



## M. L. KING MIDDLE SCHOOL STUDENT HANDBOOK 2017-2018

Dear Students,

Welcome all new and returning students to King Middle School! As always, I want the 2017-18 school year to be focused on learning and fun. I hope you will enjoy your time here and experience great success. Success isn't an accident; it is the result of a team effort. Your success this year will depend on you, your teachers, parents, and the rest of the King Middle School family. We will be there with you every step of the way.

Middle school is a time of change. The workload and social adjustments are greater here than at any other level. Our faculty is aware of this and is here to provide you with a quality education while at the same time teaching and equipping you with the skills you need to be successful in the future. As a student, you are expected to attend school regularly, complete all assignments, and behave appropriately. Your year should be exciting and filled with many new opportunities.

This planner is a very important source of information. Please read it thoroughly. It is also a great tool for parent to teacher communication and school wide organization.

I want you to know I am here for you. My door is always open. You can stop by my office or I'll see you around campus.

I hope this will be your most successful year ever and you will enjoy your time here.

Sincerely,

Darren C. Brock  
Principal

Assistant Principal: Margaret McCormick

Guidance Counselor: Kelly Lee

Guidance Secretary: Jo Terrell

School Secretary: Rachelle McCary

School Bookkeeper: Kathie Lewis

Attendance Secretary: Diane Robinett

Permission has been granted and the form is on file for the following:

Internet Access: \_\_\_\_\_

Web Page: \_\_\_\_\_  
(Name listed on the school web page)

Field Trip: \_\_\_\_\_

Video/Photograph: \_\_\_\_\_

## CONDUCT AND DISCIPLINE

It is every student's responsibility to read the "Code of Student Conduct" and be aware of their responsibilities and consequences. Good conduct is essential to a good learning environment. Each teacher establishes procedures for conduct in their classes. Records are maintained by the teacher regarding situations of misconduct by students in classes. When it is necessary for the administration to be involved with discipline situations, a student is given a referral to the dean's office. When students are referred to the office for disciplinary reasons, the following consequences may be used in determining appropriate disciplinary actions:

1. Work detail
2. In-School Detention
3. In-School suspension
4. Suspension
5. Parent Conference
6. Student Conference
7. Discipline Assignment
8. Lunch Detention
9. Bus Suspension

There are some offenses that may bring higher degrees of discipline or suspension immediately. These include situations involving tobacco, drugs, alcohol, fighting, serious threats to others, disregard for authority, vile or offensive language, and/or possession of weapons or replica weapons. Information regarding further explanation of items relating to conduct and discipline can be found in the Santa Rosa County Schools Code of Conduct.

## COMMUNICATION WITH PARENTS CONCERNING DISCIPLINE AND ACADEMIC PROGRESS

Due to the extreme cost of mailing discipline and deficiency referrals, these will be sent home with the student. Parents will be notified by phone or mail if there are repeated problems. Students desiring a conference with the guidance counselor regarding personal, social, educational, or career problems may ask their teacher for permission to go to the guidance office. Students should not go the guidance between classes since it often results in an unexcused tardy for class.

## ATTENDANCE & MAKE-UP WORK

To report an absence you may call 983-5660, ext. 152 and leave a message (See Code of Student Conduct for more information). Failure of proper notification within three (3) days shall result in an automatic **unexcused absence**.

**EXCUSED ABSENCES:** Absences granted for personal illness, illness or death of a member of the immediate family, medical or dental appointments, and special emergencies or absences that are prearranged and approved by the principal or designee. Students with an excessive number of excused absences can be required to provide a doctor's confirmation of their medical condition.

**UNEXCUSED ABSENCES:** Absences for shopping trips, vacations, pleasure trips, truancy, suspension or dismissal from school, or other avoidable absences which have not been prearranged and approved by the principal or designee. Excessive numbers of unexcused absences will lead to mandatory conferences for both the student and their parent/guardian. Unexcused absences may also lead to the involvement of law enforcement, Lutheran Ministries, CINS/FINS, and wage reduction for AFDC recipients. Please refer to the Student Code of Conduct booklet for further details.

