the school day. The school district and its employees incur no liability, except for gross negligence as a result of any injury arising from the self-administration of medication by the student. The school must have on file a signed permission slip from the nurse's office permitting student to carry asthma inhaler.

FOOD SERVICES

Lunch is to be paid for using the Keokuk Community School Lunch Account System. Should there be additional items offered for sale at lunch, these items will be on a "cash only" basis. Each individual has an account where money is placed to pay for lunches. Parents can send the cash or check with their child or can mail it to:

Food Services
c/o Sarah Hackett
Keokuk Middle School
2002 Orleans Street
Keokuk, Iowa 52632

Students are responsible for the charges to their account by using their lunch card (Student ID) or punching in an assigned number. **No student is to sell, borrow, or trade with their lunch card or lunch number.** The district is not responsible for charges made to an account. Students will be notified when the account is getting short of funds. Failure to keep the account solvent will result in the child not being able to eat school lunch until money is deposited in the account.

In an effort to maintain an environment that promotes healthy eating for our students, **the following foods/beverages will not be allowed:** sugary, carbonated beverages (soda pop), candy, fast foods, and other foods that are high in fat, sugar and/or sodium but low in nutrient value. If you are unsure, please call the school to check beforehand.

KMS MISSION STATEMENT

KMS provides a positive culture and learning environment that empowers personal success.



ACADEMICS

At Keokuk Middle School academics come first. It is the job of the student, teachers, parents and all staff to work together in order to ensure students have done their best to prepare for high school. All KMS course offerings can be found in the Parent/Registration Handbook.

POWERSCHOOL

PowerSchool is a computer program that allows parents and students the opportunity to check grades, communicate with teachers, view report cards, and check lunch accounts. You can also sign up to receive email notifications for attendance, lunch balances, grades, and school announcements.

This web-based system does not require a specific type of computer hardware or software, simply access to the internet. You can reach PowerSchool by going to:

<http://keokukschools.org/>; Quick Links; PowerSchool Public Portal or <https://ps-keokuk.gwaea.org/public/>

In order to create a family account in PowerSchool you must first obtain each student's "Guardian Web Information" access ID and password. This is different from the student's school access ID and password. If you lose your password access, contact the KMS Guidance office and they will assist you with a password reset.

Login to one of the following address above and follow the step by step commands. When creating a family account it will first ask you to create an ID and password. Once you have created your unique ID and password, write it down and put it in a safe place. The Keokuk Middle School does not have access to your password, however we are able to reset that information if needed. Next you will need to enter in your "guardian web information" into the student section. This will grant you access to each student under one account.

If at any time you would like access to PowerSchool, or have misplaced your "guardian web information," please call the Keokuk Middle School Guidance Office and we will be happy to assist you.

PROMOTION POLICY

When considering retention of a student, that student's assessment results (MAP, State Testing, Classroom Assessments, Intervention Data/Assessments) and Student Assistance Team data and all recommendations will be considered.

REPORT CARDS

About one week after the completion of each trimester, a report card will be sent home with students. Students can also access the report card through PowerSchool (once you have logged in click on "additional features" and then "other docs"). The report card will contain information about student academic progress, attendance, and may include comments. If Parent/Teacher Conferences are scheduled within this one week period, the report cards will be distributed at that time.

Should students not receive a report card or if questions come up about the report card please contact the school immediately. Any questions about grades or comments on the report card should be directed to the classroom teacher(s). The third trimester report card is available approximately one week after the completion of the school year.

INDIVIDUAL AND GROUP HONORS

Honors and awards in scholarship, citizenship, music, academic contests, attendance, athletics, and sportsmanship are presented each year to students at KMS. Most honors will be presented at special assemblies during the school year. There is also an annual awards ceremony at the end of the school year where awards are presented and students are recognized.

HONOR ROLL

The Keokuk Middle School Honor Roll will be figured by the KMS Guidance Office at the end of each trimester. For the purpose of computing the honor roll, each year long class and trimester class will be assigned the following point values: A=4, B=3, C=2, D=1, F=0.

The **honor roll** has three levels:

Principal's Honor Roll	4.00
"A" Honor Roll	3.50 - 3.99
"B" Honor Roll	3.00 - 3.49

KMS MISSION STATEMENT

KMS provides a positive culture and learning environment that empowers personal success.



STUDENT ATTENDANCE

INCLEMENT WEATHER

In case of inclement weather be prepared to have early dismissal or late starting times for class. **Do not call the administrators or the KMS main office. Call the school information line at 524-1402.** The phone lines will be needed to contact staff, transportation, maintenance, and other services dealing with school. A Power Announcement will be issued to contact parents as well via phone, e-mail and text. **Please be sure your phone numbers are updated in PowerSchool.** Please be prepared to have your child taken care of in advance. Check your local radio or television stations or go to <http://www.keokukschools.org>

ATTENDANCE

The child's attendance is the responsibility of the parent/guardian. The parent/guardian must contact KMS on the day of the absence. This contact should be completed by 8:00 a.m. if possible. **CALL 524-3737 TO REPORT THE ABSENCE OF THE STUDENT.** School officials will make an attempt to contact the parent/guardian if no telephone call is placed to the MAIN OFFICE by 8:00 a.m. If no telephone is available, or no personal contact is possible, the parent/guardian must send a written note with the child upon their return to school. If no contact is made, the child will be considered truant until an acceptable excuse is provided.

- 1) **KMS is a closed campus** which means once a student arrives at school, he/she may not leave without approval from school personnel.
- 2) The student must be **seated quietly in his/her first classroom when the tardy bell rings.**
- 3) Students who arrive late to school must **report directly to the main office where they will "sign in"** indicating name/ time/ reason for being late. Office personnel will provide an office pass which is required to be admitted to class. Those students who are late for reasons not considered excused absences are tardy.
- 4) Students who must **leave campus during the school day are required to have a note or phone call from their parent/guardian** to confirm the need to leave early. The student will not be dismissed from class without verbal or written notice from office personnel. Before leaving the building, the student must "sign out" in the office indicating name/time/reason for leaving. The student must "sign in" should he/she return before the end of the school day.
- 5) Students are expected to complete all school work missed during an absence. **Students have two (2) days for each excused day absent to complete the work.** Extended absences would result in additional time worked out with individual teachers.
- 6) Absences will be excused by the main office for the following reasons:
 - a. Personal illness
 - b. Family illness
 - c. Death in the family
 - d. Professional appointment
 - e. School event or activity
 - f. Special requests made to administrator
 - g. The parent/guardian will contact the main office should there be a need for an extended absence. This contact should be made at least two (2) days in advance so school work can be collected.
- 7) Initial tardies will result in classroom detentions issued by teachers. **Excessive tardies, as determined by the administration, will result in consequences laid out in the "KMS Major Consequences Table".**
- 8) Students who are absent from school for any reason that **does not satisfy school guidelines are considered truant.** Truancies occur when parents/guardians do not present acceptable reasons for absences; when students do not attend school as directed by their parent/guardian; when students do not report to class or activity; when students leave the classroom/building/grounds without permission from school personnel. Students who are truant will be referred to school administration and will be subject to disciplinary action:
 - a. The **parent/guardian will be notified of the truancy.**
 - b. Truancies for not reporting to class/activity or for leaving class/building / grounds without permission will result in consequences being assigned for all time missed.
 - c. **Truancy will result in consequences.**
 - d. **Continued truancies will result in referral to Department of Human Services and/or County Attorney** as defined by the Lee County School Attendance Policy.

