WELCOME TO KING MIDDLE SCHOOL

Mission Statement

At KMS, students and staff strive to discover new heights--not just within ourselves but within each other--so that all can learn with passion, act with courage and change the world.

Vision

Laying the foundation for college and career readiness with 21st Century learning in progress.

Contact Information

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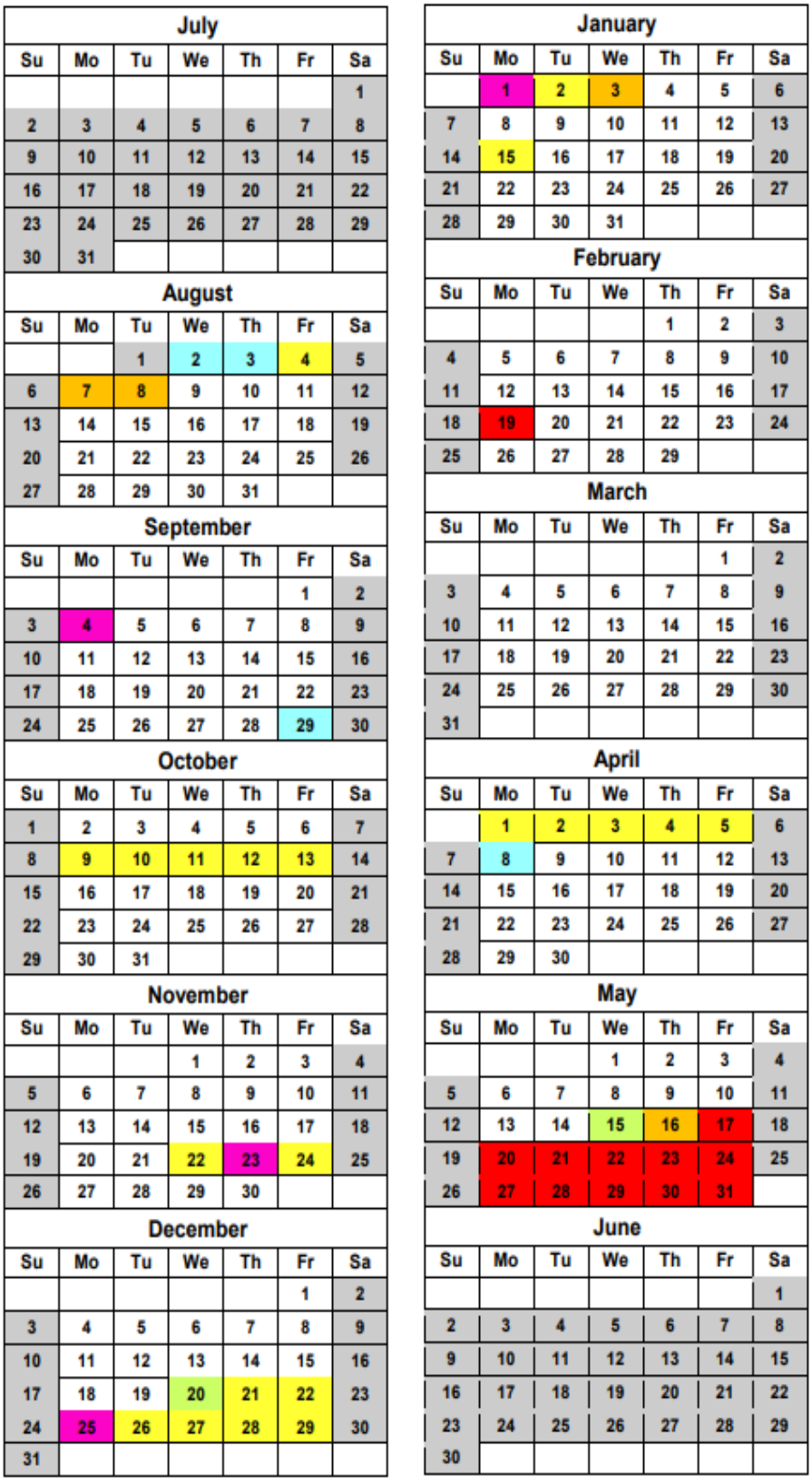
Non-Discrimination

In Mercer County Schools, no student shall be discriminated against because of age, color, disabilities, race, national origin, religion, sex, or veteran status. Occasionally King Middle School may have programs, assemblies, or classroom activities in which a student or parent prefer the student not participate. Administration will notify parents via phone messages, memos, or electronic communication of any activities in which there could be conflict. However, if other situations arise creating concerns, please contact the building principal for alternative assignments/activities.

SURVEILLANCE CAMERA AND AUDIO RECORDING NOTICE

All Mercer County School buildings and grounds are monitored by surveillance cameras that may also include audio recording capabilities. Cameras inside the buildings are located in hallways, gyms, cafeterias, offices, and some classrooms.

District Calendar



July						
Su	Mo	Tu	We	Th	Fr	Sa
						1
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23	24	25	26	27	28	29
30	31					

August						
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November						
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December						
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24	25	26	27	28	29	30
31						

January						
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February						
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March						
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31						

April						
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May						
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June						
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30						

Important Dates

August 10
First Day for Students

September 4
Labor Day, No School

September 29
Staff Development
No School for Students

October 9-13
Fall Break

October 16
Classes Resume

November 22-24
Thanksgiving Break

December 20
Early Release

December 20-January 3
Winter Break

January 4
Classes Resume

January 15
No School

February 19
No School
POSSIBLE MAKE UP DAY

April 1-8
Spring Break

April 9
Classes Resume

May 15
Last Day for Students
Early Release

Snow days will be made up at the end of the calendar unless otherwise noted. Please see district webpage for more information. www.mercer.kyschools.us

Curriculum and Instruction

School Hours

The building opens at 7:25 am, and attendance is taken at 8:00 am. Students must be in their classrooms at 8:00 am to be counted present and on time. School is dismissed at 2:45.

Grade Reporting

Grade Reporting: KMS breaks the school year into four 9-week terms. A midterm progress report will be posted about 4 weeks into each term. Please note: you can ALWAYS follow your child's attendance, grades, and more on Parent Portal. Please call or email for more information on Parent Portal login credentials.

First Term Begins: **August 10**	
Midterm Ends: **September 8**	Grades posted to portal on September 12
First Term Ends: **October 6**	Grades posted to portal on October 20
Second Term Begins: **October 16**	
Midterm Ends: **November 10**	Grades posted to portal on November 15
Second Term Ends: **December 20**	Grades posted to portal on January 10
Third Term Begins: **January 4**	
Midterm Ends: **February 2**	Grades posted to portal on February 7
Third Term Ends: **March 8**	Grades posted to portal on March 15
Fourth Term Begins: **March 11**	
Midterm Ends: **April 12**	Grades posted to portal on April 17
Fourth Term Ends: **May 15**	Grades posted to portal on May 16

Please note: Dates are subject to change in the event of snow days or other calendar changes.

Grading Scale

A= 90-100
B= 80-89
C= 70-79
D= 65-69
F= Below 65

A Honor Roll: Students who achieve this honor must have a yearly average of an A for all content and elective courses.

B Honor Roll: Students who achieve this honor must have a yearly average of an A or B average for all content and elective courses

Please see the KMS webpage for promotion and homework policies.

Extended School Services

Students have the opportunity to participate in ESS, and in and/or out of school tutoring program. Teachers will provide additional information throughout the school year. The Comprehensive Improvement Plan and availability of funds help determine the scope and size of the ESS program.