The student is responsible for making arrangements with teacher for make-up work. **Within three (3) days after returning to school**, the student must turn in all make-up work unless the teacher has given an extension. For absences in excess of three days, a student may request assignments for work that is missed otherwise work will be made up after the student returns to school. Assignments and projects given prior to the student's excused absence will be due on the student's first day back at school. **Tests which were announced prior to the absence will be made up at the discretion of the teacher. Tests announced prior to the absence could be given on the student's first day back to school.**

**Any student who misses more than eighteen (18) days of school (excused or unexcused) may and probably will be retained. Attendance is kept by period. Early check outs or late arrivals result in absences for the classes missed. Try to schedule appointments after school or change the time period for each appointment.**

## LATE TO SCHOOL CHECK-IN OR EARLY CHECK-OUT POLICY

Students arriving after a school's designated start time are considered late to school and will receive a "Late to School Check-In" coding. Students checking out of school prior to the end of the school's designated dismissal time will receive an "Early Check-Out" coding. Five accumulated "Late to School Check-In" or "Early Check-Out" codes will equate to the student receiving one (1) Unexcused absence. All students must have parental/guardian authorization to leave school early. For safety reasons, office personnel must verify written or verbal authorization before a student will be allowed to leave school. Parent/guardian must come inside the school, present

proper identification, and sign out their child in the front office giving the date and time of their departure. No student will be allowed to wait outside for his or her parent/guardian. **To insure student safety at dismissal time, all students being checked out must be out of the building prior to 2:00. After 2:00 students will be released through the normal afternoon schedule.**

### **OVERNIGHT BAGS AND OTHER LARGE BAGS INCLUDING BACKPACKS**

Students are not permitted to bring overnight bags or other large bags to school because of limited space. Any exceptions must be approved ahead of time by administration. Administration will make the final determination on whether a bag is appropriate. Student bags are limited to one draw string bags that will lay flat when empty.

### **BICYCLES**

All students riding bicycles to school must wear helmets and park in the designated area in the front of the school. Students should secure the bicycle with a lock. Motorpowered bikes are not allowed on school grounds.

### **CAFETERIA**

King Middle School Cafeteria serves students breakfast and/or lunch., which may be paid for daily or pre-paid. Monies deposited for pre-paid meals cannot be used for a-la-carte items. **Santa Rosa School Board Policy prohibits students from charging breakfast and/or lunch.** Funds will not be available to loan money for breakfast and/or lunch. If a student brings a drink from home as part of their lunch, it must be in a sealed can or carton. **Bottled drinks with twist-tops are not allowed.** Food is to be eaten at lunch time and not during class or between classes. **No food or drink will be allowed outside of the cafeteria.** Students may not sell food items.. Students are expected to follow the following rules during lunch time:

- Use proper etiquette.
- Students are to report directly to the cafeteria after leaving the classroom.
- Students will enter the cafeteria, go through the serving and/or a-la-carte line and have a seat where they are assigned. A la carte will close 10 minutes lunch ends.
- Students may not return to a line once they are seated.
- Students are to raise their hand for permission to leave their seat.
- Students are to wait to be dismissed from the cafeteria by a teacher or teacher assistant.
- Students are expected to keep their table and floor around their seat free from trash.

### **ENERGY DRINKS**

KMS does not allow these drinks at school. These drinks have a high content of caffeine and sugar and may cause students to be disruptive. Students with these drinks at school will be reprimanded and disciplinary action could occur.

### **FREE/REDUCED LUNCH**

**The parent is responsible for all meal payments until an application has been submitted for meal benefits, and the application has been officially approved at the Food Service Office. Charges resulting from expired forms, change in status or loss of eligibility will be the responsibility of the parent/guardian. This includes those who are on Food Stamps or TANF.**

### **CONFERENCES**

The school encourages parent-teacher conferences for any reason that a parent has concerning curriculum, instructors, or overall education. Requests for visitation and/or parent-teacher conferences are arranged through the Guidance Office to avoid conflict with classroom instruction. The Guidance Office can be reached by calling 983-5660, extension 114.

