

Martha B. King Middle School

2017-2018

Student Handbook



Crusaders *RISE* **above!**

RESPECT ~ INTEGRITY ~ SAFETY ~ EXCELLENCE!

MARTHA B. KING MIDDLE SCHOOL

Name: _____ Grade: _____

Class Schedule: Print your schedule in the blanks below.

	<u>Room #</u>	<u>Class</u>	<u>Teacher</u>
1st Period:	_____	_____	_____
2nd Period:	_____	_____	_____
3rd Period:	_____	_____	_____
4th Period:	_____	_____	_____
5th Period:	_____	_____	_____
6th Period:	_____	_____	_____
7th Period:	_____	_____	_____

Dear Parents:

As parents of middle school children, you are aware that two valuable tools we can offer a student are organization and responsibility. This planner is to be carried by your child to each class every day for the entire year. If your child loses or damages his planner, he/she will be required to purchase a new one at a cost of \$5.

Students are instructed on how to use the planner in each class. They are to record their assignments, class work and critical due dates in the subject column provided under each date. The planner may also be used to communicate messages between home and school.

We ask that parents check the behavior entries and planner regularly. Your child's teacher may send messages to you via the planner. This simple act will demonstrate to your child that you are concerned with his/her schoolwork and citizenship.

This handbook has been prepared for King Middle School students, and addresses several policies and procedures at our school. Students and parents are responsible for being aware of the contents. The Student Handbook is to be used in conjunction with the Manatee County Schools Code of Student Conduct. Not every item in the District Code of Conduct is re-stated here, as it is not possible to list every specific rule violation that may occur. The Code of Conduct is posted on the district website at http://www.manateeschools.net/pages/SDMC/Departments/Superintendent/Policies_and_Procedures. Please contact the school if you need an actual copy.

Please join us in the commitment to work together to make your child the best student he or she can be.

Sincerely, King Middle School Faculty and Staff

WE BELIEVE OUR STUDENTS RISE ABOVE BY EXHIBITING RESPECT, INTEGRITY, SAFETY, AND EXCELLENCE IN ALL THEY DO AT KING MIDDLE SCHOOL!

BULLYING IS UNACCEPTABLE

Each and every young person has the right to attend our school and feel safe and valued. No one should be fearful of physical harm or be the victim of gossip, verbal abuse or mistreatment by peers in person, through others or via text messages, e-mail, Facebook or other communication. Students do not have to be best friends with everyone, but are expected to treat everyone with civility and respect.

- Bullying is defined as "Repeated aggressive, hurtful action of a physical or verbal nature by an individual or group against another individual." It must be reported in order for the school to take action.
- Bullying involves a power imbalance and a sense of being oppressed on the part of the victim. Such intentional mistreatment of an individual by another student will not be tolerated on our campus.
- Such acts can be social, emotional, or physical in nature and may include (but are not limited to) teasing, name-calling, rumor spreading, exclusion, intimidation, threats, personal property damage or theft, pushing, shoving, or other physical acts.
- Any of these acts committed via the Internet, e-mail, telephone, text messages, or any form of electronic devices or social media is also considered bullying.
- This policy will be discussed with students at the beginning of the year. If you are the victim of bullying, it is your responsibility to report it to a teacher, guidance counselor, or administrator. We cannot intervene if we do not know about the situation. Students who observe someone else being mistreated have a moral responsibility to report such behavior to school administration. We will use counseling, mediation and disciplinary consequences (as necessary) to ensure that each student feels safe on our campus.

VISITORS

We take the safety and security of our students very seriously. Driver's licenses or state ID cards will be scanned into the district security system before access to campus will be allowed. Students are not permitted to bring friends as visitors to class with them. Visitors on campus must wear a visitor's badge while on campus, and must return it to the front desk upon leaving campus.

EATING LUNCH WITH YOUR STUDENT

Parents who wish to eat lunch with their student must sign in at the front office with their driver's license for a visitor pass.