Response to Intervention

RTI is a multi-tiered system educators use to identify and support students with learning, emotional, and behavior needs. The process begins with high quality instruction for all students and a universal screening for all students in the general education classroom. Based on screening results and class performance, a teacher may develop class interventions to support student success. Based on continuous assessment and monitoring, teachers may implement specific interventions for students or recommend students for additional intervention programs. A parent or teacher may refer students for interventions if there are concerns regarding a student's academic, emotional, or behavior success. Students who do not show adequate progress under RTI programs MAY be eligible for a 504 plan or a referral for special education services. A committee of teachers, parents, and school/district administration help determine qualification for these services. Parents are given notification and opportunity to be involved in this process.

Lockers

Lockers are assigned to all middle school students. Students are NOT permitted to use any locker not assigned to him/her. Students are to properly use and care for their locker. Students should not write it or attach items to their lockers. Any damage or defacement will result in payment to the school. Lockers are the property of Mercer County Schools and may be opened by school personnel at any time. All lockers have built-on combinations and are to be used by the students. Students are not to jam or otherwise disable combination locks.

EXTRACURRICULAR ACTIVITIES

Extracurricular Activities, Field Trips, Grade Level Activities

Extra-curricular activities (athletics, grade level activities, dances, and field trips) provide special opportunities for middle school students. These activities are privileges for students; a student's attendance, behavior, work completion, grades, and money owed to school (ex: chargers, chrome books) will affect a student's eligibility to participate. Criteria for eligibility will be given to students and parents prior to activity. Students with ten or more unexcused absence events (absence and/or tardy) are ineligible for extracurricular activities. Students who are suspended or expelled from school will not participate or attend any school activities.

Athletic Policy

Students are encouraged to participate in the athletic programs at King Middle School. The coach of each athletic program will distribute and discuss specific athletic policies with the students. Please refer to the Athletic Handbook for more information.

Fan/Participant Guidelines

For the purpose of this procedure, "spectators" are those individuals not employed by the Mercer County School District. All certified and classified personnel of the District shall be governed by 16 KAR 1:020, as well as applicable District policies and procedures. These sportsmanship expectations and guidelines have been endorsed by the high school administration and SBDM Council.

The goal of the Mercer County Schools is to promote excellence in a positive academic, social and extracurricular environment that emphasizes equity, diversity, safety and respect.

These guidelines shall apply to students, parents, players, coaches, staff, and spectators of any event held at or sponsored by the Mercer County Schools, to include any academic, social, extracurricular and/or athletic activities. No action by a parent, student, spectator, player, coach, staff member, administrator or official that downgrades, embarrasses or ridicules others shall be tolerated or encouraged. Persons employed by or affiliated with the school system shall conduct themselves as an exemplary role model for their peers and the community. Failure to demonstrate acceptable behavior at academic, social, extracurricular and/or athletic activities, and/or cooperate and comply with school administration shall result in a request to leave the school premises. Per KHSAA policy, a fan who has been requested to leave a game will be suspended from the next game that teams plays. If there are repeated instances of unacceptable behavior, a permanent exclusion from school events may be enforced. The following behaviors are considered unacceptable:

1. Verbally berating others including, but not limited to, players, coaches or officials.
2. Disrespectable or derogatory gestures, yells, chants, songs, etc.
3. Use of profane or obscene language, displays of anger or gestures and/or racial/cultural slurs.
4. Any use of physical violence or the threat of physical violence directed at players, coaches, officials or spectators.
5. Yells and actions that antagonize the opponent's players or spectators.
6. The use of any noisemaker.
7. The use of unacceptable items such as signs, confetti or streamers.
8. Any contact with game officials and support staff (i.e. timekeeper, scorekeeper, etc.)
9. Entering the playing area while occupied by the teams, which also includes sidelines and team bench areas.

Failure to follow these guidelines may result in a reprimand or warning as well as temporary or an indefinite ban from any academic, social, extracurricular or athletic activity held at or sponsored by the District.

ADDITIONAL INFORMATION

VISITORS

King Middle School is a closed school campus. Students are not allowed to bring visitors to school. All visitors must report to the main office, sign-in, and get a visitor's pass. Upon leaving, visitors must sign out in the main office and return the pass. Parents are welcome to visit KMS for observations for teacher conferences; these can be scheduled through your child's teacher or through the main office. Please call the main office to schedule an appointment to meet with administrators.

TELEPHONE

The office phone is for school business. Student's personal arrangements should be made each day before coming to school. Students are allowed to use classroom phones **only in emergency situations**.

ATTENDANCE POLICIES AND PROCEDURES

Kentucky Compulsory Attendance Law/Board Policy 09.122

Under Kentucky Law, Mercer County Schools is required to enforce Kentucky Compulsory Attendance law (KRS. 159.150). The law states that any student between ages of six and twenty years of age who has been absent from school without a valid excuse for three days or more, or tardy without a valid excuse for three days is truant. A student who has been reported as truant two (2) or more times (total of six incidents) is a Habitual Truant under KRS 159.150.

Excused Absences

EHO (Enhanced Educational Opportunity): students may be excused for up to 10 days per year for educational activities. Parent/Guardian must complete an application form and turn it in to the school principal at least five days prior to the absence. The principal then determines if the opportunity is educationally relevant and decides approval. EHOs cannot occur during state assessment (KSA) or district-wide assessment unless approved by the principal.

Doctor's Notes/Medical Notes:

Doctor's/Medical notes are limited to 10 for the year and must be submitted within 5 days of the absence. You may fax doctor's notes to ATTENDANCE CLERK at 859-733-7064 or email kms.attendance@mercer.kyschools.us. In special circumstances or as deemed necessary by a chronic health condition, additional days may be granted. The student's physician will complete a form with medical documentation and submit to the principal/designee for approval. NOTE: The 10 note limit does not apply to IEPs and 504 plans where medical documentation has been provided and is on file at the school.

Parent Notes

Students are allowed to use parent notes to excuse six absences per year (including absences related to mental health) and must be turned in with-in 5 days of the absence. If a student is absent without documentation, the attendance clerk will use a parent note if the 6 note limit has not been reached. If the student has reached the six note limit, the absence will be considered unexcused. In addition, if the student is a Habitual Truant under KRS 159.150, parent notes are revoked. Parents can fax an excuse to 859-733-7064 or email kms.attendance@mercer.kyschools.us.

Additional Attendance Information

Parent notes can be revoked. Once a student has six parent notes or has become a habitual truant as defined by KRS 159.150, subsequent absences will require a medical statement to excuse the absence.

Home/Hospital: If a student is expected to be absent for five or more days due to surgery, medical procedure, accident, serious illness, or other long-term medial absence, they are eligible for home/hospital instruction. Please contact the attendance clerk for applications or more information.

After school appointments: Parents, staff, and students are encouraged to make all appointments after school or during breaks unless there is an immediate health need.

Students with 10 or more unexcused absences are ineligible for extracurricular activities.

Tardy/Check In or Out Procedures

For attendance purposes, students who arrive at school between 8:00 am and 10:22 am or checking out after 12:24 pm are considered tardy. Parents must provide either a parent note or a doctor note to excuse a tardy. Students who are tardy three or more days without a valid excuse are considered tardy (KRS 159.150). Students must be in their classrooms at 8:00 am to be counted present and on time for attendance.

Parent Notes for Tardy

Parents may write up to 6 notes per year to excuse a tardy, and notes will be accepted up to 5 days after the tardy. Parents can email excuses to kms.attendance@mercer.kyschools.us

Check -In

Parent must come into the office to sign in the student on the Sign In Log. Parent provides documentation for the tardy (parent note or doctor excuse).

Check Out

Parent (or authorized person) must come into the office to sign out the student. If an authorized person other than parent is checking out the student, parent should send a note authorizing the individual to check out the student. Please include a number to reach the guardian to verify check out.
Student will NOT be permitted to leave the school with persons not in Infinite Campus. Please be prepared to show identification. In case of an emergency or extenuating circumstance, contact principal for authorization.
Parent will provide a parent note at the time of the check out or a doctor note within 5 days.