### **DRESS CODE AND GROOMING OF STUDENTS**

The Principal or the Principal's designee will determine whether a student's attire or personal grooming violates the dress code guidelines. The school administration has the final word in determining dress code compliance. Students with repetitive or excessive dress code violations may be disciplined up to and including out-of-school suspension. Guidelines to be enforced are stipulated in the Student Code of Conduct and include the following items specific to King Middle School:

- When selecting outer garments please note the following rules: **All tops or shirts must be 3" wide (width of an index card) where crossing the shoulder and all shorts or skirts must be 5" (length of an index card) from the top of the knee. A 3x5 index card will be used as a consistent measure in determining the appropriateness of a garment. The original design of a garment must meet these specifications. Shirts with cut off sleeves are not allowed.**
- **Leggings may be worn, but they must be worn as an undergarment. The outer garment that is worn over the leggings**

must meet dress code requirements.

- **Pants are to be worn at the waist. No sagging pants. No undergarments showing or above pants at any time.**
- **Any piercing or jewelry worn in a piercing that is deemed to be a distraction or safety hazard will be prohibited and the final determination will be made by school administration or the Dean of Students.**

### P.E. REQUIRED DRESS

In order to receive credit for participation and dressing out during P.E. classes, **students must have a solid white t-shirt and black or black shorts. On cold weather days, students must have black sweat pants and a white sweat shirt. Athletic socks and shoes that are securely fastened to the foot are also required. The P.E. teacher makes the final determination concerning issues of appropriate dress. Students are allowed to bring hats and/or sunglasses for protection from the sun during P.E. but these items are limited to use while participating at P.E. Hats and/or sunglasses will not be allowed outside of P.E. areas. THERE IS NO GUM ALLOWED AT P.E.**

### END OF DAY DISMISSAL

The following rules are established to provide a safe and orderly dismissal. Failure to follow these rules will result in disciplinary action: **WALKERS AND BICYCLE RIDERS:** Walkers and bicycle riders will exit the building first at the south end double doors and cross the street at the designated crosswalks, leaving the campus immediately.

**CAR RIDERS:** Car riders will be picked up at the north end of the building only. Students are to remain on the covered sidewalk until called to load. They will be dismissed to the first few cars. Cars will remain parked until all children are loaded and they are directed to move forward. This is a major safety issue. Students and/or parents not following these safety procedures will not be permitted to leave until all other students are dismissed. **IF YOU NEED TO PICK YOUR CHILD UP EARLY THEY MUST BE OUT OF THE BUILDING BEFORE 2:00 P.M. AND OFF CAMPUS BY 2:05 P.M. AS THIS IS A SAFETY ISSUE FOR ARRIVING BUSES AND WALKERS.**

**BUS RIDERS:** Bus riders are dismissed at 2:31 p.m. First bus riders should go immediately to the bus ramp. Students waiting for buses are to remain in the designated area or in classrooms on inclement weather days. There will be no running or playing in the bus loading area. **No student is to be in the building after 2:35 p.m. unless he/she is directly supervised by a teacher.**

### BUS TRANSPORTATION

School bus routes are determined by the Santa Rosa County School Board. The transportation director may be reached at 983-5100 if you have questions. According to School Board Policies, any student that changes their transportation method or the bus destination he/she is assigned to must have a note from his/her parent/guardian, a note from the parent/guardian that will be receiving the student (if applicable), and a bus pass from Student Services to give the bus driver. The transportation pass must be obtained at the beginning of the day. Any change of destination or transportation must be approved by the office before the change will be permitted. No phone calls will be allowed. **Change requests not submitted prior to 8:45 am may not be approved before dismissal times.**

Safety is our greatest concern when students ride the school bus. Students are required to follow the Student Code of Conduct while on the school bus including the bus stop. Riding the bus is a privilege not a right. The first referral from the driver is a warning and parents will be notified by school officials. Additional referrals will result in Bus Suspension.

### GRADING SCALE

|   |          |
|---|----------|
| A | 90 - 100 |
| B | 80 - 89  |
| C | 70 - 79  |
| D | 60 - 69  |
| F | 0 - 59   |

(E,S, and U may be used as grades in some classes)

Progress reports are issued to all students in each subject area at midterm of the nine-week grading period.

### GUIDANCE/STUDENT SERVICES

The guidance counselor offers assistance to students in identifying and meeting their needs in educational, vocational, and personal-social skills. Books and pamphlets on guidance topics are available in the guidance/student services office and the MC for checkout and use. Students who need to see the counselor or visit student services must first check in with their teacher and obtain a pass before going to the guidance/student services office.