STUDENT ID BADGES

All students are required to carry a current ID Badge. Students will be issued a photo ID badge during the first two weeks of school. It is important for students to produce identification for safety and security reasons anytime while on campus. Students also need to use the ID badge when purchasing food items in the cafeteria, to check out materials or books in the media center, and attend school activities such as intramurals, dances, Renaissance, musical programs, etc. Students may not deface ID cards, or possess or use any other student's ID card.

Students without an ID badge will be required to pay a \$5.00 replacement fee.

PERSONAL PROPERTY

Students should limit items brought to school to those which are necessary for school activities. **THE SCHOOL IS NOT RESPONSIBLE FOR ELECTRONIC ITEMS** brought to school that are lost, stolen, or broken (Examples: iPods, cell phones, tablets, etc.).

STUDENT ARRIVAL & DEPARTURE TIMES

Students should arrive at school no earlier than **30 minutes** before the first bell and should be picked up no later than 30 minutes from the last bell in the designated parent pick up area on the east side of the school campus. **No** students may be dropped off or picked up in the Faculty parking lot on the south side of the building. Students **MUST** be enrolled in our after school program if they will be arriving on campus early or late. The program charges a nominal fee. Students may NOT be on campus outside these times, as there is no supervision, and our primary concern is for student safety. Unsupervised students may be considered trespassing.

MORNING PROCEDURES

At 8:40AM students may enter the school campus and go to the appropriate location to wait until the first bell. The digital clock on the school marquis indicates when the students may enter. 6th graders are required to wait in the cafeteria, 7th grade in the gym and 8th graders wait in the courtyard. Students are not allowed into buildings without a pass.

Bus riders enter the school through the bus lane doors and report to their assigned area. Bike riders, car riders, and walkers enter the school through the front courtyard doors and report to their assigned area.

Students who arrive on campus prior to 8:40AM must enroll in the YMCA morning program. Students enrolled in the YMCA morning program must report to the cafeteria.

Students are not permitted to gather in the faculty parking lot, on the sidewalk between the bike rack and the administration building, or to loiter in the grass around the bike rack. Students are expected to report directly to their designated area when they arrive on campus between 8:40-9:15.

DISMISSAL PROCEDURES

At dismissal, bus riders will report directly to the bus loop and proceed directly to their assigned bus. Car riders should proceed directly to the student pick-up area through the front doors of the school. Walkers and bike riders exit through the front doors of the school, and may cross 75th Street only where a School Crossing Guard is stationed. Bikers must wear a helmet and bikes shall be stored and locked in the bike rack. Bikes, skateboards, and scooters may not be ridden on school property – students should walk them to the sidewalk in front of school before riding. Students enrolled in the YMCA after school program must report directly to the cafeteria.

AFTER SCHOOL PICK UP

Parents must enter and exit through the **north entrance** to the campus on 75th Street. **Vehicles may not enter the bus loop or staff parking lot to pick up students as these are not student drop off or pick up areas.** Students are to enter the vehicle on the curbside. The left lane is for passing only. Please wait in the pick up line to pick up your child; picking your child up on 75th Street is dangerous and can cause visibility problems for our walkers and bike riders. Please do your part in helping us keep our students safe by picking your child up only in the car rider line.

STUDENT SIGN-OUT & EARLY STUDENT PICK UP

Students needing to leave campus during the school day will be released only to those persons listed on the **STUDENT ENROLLMENT FORM**. A valid picture ID will be required each time a student is signed out. There are **NO EXCEPTIONS** to this policy. Safety of students is our primary concern.

Students who need to leave school before the regular dismissal bell must:

1. Submit a written request to the office from their parent/guardian prior to the start of the school day and receive a dismissal pass.
2. At the assigned time, show the dismissal slip to the teacher before being excused to leave the classroom.
3. Immediately report to the Attendance Office.
4. A parent/guardian must come in to the office to sign the student out prior to leaving campus.
5. Any student who returns to school on the same day needs to again sign in at the attendance office.

STUDENTS WILL NOT BE DISMISSED DURING THE 15 MINUTES PRIOR TO THE FINAL BELL.

ATTENDANCE:

Daily attendance is fundamental to success at school. By Florida Law (FS 232.09), each parent or legal guardian of a child of compulsory attendance age is responsible for the child's school attendance. The students are expected to attend all days of the regular school year unless a situation exists which makes their absence absolutely necessary.