Student Drop Off/Pick Up

Drop Off: Between 7:25 and 7:59, students can be dropped off at the rear entrance/exit of KMS. Beginning at 8:00 am, students need to be accompanied by an adult to the front office using the Moberly Road entrance.

Pick Up: Drivers enter the car circle from Robinson Road. Students are dismissed at 2:45. Please pull completely forward so 4 to 5 students at a time can find their cars. Parents cannot check out students from the office after 2:15 pm.

School Nurse

The school nurse in on site and available to students from 8:00 am until 2:30 p.m. Students seeking medical attention that do not have standing arrangements made with the nurse need to get a pass from their teacher before going to the nurse's office unless there is an emergency. Additional information:

Please fill out emergency information in Parent Portal completely and update as needed. We must have a working phone number to reach parents in case of an emergency.

Students with medical conditions are required to have signed parent/guardian consent to release information to school personnel.

To take medication at school (including self-administered asthma medication and nurse administered) parents need to sign a permission form, provide authorization form signed by the child's physician, and bring medication with an updated prescription bottle to the nurse. Please DO NOT send medication to school with your child.

KMS School Nurse and staff will follow protocols developed by District personnel with guidance from Mercer County Health Department in determining when a fever warrants students being sent home from school. Students should be fever free for 24 hours without the aid of fever reducing medication before returning to school. Students with vomiting and diarrhea should remain at home until they are without symptoms for 24 hours.

Positive Behavior Interventions and Support

Positive Behavior Interventions and Supports refers to a school-wide plan for identifying, teaching, and responding to behaviors.

KMS PBIS Team Goals

- Identify 3-5 positively stated behavior expectations
- Develop a matrix of what the expected behavior looks like/sounds like in all non-classroom areas of the school
- Develop lesson plans for teaching expectations and a timeline for review
- Define problem behaviors (See next page)
- Determine behaviors that are classroom managed and those that are office managed
- Develop a plan to recognize appropriate behavior

KMS Behavior Expectations

KING MIDDLE SCHOOL STUDENTS ARE EXPECTED TO BE:

KIND MOTIVATIED Safe

BEHAVIOR EXPECTATION MATRIX			
	KIND	MOTIVATED	SAFE
Arrival	• Clean up the area when you leave (bleachers in the gym, or table/floor in café) • Respect other people's space • Use voice level 2 in the gym, cafeteria, or hallways; voice level 0 during announcements	• Take your belongings for class • Use time before the bell to complete work, read, etc. • Get a healthy breakfast in the cafeteria or at the gym breakfast station	• Report to your assigned area and only leave with permission and a pass • Walk on the right side of the hallways • Use steps when exiting the bleachers in the gym • Use voice level 2; voice level 0 during announcements
Dismissal	• Respect other people's space • Leave the classroom ONLY when your bell is called • Use voice level 2 in the hallways; 0 during announcements	• Learn and follow dismissal procedures • Take your belongings and materials to complete assignments	• Walk on the right side of the hallway • Stay in assigned areas • Follow teacher directions • Voice Level 0 during announcements
Safety Drills	• Respect other people's space • Use voice level 0 • Follow teacher directions	• Learn and follow safety procedures • Listen and follow directions	• Follow the procedure for each drill • Voice Level 0
Bus	• Respect other people's space • Follow adult directions • Follow the driver's rules • Use voice level 2 on the bus • Keep the area clean	• Learn and follow bus rules	• Keep hands, feet, and objects to self • Stay in assigned seat for the entire bus ride • Voice Level 2
Hallway	• Respect other people's space • Gently shut locker doors • Walk on the right side of the hallway • Stand in a straight line against the wall when waiting to enter the classroom • Use voice level 2 when changing classes; use voice level 1 when waiting to enter class	• Go directly to your locker or destination • Take all necessary materials and supplies	• Remain in your assigned area • Keep exterior doors closed and do not open for outsiders • Voice Level 2
Restroom	• Respect other people's space • Flush toilets and clean up after yourself	• Use the restroom, wash your hands, and go immediately to your destination	• Use a hall pass to go to the restroom • Stay in assigned area
Cafeteria	• Respect other people's space and belongings • Clean up after yourself • Sit at your assigned table • Keep hands, feet, and objects to self • Use appropriate and polite language with adults and students	• Eat a healthy lunch everyday • Learn and follow cafeteria expectations • Ask for help with your account if you need it	• Stay in assigned areas • Voice Level 2
Gym/Assemblies	• Respect other people's space • Clap when appropriate • Sit in your assigned area	• Focus on the program • Participate in the fun/show spirit when appropriate	• Stay in assigned areas • Leave only with permission • Walk down the steps when exiting the bleachers
Car Circle	• Respect other people's space • Keep hands, feet, and objects to self	• Watch for your ride and be ready to get in your car	• Stay on the sidewalk and away from the drive • Keep hands, feet, and objects to self

Problem Behavior Leveled Examples

Our goal is to provide a safe and encouraging learning environment all. The following are examples of problem behaviors and the level at which they will be addressed by school personnel.

PROBLEM BEHAVIOR	DEFINITION	MINOR (ADDRESSED BY STAFF)	MAJOR (ADDRESSED BY ADMINISTRATION)	MAJOR (ADDRESSED BY LAW ENFORCEMENT)
		AFFECTS AN INDIVIDUAL STUDENTS'S LEARNING, INTERFERES WITH CLASSROOM LEARNING, COULD ESCALATE TO DANGEROUS BEHAVIORS	LEVEL 3 AFFECTS ORDERLY ENVIRONMENT	LEVEL 4 HARMFUL OR ILLEGAL ACTS
Cheating	***Looking at or copying others' work.***	Cheating on school work; giving and/or receiving answers from another person or from an unapproved resource	Chronic cheating; student does not respond to interventions	
Disrespect	***Rude or impolite behavior***	Coming to class unprepared, non-compliant behavior, sleeping in class, inappropriate interactions with teacher/students (demanding a certain seat, cutting line, talking back, ignoring requests of teacher, etc.	Chronic disrespect; student does not respond to interventions	
Disruption	***Inappropriate disruptions (laughing, noises, passing notes)***	Intentional distractions: noises, unproductive taking, pranks, annoying comments/questions, making messes, throwing paper wads.	Chronic disruptions; student does not respond to interventions	
Dress Code Violation	***Student wears clothing not acceptable under KMS Dress Code Policy***	Minor dress code violation; ask student to cover or change offensive clothing; student complies	Chronic dress code violations; student does not respond to interventions.	
Inappropriate language	***Verbal or written language that mocks, insults,*** ***slanders, or belittles another***	Put-downs, taunts, or slurs of a non-offensive nature (in conversation); mild oaths not directed toward an individual, shooting "the bird." NOTE: Any inappropriate language used toward an individual targeting race, national origin, sex, disability, or religion is to be addressed by administration.	Chronic inappropriate language; student does not respond to interventions Swearing; use of word in inappropriate ways ***See Bullying/Harassment**	
Non-Compliance (Defiance)	***Refusal to respond to adult request.***	Student sits there quietly not doing anything, but a short time later complies. This may be the case for a student struggling academically. Student refuses to do work and others notice. Able to get student to work after a brief one-on-one conversation. (Teacher often feels frustration or anger).	Problem behavior has become habitual; student does not respond to interventions Student's defiance threatens the safety of others	
Property misuse **Destruction of Property / Vandalism (major)**	***Misuse of property.***	Crayon breaking, pencil breaking, throwing small items, tipping back in chair, writing on desk/wall/floor (words not harmful) Taking others belongings, breaking other's pencils, standing on desk/table.	**<u>Property Misuse</u>** Chronic property misuse; student does not respond to interventions **<u>Destruction of Property</u>** Writing on bathroom walls, writing on other people's assignments, etc.	**<u>KRS 158.154</u>** **(Principal Duty to Report)**