## MEDICATION

**STUDENTS ARE NOT ALLOWED TO BRING ANY MEDICATION (PRESCRIPTION OR OVER THE COUNTER) TO SCHOOL. ALL MEDICATION MUST BE TURNED IN OR BROUGHT BY THE PARENT TO THE HEALTH CLINIC AND ADMINISTERED BY APPROPRIATE SCHOOL PERSONNEL. THIS IS STATE AND SCHOOL BOARD POLICY. A dispensation of Medication Form must be filled out and on file before any medication will be given out. NOTE: This includes any and all forms of medication, supplements and vitamins both prescription and non-prescription.**

## INTERNET GUIDELINES

Any student who wishes to use the Internet must have an "Acceptable Use Policy" signed by the student, their parent/guardian, and on file at the school. Planners will be stamped to indicate this has been completed. Students must have their stamped planner visible when accessing a computer. Students are responsible for all searches while logged on a school computer or school WIFI. It is imperative that the student log on using their own user name and password and log off when complete. Unauthorized use or failure to comply with these guidelines may result in disciplinary action. (See Code of Student Conduct for more information.)

## INTERNET SAFETY – TIPS FOR STUDENTS

**Don't give out personal information such as name, age, address, phone number, parent/guardian's name, and school name/address. Don't respond to mean, offensive, threatening, or unwanted e-mail or instant messages. Choose a screen name that doesn't identify you as a boy or girl or your age. Don't share your password with anyone (except a parent/guardian) – not even your best friend; change your password frequently. Remember, people online may or MAY NOT be who they say they are. Never meet with Internet friends without your parent's knowledge.**

## LIBRARY

The Library provides opportunities for students to develop research and study skills, as well as to fulfill lifelong learning needs and reading enjoyment. The following guidelines relate to the Library:

- The Library is open from 8:00 to 2:20.
- Students are to come to the Media Center with their teachers to check out a book. Students may still come at any time with a library pass signed in the planner with a specific purpose for the library visit, one pass per student.
- Substitutes are not allowed to send students to the library.

## PERSONAL ITEMS / MISSING AND/OR DAMAGED PROPERTY

King Middle School will not be held responsible for an individual student's missing and/or damaged property. Students are encouraged to take precautions to prevent their own property from being stolen, misplaced, or damaged (i.e., put names on all personal belongings, place belongings in guarded areas only, do not leave belongings unattended, do not bring unnecessary items to school, etc.). At PE students must be responsible to protect their property by locking their personal items in the locker and never sharing their combinations with others. Students are not to bring cameras, tapes, compact discs, game cartridges/discs, or electronic devices to play tapes, games, MP3s or compact discs to school. Students are not allowed to bring radios, video games, cards (trading or playing), toys or other unnecessary items to school. Sports equipment such as balls or bats should not be brought. **Skateboards are allowed but must be stored at the front desk.** There is to be no buying, selling or trading of personal items at school, including food.

## PLANNER

The purpose of the planner is to increase communication between school and home, and assist the student in organizational skills. The planner is to be kept with the student at all times. The planner is to be treated as a textbook and if the planner is lost, damaged or unusable, the student will be required to pay a replacement cost of \$6.00. If the student defaces the planner in any inappropriate way, he/she will receive the same disciplinary consequences as with any other textbook and be required to replace the planner.

## SAFETY DRILLS

Fire, lockdown, hazardous material, or tornado drills will be held throughout the year at various times in accordance with state law. Students will be instructed in the proper procedures for each drill. These drills address serious issues that may need to be accounted for and students will act accordingly while they are being conducted.

## SCHOOL ADVISORY COUNCIL

At King Middle School, the school improvement process is a collaborative effort among administration, staff, parents, and interested community members. Our School Advisory Council (SAC) meets regularly to discuss, evaluate, and set school improvement objectives. Parents are a vital part of the SAC team and are strongly invited to attend and participate in all SAC meetings.

## SCHOOL CLINIC

If it is necessary for a student to report to the school clinic due to injury or illness, the student must first check in with his/her teacher and obtain a pass to the school clinic. The student will be evaluated by the Health Technician who will assess the situation and contact the parent/guardian to inform him/her of the situation if necessary. If the Health Technician is unable to contact the parent/guardian and the condition does not warrant immediate attention, the student must return to class.