Absence from school may be excused for the following reasons:

1. Religious instruction or a religious holiday
2. Sickness, injury, or other insurmountable condition
3. Participation in an academic event or program
4. A subpoena or forced absence by any law enforcement agency
5. An appointment with a doctor or dentist
6. A School Board approved activity

Students who are **absent** more than **nine (9)** days per year must provide documentation from a physician to receive additional excused absences.

In the event of an unavoidable absence, we request that these steps be followed:

1. A parent should notify the school attendance office before 10:00 a.m. on the day of the absence at 798-6820 to leave a message by dialing 8.
2. Absences not confirmed in advance by phone must be excused in writing by the parent. The written excuse needs to be delivered to attendance on the day of the student's return.
3. Making up missed class work is entirely the responsibility of the student and the work is due in a period of time equal to the total number of days absent.
4. In the case of long-term absence (3 or more consecutive days), parents may obtain make-up class work assignments with a 24-hour advance notice. Please call 798-6820. Assignments should be picked up in the front office.
5. Students are required to be in attendance at school for at least one half of the class periods to be considered present for the day. In order to attend school-related activities after school, the student must be in attendance for at least one half of the class periods that day.

TARDY PROCEDURE

Students arriving to school after the morning tardy bell must report to the Attendance Office with a parent or a note from the parent explaining the reason for the tardy. Students will not be admitted to class without a pass from the Attendance Office. To receive an excused tardy, you must provide legitimate documentation from a medical or dental facility, etc. Per district policy, three tardies count as one day absent. Excessive morning tardies will result in disciplinary action. Students are expected to be in their seat in the classroom prepared for class when the tardy bell rings. Students who are late to class will receive a Student Intervention Report (SIR) at the teacher's discretion. Multiple SIR's will result in disciplinary action.

HALL PASSES

Students must have a pass to be admitted late to class, to the office, or to any other area on campus. Students must not be out of class at any time without a pass. Sign-out logs are maintained in each classroom to track the use of passes.

MESSAGES TO STUDENTS

Only emergency messages will be given to students during school hours. This practice is at the discretion of the office staff with the goal of keeping classroom interruptions to a minimum. Messages **will not** be delivered to students after 3:20PM. This service is provided as a service on an emergency basis only. KMS staff cannot be held responsible for any messages not received by students. Parents are not to text nor call students on their cell phones. The use of cell phones during the school day will result in consequences.

WITHDRAWAL PROCEDURES

Please notify the registrar at least two days in advance if it becomes necessary to withdraw your child from King Middle School. The withdrawal form will need to be signed by the parent or guardian before withdrawing a student. The student must bring all books and other items belonging to the school when withdrawing. Proper withdrawal of a student requires time on the teacher's part, as details need to be addressed. The appropriate completion of the withdrawal form will assist the successful transition of your child to the new school.

DIRECTORY INFORMATION AND RIGHT TO SCHOOL RECORDS

Directory Information - Some of the information in your school records is not confidential and may be released without your consent. This information is known as "directory information."

Directory information includes the following:

- a. Full legal name
- b. The image or likeness in pictures, videotape, film or other medium
- c. Dates of attendance
- d. Major field of study
- e. Participation in officially recognized sports and activities
- f. Height and weight of athletic team members
- g. Degrees and awards received
- h. Most recent previous educational institution attended
- i. Subsequent educational institution attended
- j. Academic work intended for publication or display

***If you do not want directory information released, you must notify the principal in writing as to what types of directory information you do not want released. That written notice to the principal must be received no later than September 15 of each school year or within 30 days of receiving this annual notice.**

NOTE: Objecting to the release of directory information may result in your name, photograph and other directory information being excluded from yearbooks, sports programs, and other school publications.

Both parents have a right to see the school records of their child unless there is a certified copy of a court order on file at the school that specifically denies the right to access school records. Copies of school records are available for minimal copying charge. If you have any questions about these rights, please contact your school office.