Students who accumulate excessive absences, as determined by school personnel, may be required to develop **an attendance contract with the school and the county attorney.**

KEOKUK MIDDLE SCHOOL TARDY AND ATTENDANCE POLICIES

Tardy Policy

- Tardy #5 - Student will meet with the Student Services Coordinator to problem-solve and parent call home.
- Tardy #6 - Student will have an office visit (with no major).
- Tardy # 7 - "Time for Time" - Student will stay after school or during lunch for the same amount of time the student was late to 1st period, rounded up to closest 10-minute increment. *For example, if a student is 15 minutes late to school, the student will stay after school for 20 minutes that day. If students are serving more than 20 minutes they will be sent to the lunch detention room.*
- Once students reach the "Time for Time" support, they will continue for the remainder of the school year.
- Tardies will **not** start over at the beginning of every trimester.

Attendance Policy

In accordance with Iowa Code (299.1), Keokuk Community School District has set a minimum of 97% for an attendance rate. Once a student has an attendance percentage that is too far below this expectation, it is our legal obligation to contact our local County Attorney for support. Below is more information about when notices are sent to parents as the school year progresses. Calling in to excuse your student is still very important, because after 2 unexcused absences, we move right to the step of contacting the County Attorney. When a student has a medical note for an absence, the absence is put in as medical and does not count towards the days listed below.

Trimester 1

5 absences - 1st Notification
 8 absences - 2nd Notification
 10 absences - Attendance Cooperation Meeting
 *County Attorney


Trimester 2

6 absences - 1st Notification
 9 absences - 2nd Notification
 11 absences - Attendance Cooperation Meeting
 *County Attorney

Trimester 3


7 absences - 1st Notification Student Services Coordinator
 10 absences - 2nd Notification
 12 absences - Attendance Cooperation Meeting
 *County Attorney

**If parents/guardians do not attend the cooperation meeting OR do not follow the guidelines determined at the meeting, they will be referred to the county attorney.*



Keokuk Middle School Attendance Matters

A whole year has 365 days.
 A school year has only 175 days.
 That leaves 190 days to spend on family time, visits, holidays,
 shopping, household jobs, and other appointments.



0-9 Absences	10-19 Absences	20+ Absences
100-95% Attendance	94-90% Attendance	85-80%
Very Good: Best chance of success. Gets your child off to a solid start.	Problematic: Less chance for school success. Makes it harder for your child to make progress.	Serious Concern: Your child will find it very difficult to make progress. May result in court action.

Track your child's attendance:

1st	2nd	3rd	4th	5th	6th	7th	8th	9th	
									DANGER!! (Your child is at risk of school failure.)

KMS MISSION STATEMENT

KMS provides a positive culture and learning environment that empowers personal success.



BEHAVIORAL GUIDELINES

“One of the foremost advances in schoolwide discipline is the emphasis on schoolwide systems of support that include proactive strategies for defining, teaching, and supporting appropriate student behaviors to create positive school environments. Instead of using a piecemeal approach of individual behavioral management plans, a continuum of positive behavior support for all students within a school is implemented in areas including the classroom and non-classroom settings (such as hallways, buses, and restrooms). Positive behavior support is an application of a behaviorally-based systems approach to enhance the capacity of schools, families, and communities to design effective environments that improve the link between research-validated practices and the environments in which teaching and learning occurs.” (www.PBIS.org, 2018)

KMS is a PBIS school with a system of positive acknowledgements for students who follow school taught expectations. There is also a clear path of consequences when students choose to not follow expectations.

KMS Pride Acknowledgments

Daily Acknowledgments

- **Star Cards** - staff will be given (2) star cards each week to be used to recognize and acknowledge any student modeling the three R's in and outside of school.
 - Student are responsible for turning their star cards into the office to be eligible for student of the week.

Weekly Acknowledgments

- **Good News Notes** - teachers will be asked to periodically send a note home to the parents/guardians acknowledging that students efforts and behavior in their classroom.
- **Student of the Week** - 2 students from each grade level will be selected using “star cards” as our students of the week.
 - *No Minors or Majors, No D's or F's, No attendance issues*
 - They will be recognized by their 1st hour teacher and given a KMS Pride Student of the Week lanyard to wear on Friday of that week.
 - Student will also be given a lunch incentive of (sitting with a friend and an a la carte item).

Monthly Acknowledgments

- **Student of the Month** - 3-4 students per grade level will be nominated by teams to be voted upon by the entire staff. 1 student per grade level will be awarded student of the month.
 - *No Minors or Majors, No D's or F's, No attendance issues*
 - Students will receive a KMS Pride T-Shirt
 - Phone call home & certificate from principal
 - Lunch with a staff member the last Thursday of the Month
- **Perfect Attendance Award**
 - **Grade Level** - The grade level with the highest attendance percentage will be allowed to sit wherever they would like the first Friday of each month.
 - **Students** - Each student receiving perfect attendance for the month will be placed in a drawing. Three students per grade level per month will receive community incentives.
- **Star Citizen Award (* could be daily, weekly, or monthly)**
 - The grade level team will select 10 students per month that are respectful, responsible, and ready and are outstanding students. Students are given a certificate that entitles them to \$1.00 at the ala carte.
- **Students** - students who have not had behavior issues (minors or majors) within a certain time frame will be allowed to participate in incentive days.

ASSEMBLIES AND CONCERTS

Keokuk Middle School attempts to provide a variety of student assemblies to complement the academic opportunities provided at KMS. Our music department also presents several concerts during the school year with the following expectations:

- 1) Students are to enter and exit the gymnasium **orderly and quietly**.
- 2) Students are to sit in **their assigned area**.
- 3) Students may visit quietly once they are seated. As soon as the assembly/concert begins, which is usually when someone stands up before the group, **talking is to cease**.
- 4) Students are to always display **respect to those individuals** involved in an assembly/ concert. This includes:
 - a. being attentive during the assembly/concert.
 - b. refraining from talking and making other noises during the assembly/concert.
 - c. responding to requests made of them by assembly/concert participants.
 - d. The only appropriate display of appreciation is courteous applause. This does not include rhythmic, "count-off" applause unless the individual presenting the assembly/concert requests the audience to do this type of response.
- 5) **Whistling, yelling and other similar methods of expression are not appropriate.**
- 6) **Students are to be seated** in an orderly fashion. Feet should not be on the seat in front or behind you.
- 7) Students need to remember we are hosts to those involved in assemblies/concerts. We want to make every effort to give them a **good impression of our school and our community**.
- 8) Students who wish to not attend an assembly/concert, because of **religious reasons**, need a written note from their parent/guardian.