## SCHOOL DAY (8:25 a.m. - 2:31 p.m.)

**Supervision is NOT provided before 7:55 a.m. or after 2:55 p.m.** Buses will not arrive before 7:45 a.m. **We strongly encourage those who provide their own transportation or who walk to school to arrive between 8:00 a.m and 8:15 a.m.** Students are required upon their arrival to school to be in a supervised area. At 7:55 a.m., they will be dismissed to report promptly to their first period teacher or the cafeteria. Any student arriving after 8:20 a.m. must report to the front office for an admittance slip and then report to his/her classroom. A student should bring a written excuse for being tardy unless the parent/guardian accompanies him/her to the office to check-in. After five late check-ins, a discipline referral will be given. Students who stay after school for school sponsored activities are to be supervised at all times and are responsible for making transportation arrangements prior to coming to school that day. The student should be picked up as soon as the activity concludes.

## TARDINESS

Students must be at school and in class on time. Each student receives 2 tardy passes per nine weeks, and they can be used in any class but must be used during the first two minutes of class. After the first two minutes, the student will be considered skipping class and disciplinary consequences will occur. If a student receives a 3<sup>rd</sup> tardy in a nine week period, the student will receive an office referral. If a student is tardy to school or class three times for any reason (other than emergencies or medical reasons, in which a note must be brought) he/she will receive a referral.

## TELEPHONE and CELL PHONES

Cellphones are permitted at King, but students must follow guidelines regarding their use. Students are not to use cellphones for phone calls because these calls need to be made through the school, either the clinic or front desk. Taking photographs and video recordings are both violations of the Student Code of Conduct and result in disciplinary consequences. Students may listen to music on their phone in the hallways and cafeteria but must use ear only one bud in case of emergencies. Also, large earphones are not allowed (Ex. BEATS.) Phones must be on silent mode or off during the day. Classroom teachers establish their own guidelines regarding cellphone usage. KMS is not responsible for lost, stolen, or damaged cellphones. Students are encouraged not to share usage of their phone at school. Since KMS wants to protect our student's privacy, cell phones are prohibited during PE classes which includes the locker room and outside. Discipline consequences will occur for those not following this policy. Student who take cell phone photographs in PE will result in Out of School Suspension.

## TEXTBOOKS

The State of Florida, at no cost to your child, furnishes textbooks to students. However, students are responsible for the care of these textbooks including their student planner. If a student should lose or damage his/her textbook(s), the student will be assessed an amount to pay as established by School Board Policy. This will need to be paid before any other textbooks can be issued. This policy also applies to student planners and lost or damaged library books. In most academic subjects, students are issued a set of textbooks to take home for use in homework assignments and studying. These books are to remain at home for use until the teacher requests that the books be returned. Teachers will maintain a set of textbooks for use in the classroom.

# **TITLE I COMPLIANCE**

## **REPORT OF PROGRESS**

Florida's approved accountability plan uses the same FSA test and definitions of "grade level" as does the A+ Plan and includes specific criteria for determining and reporting progress for all schools.

**Not making progress in all areas does not mean that a school is failing.** It means that the school has not met a certain standard for at least one group of students. These measures include reading, mathematics, writing, graduation rate and whether or not the school tested enough students in each group.

Strategies to make sure all students make adequate yearly progress have been implemented and progress of targeted students monitored throughout the school year. FSA data and proficiency data related to subgroups will be disseminated to parents and stakeholders in school newsletters and reported at School Advisory Council meetings during the 2016-17 school year.

## **PARENT RESOURCE CENTER**

The Parent Resource Center is located in the cafeteria. Please feel free to browse the selection of parenting books and materials. Books may be checked out through guidance by completing a check out card with your telephone number, name, and date of checkout. Please return the book or material within two weeks. You may also send a note by your child to the teacher, requesting any book in the Parent Resource Library.

## **RIGHT TO KNOW NOTIFICATION**

Parents of each student attending a Title I school may request, and the district will provide in a timely manner, information regarding the following: professional qualifications of their children's classroom teachers, and if applicable, the services provided by their paraprofessionals as well as the paraprofessional's qualifications. You may contact the principal to make this request.