PROBLEM BEHAVIOR	DEFINITION	MINOR (ADDRESSED BY STAFF)	MAJOR (ADDRESSED BY ADMINISTRATION)	MAJOR (ADDRESSED BY LAW ENFORCEMENT)
		AFFECTS AN INDIVIDUAL STUDENTS'S LEARNING, INTERFERES WITH CLASSROOM LEARNING, COULD ESCALATE TO DANGEROUS BEHAVIORS	LEVEL 3 AFFECTS ORDERLY ENVIRONMENT	LEVEL 4 HARMFUL OR ILLEGAL ACTS
Physical Contact (minor) **Threat of Physical Harm/Fighting** **Assault**	***Touching others*** ***Fighting involves two people engaged in physical contact*** ***Assault is defined as one person beating another***	Non-serious, but inappropriate touching of another (as in punching another in play, horseplay, etc.), rough playground play. Fighting involves two people engaged in physical contact Assault is defined as one person beating another	**Physical Contact** Chronic physical contacts; student does not respond to interventions. **Fighting/Assault/Threat** Actions involve serious physical contact with intent to harm. Injury may or may not occur. (Hitting, punching, kicking, hair-pulling, biting, etc.) Threat of harm.	**KRS 158.154 (Principal Duty to Report)**
Lying	***Not telling the truth***	Student tells a lie to teacher/adult to get out of trouble Student intentionally tells a non-truth about another student (they are aware)	Chronic lying; student does not respond to interventions	
Theft/ Possession of stolen property	***Taking items that do not belong to you.***	Items taken directly related to self-preservation. Taking lunch because student is hungry. Taking other property because there is a 'want'. Honest when confronted and shows remorse.	Sneaky and intentionally taking other's items (including teacher/adult). Denial when confronted.	**KRS 158.154 (Principal Duty to Report)**
Name calling or teasing (minor) **Bullying or Intimidation (Major)**	***Cruel, offensive, behavior toward others.***	Low-intensity pictures, verbal statements, or written notes (dummy, stupid, slowpoke, nicknames that are not liked).	**Name Calling or teasing** Chronic name calling or teasing; student does not respond to intervention **Bullying (See Pg. 20)**	**KRS 158.154 (Principal Duty to Report)**
Technology Violation	***Inappropriate use of technology/ cellphone***	Student attempts to access inappropriate websites; plays games when instructed to do work. Students cell phone is not turned off and in their locker	Chronic technology violations; student does not respond to interventions **KRS 158.165**	
Weapon (major)	***Object used for physical harm***		Student deposits, possesses, carries, (openly or concealed) for any purpose other than instructional or permitted purpose, any firearm or other deadly weapon or destructive device.	**Unlawful Possession of a Weapon (KRS 527.070)** **KRS 158.154 (Principal Duty to Report)**
Tardy to Class/Skipping	***Student comes to class late or doesn't come at all.***	Tardy: Student comes to class with in the first 5 minutes of class without valid excuse/permission Skipping: Student comes to class after 5 minutes or does not come to class; teacher uses instructional time to locate student	Chronic tardiness; student does not respond to interventions; More than 5 minutes late to class; admin must locate student	

PROBLEM BEHAVIOR	DEFINITION	MINOR (ADDRESSED BY STAFF)	MAJOR (ADDRESSED BY ADMINISTRATION)	MAJOR (ADDRESSED BY LAW ENFORCEMENT)
		AFFECTS AN INDIVIDUAL STUDENTS'S LEARNING, INTERFERES WITH CLASSROOM LEARNING, COULD ESCALATE TO DANGEROUS BEHAVIORS	LEVEL 3 AFFECTS ORDERLY ENVIRONMENT	LEVEL 4 HARMFUL OR ILLEGAL ACTS
Harassment (major)	***Civil rights violation. Making fun of others based on gender, race, disability.*** ***Includes sexual harassment.***		With intent to intimidate, harass, annoy or alarm, a student subjects another to physical contact, threatens another with physical contact, uses abusive language, follows another, steals, creates a hostile environment (See pg. 22)	**Harassment (KRS 525.070)** **KRS 158.154 (Principal Duty to Report)**
Alcohol, Drugs, and other Substances	***Alcoholic beverages, look a-likes, taste a-likes or smell a-likes; Controlled substances, prohibited drugs and substances, and drug paraphernalia; and "look like" controlled substances***		Carrying, Use, Possession, or Transferring of any Alcoholic beverage or look a-like/taste a-like Possession, Being Under the Influence, Transferring Tobacco, look a-like (including vape products), or other controlled substances or paraphernalia	**KRS 158.154 (Principal Duty to Report)**

Important Behavior Information

Tardy to School and Tardy to Class are not the same. Tardy to school is a Board Policy and is part of Kentucky Compulsory Attendance Law (KRS 159.150).

The Mercer County Schools Policies and Procedures Manual can be found at www.mercer.kyschools.us

Recognizing Positive Behavior

Individual teachers and teams will utilize specific systems to track, recognize, and reward students who demonstrate Kindness, Motivation, and Safety. Teachers will share this process with students and parents as demonstrating expected behaviors will earn students privileges including breaks, optional seating at lunch, use of technology, fieldtrips, dances, and other privileges and recognitions.

The PBIS team will acknowledge students and tams through regular recognitions. These will include announcements, bulletin board displays, certificates, and assemblies. Any school personnel can contribute a Titan Ticket to recognize a student whose behavior represents our school-wide behavior expectations.

KING MIDDLE SCHOOL
Discipline Procedure Flowchart

Observe Problem Behavior

ALWAYS START WITH TEACHING, PROMTING, AND ACKNOWLEDGING POSITIVE BEHAVIOR

Is Behavior office-managed?

Redirect Student

Review Expectations

Reteach Behavior

Over-teach Expectations

Complete MINOR Discipline Referral Form AND Implement an Intervention (refer to suggestions)

Has behavior been corrected?

YES

NO

Recognize and Reinforce corrected behavior

Re-evaluate Behavior Is this behavior classroom managed or office managed?

ENSURE SAFETY

Send student (s) to the office immediately **IF safety is an issue** Complete Major Referral ASAP

Complete Major Office Referral Form

Administrator determines appropriate action and follows through on consequences

Enter referral in Infinite Campus and SWIS for accurate data tracking.

Teacher Managed	Office Managed
Inappropriate Language	**Abusive/Inappropriate Language**
Disruption	**Fighting****
Tardy	**Disrespect/Insubordination**
Physical Contact	**Disruption**
Property Misuse	**Harassment****
Defiance	**Tobacco/alcohol/drugs****
Other	**Tardy/Skipping**
	Bullying**
	Inappropriate Displays of Affection
	Weapons**
	Vandalism/Arson/Bomb Threat**
	Forgery/theft**
	Dress Code
	Gang Affiliation
	Lying/Cheating
	Physical Aggression
	Tech Violation/Cell phone
	Property Damage
	Combustibles**
	Truancy
	Other

****Immediate Office Referral**

For Teacher Managed Behavior

1. MINOR: Student Conference and Break Loss OR Lunch Detention
2. MINOR and Parent Contact (Call or Email) and Beak Loss and Lunch Detention
3. MINOR and Team/Parent Conference and After School Detention
4. MAJOR and Conference with Administration (documented in IC)

For problem behavior that continues after THREE responses in ANY 4 1/2 WEEK PERIOD.

DISCIPLINE POLICIES AND CONSEQUENCES

General Rules of Conduct

All middle school students have certain rights and responsibilities. In order to protect the rights of others, students are responsible for their conduct. Any King Middle School teacher has the authority to correct any inappropriate student behavior at any time and in any location on school grounds.

KRS 158.150 states: All pupils admitted to the common schools shall comply with the lawful regulations for the government of the school. Willful disobedience or defiance of the authority of the teachers or administrators, or use of profanity or vulgarity, assault or battery or abuse of other students or school personnel, the threat of force or violence, the use or possession of alcohol or drugs, stealing or destruction or defacing of school property or personal property, the carrying or use of weapons or dangerous instruments, or other incorrigible bad conduct on school property as well as off school property at school sponsored activities constitutes cause for suspension or expulsion from school.