BEFORE/AFTER SCHOOL BEHAVIOR

Students may arrive at school at 7:30 a.m. and should leave by 3:10 p.m. unless in an activity. Students who arrive at 7:30 a.m. to meet with a teacher for assistance, school work, teacher detention, athletic practice, club activity must sign in with the hallway supervisor before they will be allowed in different areas of the building, otherwise they should congregate in the gym. Students who arrive early to meet with a teacher must remain in the classroom until 7:53 a.m., at that time they will be dismissed to go to their locker prior to first hour. **Students arriving before 7:30 are expected to wait outside.** In the case of inclement weather, will quietly wait inside the front entrance, between the double doors.

At the completion of the school day, students have four options: report **directly** to a classroom to work with a teacher, report **directly** to detention, report **directly** to athletic practice or activity site, leave school and school grounds within 10 minutes of the end of the school day.

BUS BEHAVIOR

Please refer to the "**KMS Behavior Expectations Table**" for appropriate bus behaviors.

- 1) Keep your hands to yourself and your property.
- 2) The driver has the right to assign seats on the bus.
- 3) No eating or drinking on regular bus routes.
- 4) Stay away from bus doors until bus students exit the bus before entering the bus.
- 5) Remain seated while bus is in motion.
- 6) Keep aisles clear.
- 7) Keep head, arms and hands inside the bus.
- 8) Keep the bus clean and damage free.
- 9) Be respectful to the driver and make safe choices.

If students are not able to follow bus expectations they may be asked to not ride the bus for an extended period of time or be subject to consequences listed in the "KMS Major Consequences Table." Building administrators will work with transportation to keep buses safe and orderly.

CAFETERIA BEHAVIOR

Please refer to the "**KMS Behavior Expectations Table**" for appropriate cafeteria behaviors. **Keokuk Middle School is a "closed campus"** which means all students eat lunch in the cafeteria. Parents may take their children to lunch provided the parent reports to the main office to pick up the child and does not cause the child to miss class time. Students are not allowed to bring pop or high sugar energy beverages into the cafeteria. Students may eat in the classroom with a teacher provided the teacher gives you permission and provides a pass to the cafeteria supervisors. **If students are not able to follow lunch expectations they may be asked to sit in isolation for an extended period of time during lunch or be subject to consequences listed in the "KMS Major Consequences Table."**

Students will:

CAFETERIA BEHAVIOR - continued

- 1) Walk single file down to the cafeteria with teachers from their previous class.
- 2) Sit with the students they have their previous class with. Students will have no more than 2 students at each bench.
- 3) Only get up when they are:
 - a. Dismissed to get their food.
 - b. Dump your tray. Students must choose to dump the tray when allowed or at lunch dismissal.
 - c. Get a la carte.
- 4) If a student wants to get up to go to the nurse or bathroom they are to raise their hand.
- 5) Conversations should be quiet and should be confined to those students at your table.
- 6) Students are to keep hands, feet, and objects to themselves. At no time should you throw any food or items. At no time should you bother another student, his/her food, or personal property.

ELECTRONIC DEVICES

For the purposes of this section, electronic devices include cell phones, MP3 players, iPods, tablets, etc. **Cell phones and all other electronic devices must be stored in student lockers during the school day (except for lunch time for 7th and 8th grade students).** They may not be used during class time or passing time, which includes assemblies or other class time activities that may not be conducted in the classroom, unless the teacher gives the students permission or if it is part of an incentive. **6th grade student cell phones must remain in their locker from 8:00 a.m. to 3:00 p.m.**

Any student whose phone rings or vibrates, who is caught with the phone out during the day, or who is caught using the phone during class time or passing time will have the phone confiscated by school staff. Students who are caught using a phone illegally or in violation of school rules on cheating, will have the phone confiscated and is subject to referral to the police, suspension, or expulsion from school.

Violations of electronic device use will result in the following consequences:

- 1) First offense: teacher will take the phone, bring it to the office and the **student will pick it up at the end of the day.**
- 2) Second offense: teacher will take the phone, bring it to the office and the **student's parent will need to come get the device.**
- 3) Third offense: teacher will take the phone, bring it to the office and the **student's parent will need to come get the device and the student will not be allowed to have the device in the building for the rest of the trimester.**

FIRE ALARM/BOMB THREAT

It is illegal for a student to set off the fire alarm when no fire exists or to make a bomb threat. Any student who violates this policy will be assigned a minimum five day out of school suspension, will be referred to the police, and **may be recommended for expulsion from school.**

FIREWORKS

It is illegal for a student to possess or use fireworks. A violation of this policy will result in the fireworks being confiscated and properly disposed. The student will be assigned consequences from the **"KMS Major Consequences Table"**.

FORGERY

Any student that is found forging school documents or using any forged documents will be referred to a school administrator and will be assigned consequences from the **"KMS Major Consequences Table"**. This includes any time a student claims his or her work as their own when the work really was someone else's work.

GANGS

State law prohibits any secret fraternity, sorority, or society of any kind in a public school. Any student participating in activities related to any secret organization may be referred to the Board of Education for an expulsion hearing. No student on or about school property or at any school activity shall:

- 1) Wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge, symbol, sign, or any other items which may indicate membership or affiliation in any gang.
- 2) Commit any act of omission, or use any speech, either verbal or non-verbal (gestures, handshakes etc.) implying membership in a gang.
- 3) Use any speech or commit any act of omission in furtherance of the interests of any gang or gang activity, including, but not limited to:
 - a. Soliciting other students for membership in any gangs.
 - b. Requesting any person to pay protection or otherwise intimidating or threatening any person.
 - c. Committing any other illegal act or other violation of school district policies.
 - d. Inciting other students to act with physical violence upon any other person.

Students that violate these expectations will be subject to the “**KMS Major Consequences Table**”.

GUM/CANDY/FOOD/DRINK

Students may chew gum in the general areas of the building and in class provided the teacher allows gum in his/her classroom. The gum must be properly disposed of in wastebaskets. There is to be no candy eaten during the school day unless in the lunchroom as part of the student's lunch, or in class as a special reward from that specific teacher. The candy must be consumed in that classroom. All food and drinks are to be consumed in the cafeteria. Students may have food/drink in their locker if it is part of your lunch. These items are not to be consumed at any time other than your lunchtime.

Students who violate this policy will have the items confiscated and the items will be properly disposed. Continued violations may result in additional consequences from a staff member or referral to an administrator where consequences will be assigned from the “**KMS Major Consequences Table**”.