## **SPAR REPORT**

The SPAR (School Public Accountability Report) for King Middle School is available on our school web site. The address for this web site is: <http://www.santarosa.k12.fl.us/schools/kms.html> Just click on the "School Public Accountability Report" link on our home page. You may also visit our front office and request to view a printed copy of our SPAR.

## **SCHOOL WIDE TITLE 1 PROGRAM**

King Middle School has qualified for the Title I School Wide Assistance Program for the 2016-17 school year. This program provides federal funding to schools to raise student achievement. It is mandatory for King Middle School to participate in this program since at least 75% of the students come from low-income families.

ESEA Section 1114 (b) (1) requires a Title I school wide program plan to contain each of the following ten components as well as related measurable goals and strategies for implementation:

1. A comprehensive needs assessment of the entire school (including the needs of migrant children as defined in Section 1306) with information about the academic achievement of children in relation to the state academic content standards as described in Section 1111(b) (1).
2. School wide reform strategies that:
  - a. Provide opportunities for all children to meet the state's proficient and advanced levels of student academic achievement described in Section 1111(b)(1)(D).
  - b. Use effective methods and instructional strategies based on scientific research that:
    - i. Strengthen the core academic program in the school.
    - ii. Increase the amount and quality of learning time, by providing an extended school year, before- and after-school and summer programs and opportunities, and an enriched and accelerated curriculum.
    - iii. Include strategies for meeting the educational needs of historically underserved populations.
  - c. Address the needs of all children in the school, especially those of low achieving children and those at risk of not meeting the state academic content standards who are members of a population targeted by the school wide program. The services of such a program include:
    - i. Counseling, pupil services, and mentoring services.

- ii. College and career awareness and preparation, such as college and career guidance, personal finance education, and innovative teaching methods, which may include applied learning and team-teaching strategies.
    - iii. The integration of vocational and technical education programs.
  - d. Address how the school will determine if such needs have been met.
  - e. Are consistent with the state plan and any local improvement plans.
- 3. Instruction by highly qualified teachers.
- 4. High-quality and ongoing professional development for teachers, principals, and paraprofessionals and, if appropriate, pupil services personnel, parents, and other staff to enable all children in the school to meet the state academic content standards in accord with Section 1119 and subsection 1114 (a)(4).
- 5. Strategies to attract highly qualified teachers to high-need schools.
- 6. Strategies to increase parental involvement through means such as family literacy services in accord with Section 1118.
- 7. Plans for assisting preschool children in the transition from early childhood programs, such as Head Start, Even Start, Early Reading First, or a state-run preschool program, to local elementary school programs.
- 8. Measures to include teachers in decisions regarding the use of academic assessments (described in Section 1111[b] [3]) to provide information on, and to improve, the achievement of individual students and the overall instructional program.
- 9. Effective, timely assistance for students who experience difficulty in attaining the proficient or advanced level of the academic content standards as required by Section 1111(b)(1). Students' difficulties must be identified in a timely way and in such a way as to provide information on which to base effective assistance.
- 10. Coordination and integration of federal, state, and local services and programs, including programs supported under ESEA, violence prevention programs, nutrition programs, housing programs, Head Start, adult education, vocational and technical education, and job training.

### TOYS

Spinner or fidgets are not allowed at King Middle School as they can be a distraction to the learning environment and will be considered a toy. If a student has a spinner or toy at school, it will be confiscated and discipline action will occur for repeat offenders.

### VISITORS

In order to ensure the safety of all students at King Middle School we operate under a closed-campus policy. **Parents and/or Visitors are not allowed to report directly to a teacher's room. All visitors must have a photo I.D. to enter campus.** Visitors are allowed on campus only after registering at the front desk and receiving approval from administration. After clearance, visitors will be issued a visitor pass and directed to their destination. Upon completion of their business, all visitors are to return their pass to the front office and notify administration of their departure from campus. **Parents/Visitors are prohibited from being in areas not designated on their pass.**

### VISION and MISSION STATEMENTS

**The vision of King Middle School is to motivate students to reach their potential through a joint effort of school resources, family support and community involvement.**

**The mission of King Middle School is to make our Cougars "King of the Hill" in reading, writing, math, technology, science, social studies and positive attitudes.**

King Middle School  
 5928 Stewart Street  
 Milton, Florida 32570  
 Phone: 983-5660  
 Fax: 983-5665