Student Responsibility

- Students are obligated to cooperate during investigations. Failure to do so can result in discipline consequences ranging from parent involvement to suspension as determined by the principal or principal designee.
- Students are to be respectful to all adults in the building. Disrespecting a substitute teacher or visiting adult in the building (i.e. guest speakers) may result in additional consequences.
- Students are to use technology (computers, programs, cell phones, social media, etc.) appropriately. "Sexting" or using a personal telecommunication device to send, text, or email messages or possessing texted or email messages containing images reasonably interpreted as indecent or sexually suggestive while at school or school related functions is prohibited. Students need to be aware that they may be subjected to school discipline consequences for behaviors that occur after school hours and/or off school grounds if the behavior results in the disruption of the school day.

PLEASE REFER TO THE DISTRICT CODE OF ACCEPTABLE BEHAVIOR FOR ADDITIONAL INFORMATION.

Prohibited Items/Behavior

- Blocking the hallway; running, jumping, shouting in hallway
- Lying, cheating/plagiarism, stealing
- Cursing/inappropriate language, disrespectful behavior
- Forgery
- Misuse of electronic devices/school computer technology, use of external speakers
- Tampering with school equipment, including fire alarms
- Food in the classrooms not provided by the teacher
- Book bags or backpacks that will not fit in student lockers; backpacks are not allowed in classrooms
- Water pistols, spray bottles, water balloons, dangerous/distracting toys
- Laser lights
- Explosives or combustibles
- Students are encouraged to leave expensive items and large sums of money at home
- Bullying/Harassment
- Tobacco, Drugs, Alcohol or lookalikes
- Skipping class, leaving without permission
- Threats of Violence, fighting, weapons

CONSEQUENCES

Teacher Responsibility: Teachers will teach, reinforce, and recognize behavior expectations. Teacher are expected to follow the flowchart on the previous page for addressing negative behaviors.

Major Office Referrals: The following consequences have been established for students who violate school expectations (no particular order):

Student/Principal Conference
Restitution for damages
Parent Notification/Conference
After School Detention
Friday/Saturday School assigned by administration
In School Alternative Placement (ISAP) assigned by administration
Out of school detention assigned by administration
Referral to Day Treatment Program
Expulsion by Board of Education
Referral to Court Designated Worker/charges filed
Referral to School Resource Officer (SRO) or police

Suspension/Expulsion

Suspension and/or expulsion from school are severe disciplinary measures used for serious student misconduct involving willful disobedience or defiance of the authority of the teachers or administrators, use of profanity or vulgarity, assault or battery or abuse of other students or school personnel, the threat of force or violence, the use or possession of alcohol or drugs, stealing or destruction or defacing of school property, as well as off school property at school-sponsored activities(**KRS 158.150)**. Students who are suspended from school may complete pre-announced tests and/or major projects. Students who receive a first suspension may be eligible for early re-entry. If students' parents or legal guardians meet with the principal and satisfactory progress is made to resolve the problem, students may be allowed to return early. Certain serious offenses may nullify the early re-entry privilege. Excessive suspensions may be referred to the Mercer County Day Treatment and/or the Superintendent and the Mercer County Board of Education for possible expulsion from school.

Students suspended from school must have their parents or legal guardians meet with the principal before the students may return to school.

School Dress Code Policy

The responsibility for the dress and grooming of students rests primarily with the student and his or her parents or guardians. Students are expected to be appropriately dressed for school and extra-curricular activities.

Accepted Clothing

- Students must wear clothing including shirt with pants or skirt, or the equivalent and shoes. Shorts, skirts, and dresses must be at or below the student's mid-thigh area.
- Clothing must have fabric in the front, back and on the sides. Holes or shreds on any article of clothing above the thumb tip length must have an attached patched either sewed or ironed on that covers the hole or shred.
- Clothing must cover undergarments including waistbands and bras with fabric that touches the waistband in the front, back, and on the sides under the arms.
- Fabric covering all private parts must NOT be see though.
- Clothing must be suitable for all scheduled classroom activities including physical education, science labs, wood shop, and other activities where unique hazards exist.

Non-Allowable Dress

- Clothing may not depict, advertise, or advocate the use of tobacco, alcohol, marijuana, or other controlled substances.
- Clothing may not depict pornography, nudity, or sexually related material.
- Clothing may not use or depict hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation or any other protected groups.
- Clothing, including gang identifiers, must not threaten the health and safety of any other student or staff.

NOTE: Principal is the final authority on dress code issues.

Specific Prohibited Items

- Facial Piercings, jewelry, or other accessories that may be used as weapons, including but not limited to: fishhooks, dog-like collars or spiked necklaces, wallet chains
- Any clothing, hairstyle, and/or grooming that disrupts the school day
- Hats, hoods, sunglasses inside during the school day (students may wear "hoodie sweatshirts, but are not allowed to wear hoods inside)
- Pajamas and house shoes/shoes with wheels
- Items that depict hate speech or target a group, including but not limited to: Confederate Flags, swastikas, etc.

Consequences for Major Dress Code Violations

Note: Teachers will offer students choices on how to remedy dress code violations. For example, teachers may request students go to the Youth Service Center for allowable clothing or to call home. While there may be some situations in which students may be placed in an alternative setting to wait for suitable clothing, our goal will always be to make instruction a priority.

1st Offense- and change of clothes
2nd Offense-Minor, change of clothes, and 2 days of Lunch Detention
3rd Offense-Minor change of clothes, parent conference
4h Offense-Major Office Referral and change of clothes

Tardy to Class

The Ten-Ten rule requires all students to be in class the first ten minutes and the last ten minutes of every class (barring medical emergencies). This ensures the safety and security of the campus as well as promotes maximum use of instructional time for students. Student are given ample time between classes to use the restroom facilities. Students who have special circumstances will be permitted to handle their duties through the nurse's office.

Consequences for Tardy to Class

1st Offense: Minor
2nd Offense: Minor and 2 days of lunch detention
3rd Offense: Minor and Parent Conference
4th: Major Office Referral

Cafeteria

Students have a twenty-five minute lunch period. Teachers will escort students to and from the cafeteria.

Cafeteria Guidelines

1. It is the responsibility of all students at a table to clean up spilled food and trash from the table and the floor. Uneaten food, paper products, and drink containers should be thrown in the trash cans in the cafeteria; trays and silverware returned to dishwashing area. Students will be responsible for cleaning up their own messes.
2. Students may bring their lunch from home. Reminder: Microwaves are not available for student use.
3. Glass beverage containers are NOT allowed.
4. For safety reasons, students are not to bring food in metal containers with removable, sharp edges**.**
5. The school has a closed cafeteria policy. Students may not have visitors during lunch period.
6. No fast food may be brought in the cafeteria for students.
7. Students will be assigned a table in the cafeteria; they are not to move from their assigned table without permission.
8. Food and drinks are not allowed to leave the cafeteria without permission.

Consequences for Violating Cafeteria Guidelines

First Offense: Minor: Warning-Verbal or Written
Second Offense: Minor: Behavior Expectations Retaught
Third Offense: Minor: Lunch Detention

Other Lunch Program Information

Parents may pay for extra items and view lunch participation on line at www.myschoolbucks.com. Follow directions on-line to set up an account.

Special Dietary Restrictions/Food Allergies – Physical documentation must be provided for meal substitutions and restrictions or special accommodations, please contact the Food Service office at 859-733-7200 for the required forms

Please contact Chris Minor, Food Service Director, with any questions. Mr. Minor can be reached by calling 859-733-7200 or email her at chris.minor@mercer.kyschools.us.