HARASSMENT (BULLYING)

The Keokuk Community School District policy specifically defines the following types of harassment:

- 1) Sexual Harassment
- 2) Harassment Based on Race or Color
- 3) Harassment Based on Religion or National Origin
- 4) Harassment Based on Disability
- 5) Harassment Based on Sexual Orientation

Per section 280.28 in Iowa Code, “‘Harassment’ and ‘bullying’ shall be construed to mean any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student and which creates an objectively hostile school environment that meets one or more of the following conditions:

- 1) Places the student in **reasonable fear of harm** to the student's person or property.
- 2) Has a substantially detrimental effect on the **student's physical or mental health**.
- 3) Has the effect of substantially **interfering with a student's academic performance**.
- 4) Has the effect of substantially **interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.**”

Common Examples of Bullying Include But Are Not Limited to:

- 1) Teasing someone about sex, their body, their family members, something they have said or done, when they are agitated or having a bad day, or when they have asked you not to.
- 2) Taking someone's personal property and hiding it, throwing it around, vandalizing it, keeping it, throwing it away, destroying it, giving it to someone else.
- 3) Hitting, tripping, shoving, stabbing or poking with objects, or writing on another person.
- 4) Sending notes, messages via friends, creating or passing rumors, writing statements on objects such as notebooks/walls/bathroom stalls/lockers etc.
- 5) Making nonverbal communications such as acting like you are going to hit or shove someone, pointing and laughing at someone, getting very close to a person to where you violate their personal space.
- 6) Purposely excluding someone from activities or associations with others when the intent is to communicate exclusion to the person as a negative action towards them.

*Students who engage in bullying or harassment will be subject to the “**KMS Major Consequences Table**”.

Submission of a good faith complaint or report of prohibited harassment will not affect the complainants or reporter's grades or educational opportunities. The School District will discipline or take appropriate action against any student, teacher, administrator or other school personnel who retaliates against any person who reports alleged harassment or any person who testifies, assists or participates in an investigation, or who testifies, assists or participates in the proceeding or hearing relating to such harassment. Retaliation includes, but is not limited to any form of intimidation, reprisal or harassment.

RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

We as a school district encourage all patrons to contact the building administrator if you have concerns regarding issues involving your student. If you do not feel your issue has been heard, you do have the right to contact other levels of authority. These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Iowa Civil Rights Commission or the U.S. Department of Education, Office of Civil Rights, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114, phone (816) 268-0550; fax (816) 823-1404

HALLWAY/RESTROOM/PASSING TIME

Please refer to the “**KMS Behavior Expectations Table**” for appropriate hallway/Pods behaviors. During class time, you must have a signed pass to be in the hallways. This must be your planner or an acceptable pass from a school staff member. You must have permission to leave class from the adult who is responsible for that class. Reasonable requests will be honored but staff members have the authority to deny your request; monitor your continued requests and establish restrictions on your approval of passes during class time. You also must keep the noise down while you are in the hallways. Please speak at a low level and shut your locker quietly.

INAPPROPRIATE LANGUAGE AND GESTURES

The use of any swear words and profane or vulgar statements, or actions, is prohibited at school. Students should show respect for others and for themselves in how they speak and act. Students referred to an administrator for this behavior will be assigned consequences from the “**KMS Major Consequences Table**”. **Students who direct inappropriate language or gestures at staff members will be suspended from school.**

NUISANCE ITEMS

Students are to leave toys, collectible items, laser pointers, water squirters, throwing devices, smoke bombs, stink bombs, slime, and poppers at home. If an item that is brought to school becomes disruptive in the classroom, the teacher has the right to confiscate the item in order to maintain the classroom order.

WEAPONS

Board Policy Code No. 502.10 states the following: The Board believes weapons and other dangerous objects in school district cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on the school district premises or property within the jurisdiction of the school district.

School district facilities are not an appropriate place for weapons or dangerous objects. Weapons and other dangerous objects shall be taken from students and others who bring them onto the school district property or onto property within the jurisdiction of the school district or from students who are within control of the school district.

Parents of students found to possess a weapon or dangerous objects on school property shall be notified of the incident. Confiscation of weapons or dangerous objects shall be reported to law enforcement officials, and the student will be subject to disciplinary action including suspension or expulsion. Students bringing a firearm to school shall be expelled for not less than twelve months. The Superintendent shall have the authority to recommend this expulsion requirement be modified for a student on a case-by-case basis. For purpose of this portion of this policy, the term “firearm” includes any weapon which is designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or any explosive, incendiary or poison gas. Students who bring weapons to school will be subject to the “**KMS Major Consequences Table**”.

Weapons under the control of law enforcement officials shall be exempt from this policy. The principals may allow authorized persons to display weapons or dangerous objects for educational purposes. Such a display shall be exempt from this policy. It shall be the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy.

KMS MISSION STATEMENT

KMS provides a positive culture and learning environment that empowers personal success.



BUILDING DISCIPLINE & CONSEQUENCES

From time to time there is a possibility that students will not follow the expectations on page 6 of the planner. In that event students will be re-taught the expectations either by the classroom teacher, guidance counselor, associate or the administration. The following misbehaviors are broken down by major behaviors (handled by the office administration) or minor behaviors (handled within the classroom)

KMS Majors and Minors Table

Behaviors	Majors (Office-managed)	Minors (Teacher-managed)
<i>Inappropriate Verbal Language</i>	<ul style="list-style-type: none"> - Using profane language purposefully or repeatedly toward an individual 	<ul style="list-style-type: none"> - Unintended hurtful words - Laughing at others' opinions - Profanity that is not directed but "slips out"
<i>Fighting/Physical Aggression (physical contact)</i>	<ul style="list-style-type: none"> - Serious physical contact where injury may occur - Spitting on or at someone - Initiating a fight - Threatening with dangerous object - Intense/loud verbal altercation 	<ul style="list-style-type: none"> - Non-serious, but inappropriate physical contact - "Play" fighting or horseplay - At the discretion of the staff member
<i>Defiance/Disrespect /Noncompliance/Food and Drink</i>	<ul style="list-style-type: none"> - Total refusal to comply/requires removal from the situation by an adult - Refusing to serve detention - Walking away from teacher/staff when being spoken to - Arguing with adults/Talking back - Missed one teacher detentions with two days to serve 	<ul style="list-style-type: none"> - Brief or low-intensity failure to respond to adult requests - Yelling at others - Making noises after being asked to stop - Running in the halls after a reminder - The student needs more than one prompt to get on task. - The student teases another student.
<i>Disruption</i>	<ul style="list-style-type: none"> - Sustained loud talk - Yelling or screaming - Continued noise with materials - Horseplay or roughhousing that leads to injury - Sustained out-of-seat behavior - Throwing items that can/do cause injury - Threatening an unsafe action <ul style="list-style-type: none"> - Bomb Threat - False fire alarm - Repeated unnecessary talking/blurting 	<ul style="list-style-type: none"> - Physical horseplay (can lead to major if repetitive) - Keeping others from learning through noises or actions - Note passing - Working in a loud, disruptive manner - Not bring materials/unprepared (only if repetitive) - Throwing items (staff discretion)
<i>Property Damage</i>	<ul style="list-style-type: none"> - Deliberately impairing the usefulness of property - Making a mess in the bathroom or in the classrooms with water/paper towels or other materials - Going to the bathroom on the floor or in an inappropriate area - Vandalism - Setting fires 	<ul style="list-style-type: none"> - Low-intensity misuse of property - Punching/kicking lockers with intent to cause damage - Minor or unintentional damage of school/personal property - Making marks on any school property
<i>Dress Code (does not follow buddy room protocol)</i>	<ul style="list-style-type: none"> - Clothing repeatedly does not meet school dress code (parents are contacted if multiple offense) 	<ul style="list-style-type: none"> - Handled in office
<i>Public Display of Affection</i>	<ul style="list-style-type: none"> - Kissing - Sexual activity - Continued PDAs after asked to stop 	<ul style="list-style-type: none"> - Hand holding - Hugging