USE OF THE TELEPHONE

Students will not be called from class to the telephone except in case of an emergency. Please attempt to conduct all personal business at home before school. Parents should not call or text their child during the school day, as students

will receive a disciplinary consequence for using their phones during the school day. Students who become ill during the day should report to the Clinic, NOT use their phone to contact a parent so that we are aware they are sick.

CELL PHONES

Cell phones shall **NOT** be used during the school day, unless a classroom teacher is allowing the use for a class assignment. Violations will result in a discipline consequence and phone confiscation. The school is **NOT** responsible for stolen or lost cell phones. Students may not receive calls or texts on their cell phones during the school day, nor use them for text messaging, photographing, or accessing social media etc. While on campus, students **MUST** keep their phones turned off and out of sight, unless granted permission for appropriate classroom use.

Parents: please make sure your child acts responsibly and does not make a cell phone an issue. We will work hard not to make it an issue either. Refusal to turn over a cell phone upon an administrative or staff request will result in a disciplinary consequence.

BRING YOUR OWN DEVICE

LOST AND FOUND

Lost items may be found in the clinic, office, or on the stage in the cafeteria. All unclaimed items are donated at the end of each semester.

ELEVATOR

Students are not permitted to use the elevator at King Middle School unless they have received an **Elevator Pass** from the clinic or office due to a special need or circumstance. Students found to be using the elevator without an elevator pass will be subject to disciplinary consequences.

CLINIC RULES & PROCEDURES

Students must have a pass from a teacher in order to be admitted into the clinic. Any student who needs to be in the clinic longer than 15 minutes will need to be picked up by a parent/guardian. **NO** over-the-counter or prescription medications will be administered to students without a doctor's authorization and parental consent. See clinic nurse for necessary documents. **If a student has a temperature of 101 or above or is vomiting, he/she must be picked up from school.** Parents must arrange to be to school within 30 minutes of a determination to send the student home due to injury or illness. Parents should ensure they provide the clinic and the school office with current phone numbers and contact information. **Students who request to leave school because of illness must first obtain a pass from a teacher to the clinic.** Any student who calls or texts a parent from a cell phone to pick them up due to illness will be subject to disciplinary procedures for inappropriate use of technology.

All students entering 7th grade must have a Tdap vaccine and provide the school with a State of Florida 680 Immunization certificate signed by the Healthcare Provider.

MEDIA CENTER

Students are encouraged to use the Media Center. Books may be checked out for two weeks. Some reference books may be checked out overnight. Students may use the Media Center for studying, leisure reading or reference at any time with a pass from their teacher. All fines must be paid or they carry over to the following year, AND transfer to other schools in the district.

GUIDANCE SERVICES

Guidance services are available to all students. Counselors are available to talk with parents and students about school issues, schedules, relationship issues, possible careers and personal or academic problems.

Students may complete a request-for-appointment form, located in the front office. A counselor will send for the student when convenient for both. Students may request a pass from a teacher to see a counselor in urgent situations.

Schedule changes are permitted in some circumstances. A parent/guardian may request a schedule change, and final approval is authorized at the discretion of the principal.

PARENT CONFERENCES

All parent conferences are held before school on Mondays, Wednesdays and Fridays, and can be scheduled by the school receptionist at 798-6820 x 2000. Parents/guardians should check in at the front office upon arrival at school. Proper ID must be provided upon check-in.

RENAISSANCE

Eligibility for Renaissance each quarter:
Minimum 3.5 GPA on report card.
No citizenship/conduct grade of 3 or 4 on report card.
No discipline consequences of ISS or OSS for the quarter.

TEXTBOOKS

The textbooks issued to students are property of the School Board of Manatee County and represent a significant investment by the taxpayers. Parents of students are financially responsible for the issued books and therefore students should use reasonable care with them. The school must be reimbursed for lost or damaged textbooks; FINES OWED DUE TO LOST OR DAMAGED TEXTBOOKS STAY WITH THE STUDENT ACCOUNT AS LONG AS THE STUDENT IS ENROLLED IN A MANATEE COUNTY PUBLIC SCHOOL AND MAY HINDER HIGH SCHOOL ACTIVITIES OR GRADUATION, IF NOT PAID.