Cellphones/Electronic/Bluetooth Devices (KRS 158.165/Mercer County Schools Policy)

** **Students are not allowed to use cell phones in a disaster. PLEASE do not call your child's cell phone. Cell phones can detonate bombs and the ringing of a cell phone may make your child a target.**

Students are responsible for keeping up with electronic devices and cell phones brought to school. The school will not be responsible for lost, stolen, or damaged devices brought to school. The administration will not be expected to spend excessive amounts of time investigating lost, stolen, or damaged devices brought to school.

Students are required to set their phones on off and put them in their lockers when dismissed to first period (or upon arrival if after 8:00 am) and will leave them in their lockers until dismissal to their lockers at the end of the day. NO PERSONAL ELECTRONIC DEVICES ARE TO BE OUT OF A LOCKER BETWEEN 8:00 a.m. AND 2:40 p.m.

Students may not use cell phones or electronic devices that violate the privacy rights of students, staff, and/or visitors.

Students may not use cell phones or electronic devices to cheat or plagiarize, or interfere with the educational process.

Students are prohibited from recording at school or at school sponsored events any fighting, acts of violence, or any other rule violations. Students are further prohibited sending or sharing such videos or pictures through any electronic means that violate students' privacy or serve no legitimate purpose.

Students are prohibited from using cell phones or other electronic devices that will jeopardize the health, welfare or safety of students, staff, public safety officials and others during a school emergency or crisis.

Laser lights are prohibited on buses and at school.

Students are prohibited from using external speakers on any electronic device. **Headphones/ear buds are to be used in classrooms only for educational purposes and are not to be used/worn outside of the classroom.**

Students refusing to surrender their device will be suspended and will not be allowed to bring the device to school for the remainder of the year.

Consequences for MAJOR VIOLATION of CELLPHONE/ELECTRONICS/BLUETOOTH POLICY

1st Offense- Major Referral; device confiscated and returned to student at the end of the day.

2nd Offense- Major Office Referral; device confiscated 3 days and parent/guardian required to pick up; 2 days of lunch detention.

3rd Offense- Major Office Referral; device confiscated 5 days and parent/guardian required to pick up; 1 day ISAP.

Additional Offense(s): Device will be confiscated and kept until the end of the year. ISAP may be repeated or suspension may be issued at the discretion of the principal/designee.

NOTE:

Students are responsible for their devices; a student who allows someone to "borrow" an electronic device which results in a violation of the policy is also in violation of the policy. Students participating in sexting or cyber bullying may have additional consequences. If a student takes a picture or videos other students displaying incorrigible bad acts, the student who records the act will face the same consequences as the students displaying bad behavior.

During State and National testing windows, any KMS student caught in violation of the KMS cell phone policy (cell phones are to be turned off, not used during the day, and are not visible) may be suspended from school up to five days. The phone will be confiscated immediately and held until the last day of the school year. The suspension will occur after testing. Cell phone parts will not be returned separately.

Bus Conduct

The PRIVILEGE of any pupil to ride a school bus is conditioned upon their good behaviors and observance of the following rules and regulations. Any pupil who violates these rules or regulations will be reported to the principal/assistant principal of the school where the student attends for necessary corrective action.

1. Students will always cross in front of the stopped bus.
2. Students will be seated in BUS SEATS at all times except while entering or leaving the bus.
3. Students will not throw objects on the bus or from the bus windows. Hands, arms, or any other objects will not be extended out the bus windows or doors.
4. Students will not fight on the bus, threaten, or pick on another student.
5. Students will not argue with the bus driver or another student.
6. Students will not smoke or use tobacco products on the bus.
7. Students will not use profane language or gestures.
8. Students will not damage or deface the bus and will not litter the interior of the bus.
9. Students will not tamper with the emergency door.
10. Students will not have water devices, water pistols, or spray bottles on the bus or at school.
11. Students will not have laser lights on the bus.
12. Students will not use alcohol or other drugs.
13. Students will not use external speakers on electronic devices.

In accordance with KRS 158.150m students' bus privileges may be suspended IMMEDIATELY for:
Willful disobedience or defiance of authority
Assault or abuse of school personnel
Use of profanity or vulgarity
Assault or abuse of other students (fighting)
Use or possession of alcohol, drugs; including synthetic drugs and tobacco products
Stealing
Destruction or defacing school property or the personal property of students
Carrying or use of weapons or dangerous instruments (laser lights)
Other incorrigible bad conduct that endangers the lives of the other students, preventing a safe ride and/or from school.

Bus Conduct Consequences

Verbal Warning Assign Seat Bus driver may contact parent or parent may contact bus driver Principal/Assistant Principal conference with student Principal/Assistant Principal contact parent Detention or alternative classroom/Saturday School Loss of privileges	**Grades 6-12** **Smoking on the Bus:** First Offense: Two-week bus suspension **Fighting With Intent to Harm:** First Offense: Two-week bus suspension; Second Offense: Subject to permanent bus suspension **Vandalism** (damaging the bus, such as cutting the seat, etc): Two-week bus suspension; restitution due upon the last day of bus suspension or suspension continues until payment has been made

ALL MAJOR INFRACTIONS ARE SUBJECT TO BUS SUSPENSION, CONSEQUENCES AT SCHOOL, AND CRIMINAL CHARGES. The length of suspension time varies depending on the infraction and pattern behavior. The length of suspension will be determined by school administration and can range from one-day suspension to removal from bus for the remainder of the school year.

Please Note: Glass containers and/or balloons are not allowed on buses. Please do not bring or have sent to school floral arrangements in glass containers.

Bully Information Sheet

Is it bullying? What is it?

TEASING Everyone is having fun No one is getting hurt Everyone is participating equally	**CONFLICT** There is a possible solution to disagreement Equal balance of power
MEAN MOMENT Someone is being hurt on purpose Reaction to a strong feeling or emotion An isolated event (does not happen regularly)	**BULLYING** Attacked physically, socially, and/or emotionally Unequal balance of power Someone is being hurt on purpose Is repeated or has the potential to be repeated

Found on mssepp.blogspot.com

What is the difference between Bullying and Harassment?

Bullying and Harassment sometimes overlap, but not all bullying is harassment and not harassment is bullying.

Harassment (KRS 525.070)	Bullying (KRS 158.148)
A person is guilty of harassment when, with the intent to intimidate, harass, annoy, or alarm another person, he or she: **Strikes, shoves, kicks, or otherwise subjects him to physical contact; attempts or threatens to strike, shove, kick, or otherwise subject the person to physical contact** **In a public place, makes an offensively coarse utterance, gesture, or display, or addresses abusive language to any person present** **Follows a person in or about a public place or places** **Engages in a course of conduct that, or repeatedly commits acts which alarm or seriously annoy such other person and serve no legitimate purpose** **Enrolled as a student at a local school district, and while on school premises, on school-sponsored transportation, or at a school-sponsored event:** • **Damages or commits a theft of property of another student** • **Substantially disrupts the operation of the school** • **Creates a hostile environment by means of any gestures, written communications, oral statements, or physical acts that a reasonable person under the circumstances should know would cause another student to suffer fear of physical harm, intimidation, humiliation, or embarrassment.** **Harassment is a Class B misdemeanor**	**Bullying is defined as:** • **Any unwanted verbal, physical or social behavior among students,** • **Involves a real or perceived power imbalance,** • **Is repeated or has the potential to be repeated;** • **Disrupts the educational process.** **Harassment is covered by federal civil rights laws when the behavior is based on race, national origin, sex, disability, or religion.** **Note: Schools are REQUIRED to report severe harassing behaviors (including Harassing Communications) to local law enforcement, Kentucky State Police, or the County Attorney within 48 hours of the original report. (KRS 158.156)**

Harassing Communications (KRS 525.080)

A person is guilty of harassing communications when, with intent to intimidate, harass, annoy, or alarm another person he or she:

Communicates with another person, anonymously or otherwise, by telephone, telegraph, mail, or any other form of written communication in a manner which causes annoyance or alarm and serves no purpose of legitimate communication

Makes a telephone call, whether or not conversation ensues, with no purpose of legitimate communication

Communicates with or about another student, anonymously or otherwise, by telephone, the Internet, telegraph, mail, or any other form of electronic communication in a manner which a reasonable person under the circumstances should know would cause the other student to suffer fear of physical harm, intimidation, humiliation, or embarrassment and which serves no legitimate communication.