Behaviors	Majors (Office-managed)	Minors (Teacher-managed)
<i>Harassment/Teasing/ Taunting (Abusive and Inappropriate Language)</i>	<ul style="list-style-type: none"> - Threats and intimidation - Obscene gestures/exposure - Offensive pictures, audio, video, written notes, and/or captions - Offensive comments or captions (based on race, religion, sexual orientation, gender, age, national origin, SES, appearance) that affect school culture - Sustained/intense verbal attacks based on ethnic origins, disabilities, or personal matters - Sexual harassment/assault (sexual advances, requests, telling jokes, touching others and self, sexting) - Bullying (as determined by Building Investigation Team) - Bigotry or intolerance - Playing harmful tricks - Cyber bullying 	<ul style="list-style-type: none"> - Name calling-non offensive language - Intentionally blocking the path of others - Knocking books out of other's hands - Spreading rumors/gossiping - Intentionally embarrassing someone through comments or actions - Invading someone's privacy - Repeating the behavior even after the other person told you to stop - Taking a picture, audio, and/or video of an individual without their consent
<i>Lying/Cheating/Theft (non-academic property)</i>	<ul style="list-style-type: none"> - Not telling the truth when it involves someone's personal safety or property damage. - Proof of taking another student's class work or property without permission OR intentionally providing completed work to another individual with the intent to cheat. 	<ul style="list-style-type: none"> - Substituting someone else's work for your own (cheating) - Lies initially, but after little questioning, tells the truth - Possession of or having passed on, or being responsible for removing someone else's property - Taking another student's school materials (returns after being asked)
<i>Skip Class/Truancy/Tardy</i>	<ul style="list-style-type: none"> - Leaving classroom/school without permission unless they have a Tier 2 plan - Wandering the hallways/restrooms when class is in session (unassigned area) - Not going to assigned area. - Hiding in areas of the building 	<ul style="list-style-type: none"> - Currently all non-first hour tardies and absences are handled by teacher discretion (detention, call home, etc) then if a student doesn't serve the detention, then they get ISS)
<i>Weapons</i>	<ul style="list-style-type: none"> - Possession of knives or guns (real or look alike) - Possession of other objects readily capable of causing bodily harm 	
<i>Possession of a Controlled Item</i>	<ul style="list-style-type: none"> - Possession of pictures or graphics of questionable sexual content - Possession of a weapon (see Weapons) - Possession of drug paraphernalia - Possession of drugs/alcohol/tobacco/Vape - Possession of pornographic material 	<ul style="list-style-type: none"> - Possession of a formerly combustible or dangerous item that is no longer capable of causing bodily harm or property damage, no evidence of use - Possession of illicit or illegal images
<i>Inappropriate Technology use</i>	<ul style="list-style-type: none"> - Intentionally hacking/accessing technology that does not belong to you (school or other students) - Looking up inappropriate images 	Refer to spreadsheet on loss of privilege created by Assistant Principal

At Keokuk Middle School, common behavioral consequences include (but are not limited to):

- | | |
|--|---|
| 1. Re-teaching of expectations | 14. Referral to Juvenile Office or County Attorney |
| 2. Detention—office (Mon. & Thur. 3:00-4:00 or
Wednesdays 1:45 - 2:45) or teacher | 15. Removal from a class for a period of time |
| 3. Time in the office | 16. Probation (including participation in extra-curricular
activities) |
| 4. Isolation or time-out | 17. File complaint with police or press charges |
| 5. Lunch Detention | 18. Removal from athletic teams and clubs |
| 6. Loss of privileges | 19. Independent study of class or classes |
| 7. Check In / Check Out with faculty member | 20. Assignment to Behavior Intervention class |
| 8. Parent attend school with student | 21. In-School Suspension |
| 9. Check & connect with faculty member | 22. Out of School Suspension |
| 10. Saturday/Extended Day School | 23. Referral to guidance for counseling (other
consequences which may be appropriate for the
circumstance may be used |
| 11. Referral to A.E.A. for special placement Students “work
off” consequences or clean up damages | 24. Expulsion |
| 12. Removal from school bus | |
| 13. Parent Conference | |

If a student receives a major consequence they are subject to the “**KMS Major Consequences Table**” on the following page. The intention of the progressive discipline model is to communicate to the student what will happen next if the behavior continues to occur. In addition to consequences there are also supports built in such as communication home, conferences and discussions on how to handle conflict appropriately. This table is merely a guideline on how to handle consequences for student behaviors. All consequences are subject to administrator discretion.

CHILL OUT CHAIR, BUDDY ROOM and RECOVERY ROOM PROCEDURES

At KMS if a student is showing a minor behavior that creates a disruption in the class...

1. The student is asked to go to the “**chill out chair**”. At the chill out chair the student has an opportunity to reflect on their behavior and they receive no consequence. After a few minutes the student is welcomed back to class and engages in the classroom activity.
2. If the student continues the behavior then they are asked to go to the “**buddy room**”. The buddy room is a nearby room with a different teacher where the student fills out a half sheet explaining their current behavior and the student then answers how they will behave in class in the future. If the student can be respectful, responsible and ready to get back to class after 5 minutes they will go back to the class they came from.
3. If the student can’t go back to class and be respectful, responsible or ready then they need to go to the “**recovery room**” where they will make up the time they missed in the form of an after school detention.