SCHOOL ADVISORY COUNCIL

The function of the School Advisory Council (SAC) of Martha B. King Middle School is to approve and participate in the goals of the school. The School Advisory Council (SAC) is an organization consisting of parents, faculty, staff, and the community whose main function is continual school improvement. Meetings are held monthly at 6:30PM in the KMS front office conference room in Building #1.

CAFETERIA PROCEDURES

Applications for free and reduced breakfast and lunch may be obtained through Food and Nutrition Services or the school office. Eligibility is based on family size and income. **Free and reduces status must be reapplied for every year!**

KMS has a **NO CHARGING** policy. Student may not use money from his/her account to purchase food for another student. Students must sit at assigned tables. Students are expected to clean up their area when finished. School ID cards must be used to purchase lunch. Students without ID cards will be called last to go through the lunch line and may only purchase a basic lunch.

REWARD MATRIX

We support offering a quality education for all students in a safe, technologically rich environment in which every student is known well by at least one adult. An integral part of this is the recognition of deserving students for a job well done. With this in mind, activities have been developed that reward positive accomplishments. These include Student of the Month, Reward Assemblies and Activities, Field Trips, National Junior Honor Society, Achievement Award, End of the Year Awards and the Eighth Grade Dance.

COURTYARD BEHAVIOR

Students may stand with friends as long as sidewalks are not blocked and their words and actions are appropriate.

FOOD & DRINK ON CAMPUS

Students may not have open food or drink containers (other than water) anywhere on campus other than breakfast or lunch provided in the cafeteria or with a bagged lunch in the cafeteria. This includes breakfast items brought on campus in the mornings. Students will be instructed to dispose of any open containers and may face disciplinary consequences if found to be eating or drinking anywhere other than in the cafeteria. *Exception only for reward lunch in courtyard.

MONITORING STUDENT PROGRESS & FOCUS GRADEBOOK

Parents will have ongoing computer access to their child's grades through an online grade book. Access codes are assigned after parents complete the form and bring it to school with proper identification. Forms are on the school website or may be obtained at school. A written progress report is issued at the middle of each nine-week quarter with each teacher's evaluation of the student's achievement for the first half of that quarter. Parents/guardians are asked to review the report with their child.

Report cards are issued every nine (9) weeks throughout the year. The last report card will be mailed. Please be certain that the registrar has your current mailing address.

Grading Scale policy:

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

In addition to the academic grade earned in each course, a grade for citizenship is also earned. The citizenship grade is numeric and is the teacher's assessment of a student's attitude and conduct. These grades range as follows:

1. Excellent 2. Satisfactory 3. Needs to Improve 4. Unsatisfactory

Any student who receives more than one 4 in citizenship on the report card may be excluded from participation in extracurricular activities during the next grading period. The criteria for students to be eligible to become members of the National Junior Honor Society requires that a student not receive a citizenship grade of "4" in the most recent six quarters (last three quarters of 6th grade and first three quarters of 7th grade).

NATIONAL JUNIOR HONOR SOCIETY

To qualify for invitation to apply to NJHS, students must earn a 3.5 or better Grade Point Average for six consecutive quarters in middle school. Students must demonstrate character and leadership. They may not have received a referral or received a middle school suspension, in school or out of school. They also need to show evidence of membership or activities in clubs, organizations, or activities sponsored by the school and/or community.

COMPUTER USAGE POLICY

King Middle School is very fortunate to have a wide variety of technology and software programs. In order that all students may benefit from our technology the following policies have been developed:

*Students are not permitted to create, delete, copy or change any file on the network.

*Only software that is licensed to King Middle School may be used.

*Students are to use only programs authorized by the teacher or media specialist.

*Students are to print only when the teacher or media specialist gives permission.

*Equipment must be handled carefully. Students are responsible for the care of the equipment and will be held liable for damage.

*Unauthorized Internet Access will result in discipline consequences and suspension of computer privileges.

Network Information Services Guidelines

If any user violates any of these provisions, his/her access to electronic information services may be terminated and all future access could possibly be denied. Some violations may lead to disciplinary action, and if a criminal offense is committed, to prosecution under state or federal laws.