Harassing Communications is a Class B misdemeanor.

I AM OR SOMEONE I KNOW IS BEING BULLIED, who do I tell and when?

You should report any instance of bullying immediately to: Teachers, principals, counselors, bus drivers or other adults at school Your parents School Resource Officer	You can also report anonymously on the Stop Tip line  Log on to www.mercer.kyschools.us to access. **Note: This "tip line" is NOT for immediate response. If you need immediate assistance, dial 911.**

WHAT WILL HAPPEN AFTER I REPORT BULLYING?

Administrators at your school are required to document, investigate, and submit a report on the findings of the investigation. Administrators will make every effort to eliminate a hostile environment.

School and District employees involved in the investigation of complaints shall respect, as much as possible, the privacy and anonymity of both victims and persons accused. Administrators will contact parents of both the victims and persons accused when bullying is reported and at the conclusion of the investigation. Administrators will take measures needed to protect students from retaliation for reporting or assisting in an investigation.

WHAT IF THE BULLYING CONTINUES?

Report any additional bullying/harassing behaviors to school administrators.

You can report to District Level Safe Schools Coordinator and/or the Superintendent.

You should notify law enforcement if the behaviors persist and/or the bullying behavior escalates.

Resources: District Code of Acceptable Behavior and Board Policy (09.422) at www.mercer.kyschools.us and http://stopbullying.gov

Report Abuse-It's the Law (KRS 620)

In Kentucky, the duty to report applies to all people, not just professionals.
Statewide Abuse Reporting Hotline: 1-877-KYSAFE1 or 1-877-597-2331, or online at https://prdweb.chfs.ky.gov/ReportAbuse.

ALCOHOL, DRUGS, AND OTHER SUBSTANCES

No pupil shall purchase, possess, attempt to possess, use, be under the influence of, sell, or transfer any of the following on or about school property, at any location of a school-sponsored activity, or en route to or from school or a school sponsored activity:

1. Alcoholic beverages, including look alikes, taste alikes or smell alikes;
2. Controlled substances, prohibited drugs and substances, and drug paraphernalia; and
3. Substances that "look like" a controlled substance. In instances involving look-alike substances, there must be evidence of the student's intent to pass off the item as a controlled substance.

In addition, students shall not possess prescription drugs for the purpose of sale or distribution.

DEFINITIONS

Controlled substance means any substance or immediate precursor listed in Chapter 218A of the Kentucky Revised Statues or any other substance added by regulation under KRS 218A.010.

Prohibited drugs include, but are not limited to, any substance that an individual may not sell, possess, use, distribute or purchase under Federal or Kentucky law.

Prohibited substances include:

1. All prescription drugs obtained or possessed without authorization, and
2. All prohibited substances however taken or used, including but not limited to, inhaling, ingesting, and/or injecting. These include, but are not limited to, prescribed and over-the-counter drugs and prohibited volatile substances as defined in KRS 217.900 that are used or intended for use for an abusive and/or intoxicating purpose.
3. SYNTHETIC SUBSTANCES: Any drug or substance which is:
   A) Not legally obtained
   B) May be legally obtainable but was not legally obtained
   C) Is being used in a manner or for a purpose other than the prescribed or intended use by the manufacturer

PENALTY

Violation of this policy may constitute reason for suspension or expulsion. Students who have been determined to be under the influence, have possession, or transferring drugs, alcohol, or other controlled substances on school grounds, on school buses, or at school sponsored events and do not have a valid physician's order for such activity, will be investigated as to the violation of **KRS 158.150**.

Random Drug Testing Policy

King Middle School Students are subject to Mercer County School District's Random Drug Testing and Drug Safety Program.

*** Please refer to the District Code of Acceptable Behavior and Board Policy 09.423 for additional information.**

SCHOOL SAFETY

Gun Free Act of 1984

This federal act amends Title VII of the Elementary and Secondary Education Act of 1965. This act requires each school district to establish a policy requiring the expulsion from school for a period of not less than one year of students who are determined to have brought weapons to school. Therefore, students having weapons/guns in their possession on school grounds or at school sponsored events will be referred to the Mercer County Board of Education for possible expulsion from school. Legal authorities will be notified about weapon violations. Because virtual instruction is a school sponsored event, Mercer County schools is required to report any weapons violations that occur during class. Please see the District Policy for more information.

Guidance on How to Respond to an Active Shooter for Students

Information taken from www.fema.org; Guide for Developing High Quality School Emergency Plans (p56-67) with guidance and input from Kentucky Center for Safe Schools:

No single response fits all active shooter situations; however, making sure each individual knows his or her options for response and can react decisively will save valuable time. There is no single answer for what to do, but a survival mindset can increase the odds of surviving. During an active shooter situation, the natural human reaction, even if you are highly trained, is to be startled, feel fear and anxiety, and even experience initial disbelief and denial. You can expect to hear noise from alarms, gunfire and explosions, and people shouting and screaming. Shootings can occur in any location not just at a school. The skills listed below are skills that can be implemented regardless of location. When at school though, we have teachers and staff members who have also been given information on how to respond to an active shooter. Look to your teachers and school staff members for guidance. If you are not able to locate an adult, you need to evaluate the situation and consider whether you should run or hide. If you are currently in a safe location, hide. If your location is not safe, run to somewhere safe and hide. As the situation develops, it is possible that you will need to use more than one option. During an active shooter situation, staff will rarely have all of the information they need to make a fully informed decision about which option is best. Often they will have to rely on their own judgment to decide which option will best protect lives.

Run

- If you and those in your care are not in a safe place and you can relocate safely, run far away until you are in a safe location.
- Leave personal belongings behind
- Visualize possible escape routes, including physically accessible routes for students and staff with disabilities as well as persons with access and functional needs
- Avoid escalators and elevators
- Take others with you (if you are a student and other students won't go, do not stay behind if you are not safe)
- Call 911 when safe to do so
- Let a responsible adult know where you are.

Hide

Hide in as safe a place as possible. The ideal location is where the walls are thick and have fewer windows. In addition: Classroom doors should always be kept locked; if they are opened: shut the door and make sure they are locked

- If you cannot get in a classroom, you can hide in other areas throughout the building including the kitchen, locker rooms, bathrooms, etc.
- Barricade the doors with heavy furniture;
- Close and lock windows and close blinds or cover windows;
- Turn off lights;
- Silence all electronic devices;
- Remain silent;
- Use strategies to silently communicate with first responders if possible
- Remain in place (as long as safe) and until given an all clear by identifiable law enforcement officers.
- **SEE SOMETHING|SAY SOMETHING**

IF YOU SEE items or behaviors that are unsafe; if you hear someone threatening to hurt someone; if you find messages or posts on social media that threaten others



SAY SOMETHING TO AN ADULT

If you are at school, tell a teacher or principal immediately; if you are at home you or your parents should call 9-1-1 and then the school principal. If you see something unsafe posted on social media, do not share the post; tell a teacher or principal, or call 9-1-1.

SCHOOL RELOCATION AND STUDENT/PARENT REUNIFICATION

The District will notify you as soon as possible in the event your child is evacuated from his/her school. The district already had pre-determined, school-specific sites in the event an evacuation becomes necessary. We will let you know when you and where you may pick up your child once officials have deemed the situation resolved and safe.