MINOR VIOLATIONS/BUDDY ROOM = ESCALATING SUPPORTS

***At KMS, Buddy Room visits are considered minor violations*

Every 3 minors=1 major

*******If students go 3 months w/out a major OR minor, they then reset to clean slate*******

Minor Violations/Buddy Room = Escalating Supports

2nd Buddy Room/Minor - Parent contact home by team or teacher; Grade Level Team bring in student for an intervention/conference

3rd Buddy Room (1st Major) - Behavior packet is completed; 30 minute detention

6th Buddy Room (2nd Major) - 60 minute detention, Parent contact by principal, referred to SAT

9th Buddy Room (3rd Major) - 1 day of ISS, reevaluated by SAT

12th Buddy Room (4th Major) - ISS/OSS-Principal/SAT discretion

****Buddy Room Supports Menu :**

*****Any one or more combo of the following: (once a menu item has been used it cannot be revisited, ex 2 days ISS can't be used twice, must go to three next time used, ex. Lunch Isolation given as 2 weeks must increase in length if used again.)***

- ISS 2+ days
- Apology Letter
- Lunch Isolation 1 week - 1 month
- Personal Device(s) taken 1 Trimester - Rest of year
- Loss of building/team incentives
- Loss of School Dances/Attending School Activities
- Student calling home/Calling to Apologize/Explain
- Other Common Behavior Consequences as Listed in Building Discipline Consequences

RECOVERY ROOM VISITS = ESCALATING SUPPORTS

At KMS, all recovery room visits are considered major violations for classroom disruption

1st Recovery Room Visit - Behavior packet is completed; 30 minute detention

2nd Recovery Room Visit - 60 minute detention, Parent contact by principal, referred to SAT

3rd Recovery Room Visit - 1 day of ISS, reevaluated by SAT

4th Recovery Room Visit - ISS/OSS-Principal discretion

Privileges at KMS, as referenced above, include but are not limited to:

- Cell phone and all personal devices at school
- Activities/athletics participation (** coach/sponsor discretion for length of time)
- Lunch in cafeteria with peers
- Freedom of movement in hallways and pods without adult or parent chaperone
- School owned electronic device usage
- Other privileges that Respectful, Responsible, Ready students enjoy having at KMS

These supports for minor and major behaviors can vary or escalate more rapidly depending on the circumstances and severity of the handbook violation. All supports are at administrative discretion and administration may assign or escalate more/less supports as necessary.



KMS Major Consequences Table

Offense	Expected Behavior	Offense #1	Offense #2	Offense #3
Accumulation of minors	Be respectful, responsible and ready for school.	(3 minors) Behavior packet is completed; 30 minute detention	(6 Minors) 60 minute detention, Parent contact by principal, referred to SAT	(9 minors) 1 day of ISS, reevaluated by SAT Offense # 4 (12 minors) ISS/OSS-Principal discretion
Tardy to class or not being in an assigned area of the building	Be ready and prepared for class.	<ul style="list-style-type: none"> First time teacher indicates excessive tardies OR first time in unassigned area; 30 minute detention 	<ul style="list-style-type: none"> Second time teacher indicates excessive tardies OR second time in unassigned area; 60 minute detention Re-teach getting to class on time 	<ul style="list-style-type: none"> Third time teacher indicates excessive tardies OR third time in unassigned area; 1 day ISS Re-teach getting to class on time Phone call home
Fighting	Be respectful of others. If someone is bothering you, ask them to stop or tell a teacher	<ul style="list-style-type: none"> 1-3 days OSS** Phone call home Re-teach appropriate behavior Conference with students and parents upon re-entry Conflict resolution 	<ul style="list-style-type: none"> 3-5 days OSS** Phone call home Police notified and charges may be pressed Recommendation for expulsion 	
Inappropriate behavior (could be, but not limited to, hallway/pod, before/after school or cafeteria. Includes but is not limited to cheating, inappropriate verbal or nonverbal language, insubordination, classroom disruption, etc	Be a responsible student by being in charge of your actions, words and behaviors	<ul style="list-style-type: none"> 30 minute detention or eat lunch in the office Re-teach appropriate behavior Phone call home 	<ul style="list-style-type: none"> 60 minute detention Re-teach appropriate behavior Phone call home Conferences with teachers, parents and administration 	<ul style="list-style-type: none"> ISS** Re-teach appropriate behavior Phone call home
Inappropriate technology use to include school device or personal device	Be a responsible student by being in charge of your actions and behaviors	*Refer to inappropriate use of chromebooks policy or electronic devices policy	*Refer to inappropriate use of chromebooks policy or electronic devices policy	*Refer to inappropriate use of chromebooks policy or electronic devices policy
Disrespecting a staff member	Be respectful of all adult school personnel	<ul style="list-style-type: none"> ISS** or 3 days OSS Phone call home Re-teach appropriate behavior Conference upon re-entry 	<ul style="list-style-type: none"> ISS** or 3 days OSS Phone call home Re-teach appropriate behavior Conference to re-enter 	<ul style="list-style-type: none"> 10 days OSS Phone call home Recommendation for expulsion
Vandalism or theft of property	Be respectful of others' and school property	<ul style="list-style-type: none"> 30 minute detention or ISS** Phone call home Re-teach appropriate behavior 	<ul style="list-style-type: none"> 3 days OSS Phone call home Re-teach appropriate behavior 	<ul style="list-style-type: none"> Police notified and charges may be pressed Recommendation for expulsion
Possession or under the influence of tobacco and/or alcohol on school grounds during school or school events	Be respectful of your body and mind	<ul style="list-style-type: none"> Phone call home 3-5 days OSS Police notified and charges pressed Discuss drug abuse with counselors 	<ul style="list-style-type: none"> Phone call home 6-8 days OSS Police notified and charges pressed Discuss drug abuse with counselors 	<ul style="list-style-type: none"> Phone call home Referral to superintendent for 10 day suspension and possible expulsion Charges pressed
Safety threat (Possession of weapon or bomb threat)	Be respectful of others' safety	<ul style="list-style-type: none"> Long term suspension pending expulsion hearing Phone call home 		
<p>*Administrative consequences:</p> <ul style="list-style-type: none"> After school 30 or 60 minute detention (3:00-3:30 or 3:00 - 4:00 on Mondays and Thursdays, ISS (see **) or OSS (see**)) <p>** Once a student has received a consequences of 1 day or more ISS or OSS the student will be put on the following plan for ANY and ALL future offenses:</p> <ol style="list-style-type: none"> 3 days ISS 2) 3 days OSS 3) 5 days OSS 4) 7 days OSS 5) 10 days OSS with the discussion of alternative placement *** These consequences are merely guidelines and are subject to the discretion of the administration 				

AFTER SCHOOL DETENTION ROOM

Detention is held in the study hall room (Mrs. Benedict's room) from 3:00-4:00 on Mondays and Thursdays, as well as, the 1st and 3rd Wednesdays from 1:45 - 2:45. The following behaviors are expected during these times:

- 1) Students must use the restroom before or after detention.
- 2) Students must remain silent.
- 3) Students will put cell phones and music playing devices on the counter upon entry. If used they may be taken by the detention supervisor until detention is over.
- 4) Students must stay awake during detention.
- 5) Students will bring work to do and/or a book to read during detention.
- 6) Students will keep food and beverages outside of the detention room.