Acceptable uses of computer networks are activities that support learning and teaching.

Unacceptable student uses of wide area computer networks include:

1. Using network access to alter or destroy information belonging to others.
2. Using profanity, obscenity, or other language, which may be offensive to another user;
3. Copying personal communications to others without the original author's permission;
4. Copying software or other copyright protected material in violation of copyright law;
5. Using the network for private business purposes;
6. Using the network for any illegal activity, including bullying, intimidation, etc.
7. Spreading computer "viruses" deliberately, or by importing files from unknown sources.
8. Accessing social media or other prohibited sites.
9. Accessing other students' accounts

The person who has a network account is responsible at all times for its proper use. The school district does have the right to review contents of any and all email and to monitor any web sites that are accessed.

Violation of these guidelines may result in discipline consequences & forfeiture of school computer access.

BRING YOUR OWN DEVICE

Procedures and Guidelines

- Students are responsible for the security of their own devices. There will always be a risk of theft when at school. It is recommended that skins or other custom touches are used to distinguish your device from others. Devices must remain in the student's possession at all times.
- **Students may only use their device in the classroom when instructed to do so by their teacher. Otherwise, the devices need to be silenced and stowed away.**
- Student should always be on the school's wireless network, not personal data plans, to access the web. Personal devices may only connect to the "Manatee Guest Network."

- Students may not use their device in bathroom or locker rooms.
- During school hours, students are to keep their devices off and away in all hallways.
- Technology personnel will not be available to investigate or troubleshoot students' laptop or tablet issues.
- School officials may read, examine, or inspect the contents of any personal device upon the reasonable suspicion that the contents or recent utilization of the device contains evidence of violation of rules or laws.
- Inappropriate use of technology will result in consequences based on the school discipline matrix.

The school district provides our school with a guest network to allow students to bring their own computer, tablet, or WI-FI device to school for academic purposes. The following guidelines apply to Guest Network:

*Any use of the Guest Network will be allowed only during class time as directed by the teacher.

Responsibility and Condition Use

The student shall be responsible for:

1. Protecting any password by not sharing it with others under any circumstance.
2. Protecting personal devices against loss, or unauthorized access at school.

Students may not use the Guest Network for any abusive purposes or in any way that damages School Board property or interferes with or disrupts the district network. Students may not plug their device directly into any school network outlet or join the school network to access other devices or printing services.

The school does not accept responsibility for personal devices in regard to:

1. Loss or corruption of data by connecting to the Guest Network, or
2. Loss, theft or destruction of any personal devices while at school.

The student is responsible for setting up his/her equipment to access the Guest Network. The school is not responsible for any changes students make to personal devices and does not provide technical assistance with Guest Network access.

CONTRABAND

Any item on school grounds that has no educational value and may be disruptive is considered contraband and is prohibited. Possession of such items may result in disciplinary actions referral to law enforcement. Criminal consequences as well as school consequences could result. Such items include, but **are not limited to** the following:

alcohol	electronic games/toys	pepper spray	beepers/pagers
fireworks	cameras	gang-related items	candy
glass bottles	MP3/CD players	hair paint	radios
hats/bandanas	silly string	chewing gum	intoxicants
skateboards	correction fluid	sunglasses	laser pointers
drinks(other than water)	weapons or facsimiles	any edged article	drugs/ medicines
chains & chain belts, etc.	jewelry that may pose a hazard	lighters/matches/tobacco products	
pornographic or other inappropriate material		i.e. knife, box cutter, razor blade, etc.)	
prescription or over the counter medication (clinic personnel must dispense ALL medications)			

STUDENT DRESS CODE *Please also refer to the School District of Manatee County Student Code of Conduct Manual pages for the additional information on the District Dress Code.

King students are expected to dress in an appropriate manner for the business of education.

We display cleanliness, good grooming, neatness, and modesty--important standards of appearance. Students are not allowed to wear anything that indicates membership in a particular group (except when related to King Middle School) or clothing that will tend to polarize students into groups. Our administration has the discretion to determine what appropriate and inappropriate attire congruent with district policy is. Student(s) wearing extreme styles which could disrupt the instructional environment, present health or safety hazards, or which are indecent (sexually provocative) or in violation of the law will be subject to disciplinary actions.