In an effort to provide emergency responders, school officials, and law enforcement agencies total control of a threatening situation, the pre-determined sites will not be disclosed.

The decision to evacuate and relocate will be made on a case-by-case basis depending upon the severity of the situation and evaluations by Law Officials, the Emergency Management Agency, and the Superintendent.

Parents-We Need Your Help!

The district understands that you will be concerned about the safety of your child in the event he/she is relocated from his/her school. We have developed these procedures in an effort to provide a safe and secure environment for all students and staff if an evacuation of the school/building was deemed necessary.

If you are notified of an emergency at your child's school, please DO NOT attempt to go to your child's school or approach the campus as this will hinder emergency management, law enforcement, and school officials' effectiveness.

Don't call the school at which your child attends as this will tie up phone lines that will need to be utilized for calling law officials, emergency management and other official personnel.

Know that you will be able to pick up your child at the designated relocation site by following the Check-Out Procedure.

Bus riders will be transported home on regular routes at times designated by the Transportation Director.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT 1974

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age ("eligible students") or who are attending a postsecondary institution certain rights with respect to the student's education records. They are:

1) The right to inspect and review the student's education records within forty-five (45) days of the day the District receives a request for access. Parents or eligible students should submit to the school principal /designee a written request that identifies the records they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or in violation of the student's privacy or other rights. Parents or eligible students may ask the District to amend a record that they believe is inaccurate, misleading, or in violation of privacy or other rights. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate, misleading, or in violation of their privacy or other rights. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One except-ion which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate education interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the District shall disclose education records without consent to officials of another school district in which a student seeks or intends to enroll; or

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, SW
Washington, DC 20202-4605

Title 1 – Notification to Parents of Professional Qualifications of Teachers

The *No Child Left behind Act* requires that all schools receiving Title 1 Funds notify parents at the beginning of each school year that they may request information regarding the professional qualifications of their child's teachers. If you would like to request this information, please contact Terry Gordon, Principal of King Middle School at 859-733-7060. Additional information can be found on the Mercer County District webpage.

MERCER COUNTY SCHOOLS

"Great Kids Achieving Great Things"

Dear Parent/Guardian,

Our most important function in the Mercer County School District is to provide the safest learning environment possible for all of our students and school staff members.

Unfortunately, in recent years, Kentucky's P-12 schools have experienced an escalation of terroristic threats made by students with intent to do harm to either other students or school staff members. Plainly stated, these are threats being made to shoot people or detonate bombs with lethal intent. In fact, between January 23 and April 30th of last school year (2018), Kentucky schools experienced (294) terroristic threats that caused widespread fear throughout the school's community and resulted in total disruption to the educational process. In many of those cases, school officials and law enforcement officials were forced to close schools to investigate the threats that had been made. In other cases, school attendance plummeted for days after the threat was made. Many school leaders have said that the emotional, instructional, and financial impacts of these acts are incalculable.

Terroristic Threating in the second degree is defined in state law (KRS 508.078)

(1) **A person is guilty of terroristic threatening in the second degree when, other than as provided in KRS 508.075, he or she intentionally:**

b) Makes false statements by any means, including by electronic communication, for the purpose of:

1. **Causing evacuation of a school building, school property, or school-sanctioned activity;**
2. **Causing cancellation of school classes or school-sanctioned activity; or**
3. **Creating fear of serious bodily harm among students, parents, or school personnel**

Such threats to our students and school staff are totally unacceptable and will not be tolerated. As a result, the purpose of this letter is to notify all parents and guardians that school district officials (in coordination with responding law enforcement agencies) will **pursue immediate legal charges for felony terroristic threatening in the second degree, to the absolute fullest extent of the law, against anyone who makes such threats, including students.** Moreover, we will advocate to our highest ability that the prosecution of these individuals be swift and their punishment be severe.

Our approach to eliminating terroristic threatening in our school and district is strong and unwavering, and as a result, it is imperative that you discuss this critically important matter with your student as soon as possible. School and law enforcement officials are determined to put a halt to these willful acts of terrorism being made toward our students. Please do your part to ensure that your student never becomes a party to such an offense by educating him/her on the seriousness of its consequences.

Together we can prevent this unnecessary, dangerous, and disruptive crime from victimizing our schools. I appreciate your partnership in keeping our school the safest place for your student to learn and grow.

If you have any questions or concerns, please contact me at your convenience 859-733-7060.

Sincerely,

Mercer Co. Schools

530 Perryville Street • Harrodsburg, KY 40330 • Phone (859) 733-7000 • Fax (859) 733-7004 • Website www.mercer.kyschools.us

"An Equal Opportunity Employer"

Definitions of Terroristic Threatening:

508.078 Terroristic threatening in the second degree.

(1) A person is guilty of terroristic threatening in the second degree when, other than as provided in KRS 508.075, he or she intentionally:

(a) With respect to any scheduled, publicly advertised event open to the public, any place of worship, or any school function, threatens to commit any act likely to result in death or serious physical injury to any person at a scheduled, publicly advertised event open to the public, any person at a place of worship, or any student group, teacher, volunteer worker, or employee of a public or private elementary or secondary school, vocational school, or institution of postsecondary education, or to any other person reasonably expected to lawfully be on school property or at a school-sanctioned activity, if the threat is related to their employment by a school, or work or attendance at school, or a school function. A threat directed at a person or persons at a scheduled, publicly advertised event open to the public, place of worship, or school does not need to identify a specific person or persons or school in order for a violation of this section to occur;

(b) Makes false statements by any means, including by electronic communication, for the purpose of:
1. Causing evacuation of a school building, school property, or school-sanctioned activity;
2. Causing cancellation of school classes or school-sanctioned activity; or
3. Creating fear of serious bodily harm among students, parents, or school personnel;

(c) Makes false statements that he or she has placed a weapon of mass destruction at any location other than one specified in KRS 508.075; or
(d) Without lawful authority places a counterfeit weapon of mass destruction at any location other than one specified in KRS 508.075.
(2) A counterfeit weapon of mass destruction is placed with lawful authority if it is placed as part of an official training exercise by a public servant, as defined in KRS 522.010.
(3) A person is not guilty of commission of an offense under this section if he or she, innocently and believing the information to be true, communicates a threat made by another person to school personnel, a peace officer, a law enforcement agency, a public agency involved in emergency response, or a public safety answering point and identifies the person from whom the threat was communicated, if known.
(4) Except as provided in subsection (5) of this section, terroristic threatening in the second degree is a Class D felony.
(5) Terroristic threatening in the second degree is a Class C felony when, in addition to violating subsection (1) of this section, the person intentionally engages in substantial conduct required to prepare for or carry out the threatened act, including but not limited to gathering weapons, ammunition, body armor, vehicles, or materials required to manufacture a weapon of mass destruction.

Penalties

Violating a Class D felony (adult) 1-5 years imprisonment (KRS 532.020) and/or $1,000-$10,000 fine (KRS 532.020).

Violating a Class C felony (adult), 5-10 years imprisonment (KRS 532.020) and/or $1,000-$10,000 fine (KRS 532.020).

Violating a felony (juvenile) fine not to exceed $500 (KRS 635.085), with fine assessed at the court's discretion in lieu of commitment to the Department of Juvenile Justice.

KING MIDDLE SCHOOL

Students scheduled in Health Services Class will be bussed to and from the Trailblazer Academy on Tapp Road (across from KMS) each day. New students will be scheduled each Nine Weeks.

As parent and/or guardian of _____, I acknowledge that my child and I have
(student's name)
received a student handbook containing the student code of conduct for King Middle School. The signatures below indicate that we have read and understand the rules and guidelines of this code of conduct.

Signature:_____
(King Middle School Student)

Signature: _____
(Parent/Guardian)

Date:_____

Date of Grade-Level Handbook orientation:_____

Date of 1st Hour/Homeroom Teacher Handbook orientation: _____