A student will have two days to serve classroom detentions assigned by the teacher. If a student does not serve the detention within that time frame then they will be assigned an Office Detention. If Office Detentions are skipped consequences and supports will be increased.

IN-SCHOOL SUSPENSION

ISS is held in Mrs. Benedict's room. The following behaviors are expected during ISS:

- 1) Only talk if it relates to school work
- 2) Stay in your seat
- 3) Cell phones are to be put on the counter upon entry
- 4) Stay on task
- 5) Stay awake
- 6) All classroom rules apply in ISS

Infractions of ISS rules, as well as school rules, may result in an extension of time assigned in ISS. Any serious violations or failure/refusal to serve an ISS will result in an OUT-OF-SCHOOL SUSPENSION. A conference with parents/guardians and the student may be requested before the return of the student to school.

OUT-OF-SCHOOL SUSPENSION

The following behaviors are expected during OSS:

- 1) The student suspended from school shall not be on school district property for the duration of their suspension.
- 2) The student will not be allowed to participate in, nor attend, district after school practices, activities, games, or social functions.
- 3) The student, and his/her parent/guardian, may be required to have a conference with an administrator before he/she may return to school.
- 4) It will be the responsibility of the student or parent/guardian to request, obtain, and return the completed work.

EXPULSION

The following behaviors are expected during expulsion:

- 1) A student and his/her parents or guardians will be required to have a hearing with the school board before they can be reinstated in the school.
- 2) A student expelled from school shall not be on school property for the duration of their expulsion without the permission of school administration.
- 3) A student expelled from school will not be allowed to participate in, or attend, school practices, activities, games, or social functions.
- 4) Work assigned during an expulsion may be completed by the student. It will be the responsibility of the student/parent to request, obtain from the school, and complete the assigned work.

KMS MISSION STATEMENT

KMS provides a positive culture and learning environment that empowers personal success.



LIBRARY GUIDELINES

LIBRARY INFORMATION

The school library is available for student use from 7:30 until 3:30 Monday through Thursday and until 3:00 on Friday. The library is a place for study and research. Students are expected to be on task and act respectfully while they are in the library. Books may be checked out for two weeks at a time and up to two books may be checked out by each student. Books may be renewed for an additional two weeks if needed. No fines are charged for overdue books, but students are responsible for paying for items that are lost or damaged while checked out to them. Fines left from the previous school year need to be paid or else checkout privileges for the new school year will not be allowed. Students with overdue materials or fines will not be allowed to check out materials.

Every student is scheduled to come to the library once a week with a Language Arts class for book check-out and/or free reading. Students may come from class with permission from a teacher at other times during the day with a pass.

The library catalog is available online at the following web address: <https://keokuk.follettdestiny.com>. The library also provides access to other online resources that can be found on the library services page on our school's website.

STUDENT PUBLICATIONS

Students may produce official school district publications as part of the curriculum under the supervision of a faculty advisor and principal. Official school district publications include, but are not limited to, the school newspaper and yearbook. Expression made by students, including student expression in the school district publications, is not an expression of official school district policy. The school district, the board and the employees are not liable in any civil or criminal action for student expression made or published by students unless the employees or board have interfered with or altered the content of the student speech or expression.

A faculty advisor supervises student writers to maintain professional standards of English and journalism and to comply with the law including, but not limited to, the restrictions against unlawful speech. No student shall express, publish or distribute in an official school district publication material which is:

- 1) Obscene
- 2) Libelous
- 3) Slanderous

OR encourages students to:

- 1) Commit unlawful acts
- 2) Violate school district policies, rules or regulations
- 3) Cause the material and substantial disruption of the orderly and efficient operation of the school or school activity
- 4) Disrupt or interfere with the education program
- 5) Interrupt the maintenance of a disciplined atmosphere
- 6) Infringe on the rights of others.

Students who believe they have been unreasonably restricted in their exercise of expression in an official student publication should follow the complaint procedure outlined in this handbook.

KMS MISSION STATEMENT

KMS provides a positive culture and learning environment that empowers personal success.



EXTRA-CURRICULAR ACTIVITIES

INTRODUCTION

At Keokuk Middle School, we expect participation by as many students as possible. We believe at this age students need to experience a variety of activities. We stress that we all concentrate on developing students/athletes who are good citizens, who display good sportsmanship, who enjoy competition, who are responsible, who have a team-oriented point of view, and who experience the development of basic skills and knowledge of the activity in which they are participants. Our effectiveness will be evaluated on these goals and not on what the final record may be of our athletic teams or academic/music contest placement. Even though we want our students/athletes to be successful in competition we believe the above goals are the most important accomplishments we can experience at the middle school level.

The following clubs and activities offered at KMS and are considered Extra-Curricular:

Art Club	Math Counts
Band (K-Det, Jazz, Honor, Concert, Solo Contest)	Math Bee
Basketball	Reading/Book Clubs
Bowling Club	Robotics Club
Chess Club	Science Club
Choir (Honor, Boy and Girls)	Science Fair
Cross Country	Student Ambassadors
Football	Student Council
National Geography Bee	Track
National History Day	Volleyball
Math Club	Writing Contests

STUDENT/COACH/SPONSOR/PARENT COMMUNICATION

What coaches/sponsors expect from students:

- 1) Students should express concerns immediately and directly to the coach/sponsor.
- 2) Students should provide notification of any conflicts with practices or games well in advance.
- 3) Students should express concerns about the coach's/sponsor's philosophy and/ or expectations specifically and as soon as they become a concern.

As your children become involved in the programs at Keokuk, they will have the opportunity to experience some of the most **rewarding moments of their lives**. It is important to understand that there also may be times when things do not go the way you or your child wishes. This is an important time to communicate with the coach/sponsor but remember that your child is just one member of a group of students and the coach/sponsor has the authority to make decisions that he/she believes are best for the activity.

What parents should expect from coaches/sponsors:

- 1) Coaches/sponsors should express expectations he/she has for your child and the rest of the team.
- 2) Coaches/sponsors should provide locations and times of all practices and events.
- 3) Coaches/sponsors should provide information related to team requirements, i.e. fees, special equipment, off-season conditioning etc.
- 4) Coaches/sponsors should provide information related to procedures should your child be injured during participation.
- 5) Coaches/sponsors should provide information related to discipline that result in the denial of your child's participation.

It is very difficult to accept that your child is not playing as much as you and he/she may hope. Coaches/sponsors are professionals who must make judgment decisions based on what they believe to be best for all students involved. It is appropriate to ask a coach/sponsor, and they have been instructed to discuss:

- 1) Concerns regarding your child's mental and physical status.
- 2) Ways to help your child improve in the activity.
- 3) Concerns about your child's behavior.

It is NOT appropriate to ask a coach/sponsor, and they have been instructed NOT to discuss:

- 1) Your child's playing/participation time.
- 2) The playing/participation time of other team members.
- 3) Other team members in general.
- 4) Team strategy.
- 5) Play calling.