All clothing must be in good taste, and appropriate for middle school students as determined by administration. The following rules will be observed at all times.

1. **NO** attire or paraphernalia that displays or is associated with drugs, sex, sexual innuendo, violence, alcohol, tobacco, satanic music, vulgar language, gang dress, or clothing that displays messages contrary to a positive school environment. (IE. Hooters, Playboy, etc.)
2. **NO** hats, caps, or sunglasses are to be worn or brought on campus.
3. Shoes with a back must be worn at all times. **NO** bedroom slippers or pajamas. Shoes must be buckled or tied at all times. **NO** flip-flops, slides, backless shoes or skate shoes.
4. **NO** halter-tops or spaghetti straps.
5. **NO** clothing with frays, holes, cuts, or slits above the knee.

6. **NO** tank tops unless there is an over shirt or undershirt with sleeves. Jerseys must have a tee shirt underneath. **NO** crop tops, bare midriiffs, see-thru or low-cut blouses/shirts of any type. No baby "T's". No deep cut arm openings. Bra straps should not show.
7. **NO** miniskirts or short-shorts. No dresses or skirts with slits. Shorts, skirts and dresses should reach the tip of the students' longest finger when the student stands at attention. Shorts and skirt hems should be the same length all the way around. Skirts must be proper length if worn over leggings.
8. **NO** pants or shorts worn below waistline.
9. **NO** oversized shirts longer than fingertip length.
10. **NO** hair rollers, nets, bandannas, pacifiers, or chains that are not normal jewelry or other items as deemed inappropriate by administration. No picks or combs worn in the hair. No brushing or combing of hair in class or cafeteria.
11. **NO** tight or indecent shirts or blouses. **NO** showing of cleavage, bras, underwear or stomach. The chest area and back must be covered.
12. Pants must be appropriately fastened at the waist.
13. Clothing with King Middle School logo, approved by administration, may be worn.
14. **NO** jewelry with profanity or design that is obscene or suggestive or relates to alcohol, tobacco, illegal drugs, or against other people.
15. **NO** form-fitting or excessively tight-fitting pants (to include leggings, jeggings, or clothing made from materials such as spandex or lycra) unless an over-garment is worn which extends to the length of the students fingertips when students arms are resting at their side. This over-garment must be appropriate length all the way around.

Any student in violation of the above rules will have parent(s) notified immediately. The parent will be requested to bring appropriate attire for the student or to pick up the student from school. Any student in violation will not be permitted to attend any King Middle School classes and activities until proper changes have been made. A repeat dress code violation will be considered defiance and dealt with accordingly.

INVESTIGATION AT SCHOOL

1. Administrative

If you are suspected of violating the *Code of Student Conduct*, school officials can question you without first contacting your parent. You do not have a right to have your parent present or a right to an attorney when you are questioned. Refusing to answer questions or lying to an administrator will result in disciplinary action.

2. Criminal

If you are a suspect in a criminal investigation by the police that may result in your arrest or criminal charges, an administrator will make an effort to contact your parent before the police begin questioning you. If a parent cannot be located, the police may proceed with questioning. If your parent is contacted, the police may allow your parent to be present during your questioning.

3. Victim or Witness

If you are a victim or a witness, the police or administrative investigators are allowed to question you without first contacting your parent. If the investigation involves child abuse, the official conducting the investigation will decide who can be present during your interview.

4. Removal of Student from School Property

If you are a witness, the police cannot remove you from school property without a subpoena or first obtaining the consent of your parent. If you are subject to arrest, with or without a warrant, the officer can remove you without your parents' consent or the consent of school officials. The administrator will try to notify your parent before you are removed or as soon after your removal as possible.

5. Searches and Seizures

Your locker, vehicle, purse, backpack and other personal possessions can be searched if there is a reasonable belief any of them contain drugs, weapons, contraband or other items not permitted on campus. Trained sniff-screening dogs are allowed in the schools to prevent drugs and weapons at school. Routine checks by the dogs are not considered a search by law. They are safety precautions to provide you a safe school in which to learn