Should you feel the need to talk to a coach/sponsor:

- 1) **Talk to your child first about your concerns** and your desire to talk to the coach/sponsor. Make sure your child is comfortable with you talking to the coach/sponsor and your child may want to attend the meeting with you.
- 2) **Do not call other parents**, students, coaches etc. Your concerns should be between you, your child, and the coach.
- 3) **Call or e-mail and set up an appointment with the coach/sponsor.** Do not show up before or after a practice or game expecting the coach/sponsor to talk with you. These are very busy and/or emotional times which do not usually result in positive conversations and resolution of concerns.
- 4) **Do not go into the meeting with a confrontational attitude.** Our coaches are not expected to take the time to talk to people who behave in this manner. Go into the meeting with the understanding that both you and the coach/sponsor will give each other the opportunity to state your concerns and/or opinion.
- 5) Should you not be satisfied with the outcome of the meeting with the coach, you should call and set up a meeting with the middle school assistant principal. The telephone number for the middle school is 524-3737.
- 6) Should you not be satisfied with the outcome of the meeting with the middle school assistant principal, you should call and set up a meeting with the activities director. The telephone number for the Activities Director is 524-2542.

ATHLETIC FORMS

There are a variety of forms associated with being a student athlete. You need to be familiar with each of them and use them. These forms are available in the KMS office and are under the direction of the KMS Assistant Principal. These forms include:

- 1) **Physical Form:** Each athlete must have an updated physical before the athlete can participate. The physical form must be completed and returned to the KMS office before the athlete can practice or participate in games.
- 2) **Concussion Form:** Each athlete must have a completed Concussion form to participate. The Concussion Release form must be completed and returned to the KMS office before the athlete can practice or participate in games.
- 3) **Consent for Medical Treatment Card:** This card must be filled out and signed by the parent or guardian. In the event an athlete needs medical treatment and/or a guardian is not available, the coach will present the card to medical staff providing care. The card will be filled out once in a school year and in the possession of the in season coaching staff.

*No student may practice or participate in any athletic activities until these forms are on file. These forms come to the KMS office.

ELIGIBILITY GUIDELINES

Participation in extra-curricular activities is a privilege provided to students as an enrichment of the total educational program. Therefore eligibility shall be determined by:

ACADEMICS:

- 1) Student will have passing grades in all enrolled classes with passing being D- or above.
- 2) Special Education students must meet these requirements unless their IEP specifically addresses this issue.
- 3) Students' grades will be checked every Sunday night, with reference to the eligibility guidelines listed above, to determine if the student will be eligible to participate in games/events the following week.
- 4) Ineligible students:
 - a. May or may not practice with the team according to the coaches'/teachers' discretion. If a student has a music lesson they are not permitted to be pulled from the class in which they have an F in an effort to protect the class time.
 - b. Are not permitted to attend away athletic events or trips. (This includes away games, band trips, choir trips, science fair, etc)
 - c. Must sit on the bench/sideline during home athletic events. Band and choir students will be exempt from the eligibility requirements for the three night time concerts at the end of each trimester as these are graded.
- 5) If a student is ineligible for 3 consecutive weeks in the same class then they are dismissed from that sport/activity (with the exception of year-long activities such as choir or band)

BEHAVIOR:

- 1) Possession or use of alcoholic beverages, illegal drugs, or unauthorized prescription drugs that violates school policy shall make a student ineligible and subject to the **"KMS Major Consequences Table"**.
- 2) Any student arrested and/or charged with a violation of the law or commission of a delinquent act will be ineligible and **"KMS Major Consequences Table"**. The violation must take place while the student is participating in a KMS sport or activity. The consequences are to be served immediately. Should there not be enough scheduled events left in the season, the remaining events will be served in the next sport or activity in which that student participates.
- 3) Violation of school policies, regulations or rules which result in the suspension of a student shall make the student ineligible and subject to the **"KMS Major Consequences Table"**.
- 4) Continued inappropriate behaviors at school may result in students being ruled ineligible for participation in activities from 1 event to the remainder of that sport/activity season.

ATTENDANCE:

- 1) A student who is absent from school may not participate in a game or event that day unless a special circumstance is excused by the school prior to the absence.
- 2) In case of illness the student must have attended at least the last half of the school day (3 periods) and the decision to participate will be left to the discretion of the head coach/teacher, parent/guardian, the student, and a physician if necessary. If the student is absent because of illness on the last day of the week, participation on the weekend is at the discretion of the above.
- 3) Attendance rules for each activity will be developed by the coach/sponsor of the activity.
- 4) The KMS Assistant Principal is to be informed in advance of decisions made concerning student attendance.
- 5) A student under suspension, ISS or OSS, will not be able to participate in activities (practice, concerts, home or away games etc.)

NON SCHOOL TEAMS/ACTIVITIES:

- 1) State guidelines require that any student participating in a school sport must secure permission from the school administrator to participate on a non-school team during the school's athletic season. KMS grants that permission to all KMS student-athletes.
- 2) As part of this permission to participate on non-school teams, KMS athletes are expected to give their KMS sport top priority during that KMS season. This involves both practice time and game time. Failure to do so could result in removal from the KMS team.

UNIFORMS/EQUIPMENT:

- 1) Students are provided with uniforms and equipment to compete in the athletic programs offered by KMS, with the exception of shoes. These are to be worn only for KMS athletic events.
- 2) Students are to show proper care of equipment/uniforms. Any loss or damage to school property will result in the students being charged for the replacement or repair costs. No student may participate in another sport until uniform/equipment is returned and/or repair/replacement costs are paid from the previous sport.

BUS RULES AWAY EVENTS

Students are to maintain acceptable behavior on busses. The bus driver is responsible for safely transporting teams so therefore has the final authority. Coaches are expected to maintain strict guidelines for bus behavior and must hold students accountable for their actions as indicated in the rules and consequences listed previously in this handbook

CONSEQUENCES FOR MISBEHAVIOR ON EVENT BUSES

The coach/sponsor is to submit a list of students who do not behave on the trip to the KMS assistant principal.

- 1) First offense:
 - a. Student will not be able to attend the next out of town event.
 - b. If no out-of-town events are left then the student must sit out the next event in that activity.
 - c. If no events are left in that sport, the consequence carries over to that student's next activity's first out of town event.
- 2) Second offense:
 - a. Student will not be able to attend the next out-of-town event and the next home event.
 - b. If no out-of-town events are left then the student must sit out the next two events in that activity.
 - c. If no events are left in that activity, the consequence carries over to that student's next activity's first out-of-town event and first home event.
- 3) Third offense:
 - a. Athlete will be dropped from the activity for the remainder of the season/year.
 - b. The student will be placed on probation for future activities and any continued misbehaviors will result in the student not being able to attend any out-of-town events.
 - c.

KMS MISSION STATEMENT

KMS provides a positive culture and learning environment that empowers personal success.

