**KMS Handbook Summary**

You may request a copy in the school office.

**Belief Statement**

* We believe that all students can and must be successful learners.
* We believe that we must project a positive image and organizational pride.
* We believe that the dignity and worth of each individual must be honored and respected.
* We believe that team work and communication are essential elements of a successful school system.
* We believe that our system should represent honesty and integrity and operate with open communication.
* We believe that the system should seek leadership that inspires quality management.
* We believe that the system should be customer oriented.

**School Operating Hours**

 Early check outs will count as absences (see attendance page.) Parents, please teach your children excellent habits by making sure they are at school on time and ready to learn.

School Day at a Glance

7:30 First Bell

7:50 Tardy Bell

7:55 Instructional time begins

2:40 Car Riders and Bus Dismissal

**Morning drop** off is limited to the right lane only and we ask you pull all the way up to the end of the sidewalk or the next unloading car to expedite this process.  Your children will be able to walk back to the entry door.  We prefer parents use this driveway procedure, but if you do park and walk across, we ask you use the crosswalk and wait for direction to cross.  When it rains we ask you to pull all the way up to the end of the covered area of the porch to allow for multiple children to get out under some cover.

**Afternoon pick up uses both lanes.**  We will call your child's name as it appears on the tag hanging from your rear view mirror.  As you pull up, an adult will assist your child to the car to ensure their safety.  We ask that you stay in your car to get your child, but should you park, please know the parking lot closes at approximately 2:30pm.  Foot traffic is cumbersome to our flow of cars at dismissal.  If you have business in the office and need to park during dismissal, you will have to speak to the person on duty at the entrance.

**To avoid disciplinary actions students are expected to:**

1. Report to their classrooms immediately after unloading from the buses and/or eating breakfast. **Students who ride to school with parents/guardians** s**hould not arrive before 7:15 a.m.** because no supervision will be provided until that time.
2. Leave gum, toys, and other unauthorized items at home.
3. Walk on the right side of the hallways and sidewalks.
4. Talk quietly in the halls and lunchroom.
5. Follow the KNOW rules.

**Pledge to the flag**

 Each student has the right not to participate in reciting the pledge. Upon written request by his or her parent, the student will be excused from participating.

**Student Use of Cell Telephones and Other Communication Devices** Personal telephones may be brought to school with the following conditions applying:

* **Phones must be turned off during school hours**. (Students arrival on campus until they leave school).
* Phones should be kept secure to prevent theft (vehicles, purses, backpacks, lockers, etc.) Schools will not be responsible for lost, stolen or damaged wireless communication devices.

**Weapons Prohibited**

Any student who has or carries any gun, pistol, sword, knife, razor, or any other item intended as a weapon, on the school grounds, into any school building, or on a school bus or at any school sponsored activity or who has such items on his/her person or in an automobile or other vehicle parked on the school grounds or adjacent thereto, shall be suspended and may be expelled from school

**Alcohol and Drugs Prohibited**

Any student who sells, possesses or is under the influence of intoxicating beverages, and /or any controlled or harmful substances on school board property or at any school sponsored activity shall be suspended for (10) school days, and from participation in all extracurricular activities for one calendar year from the first day of the initial suspension, and may be expelled from school for the remainder of the school year. However, the student may also be expelled for all or a portion of the following school year. Any student possessing or under the influence of controlled substances as defined herein shall have a mandatory hearing before the School Board, prior to expulsion.

**School Bus**

Riding the school bus is a privilege and all students are expected to follow the rules all the time while on the bus.

Referrals may result in expulsion off the bus for an extended length of time.

A student may be immediately suspended from the bus without prior warning if the administration deems the misbehavior serious enough to jeopardize the safety and welfare of others.

Fightingon the bus may result in a minimum of three (3) days out of school suspension**.**

**Bullying, Threats and Intimidations Prohibited**

Violation of the district school board’s policy, bullying, threats and intimidation by a student is grounds for in-school suspension, out-of-school suspension, expulsion, or imposition of other disciplinary action as deemed appropriate by the school principal or his/her designee.

**Washington County Dress Code**

Appropriate wearing apparel and grooming styles are an essential part of education. The word “appropriate” shall be defined to include cleanliness, safety, modesty and good taste**.** All instructional personnel shall give helpful, friendly guidance on these matters withoutcausing embarrassment to the student.

* Students may not wear any garment with suggestive, obscene, offensive, or gang-related language; or drug, tobacco or alcoholic beverage advertisement on it.
* Shoes (not bedroom shoes) must be worn at all times.
* Students may not wear clothing that reveals undergarments, the midriff, or cleavage. Blouses or shirts that are low-cut or see through may not be worn. (Examples of inappropriate clothing include, but are not limited to the following: tube or tank tops without over blouses or shirts, halter tops, backless dresses, muscle shirts, pajamas, spandex leggings worn as pants, undergarments as outer garments, modification of clothes {sleeves cut out, rolled up shorts, cutting holes in pants}).
* Head coverings, sunglasses or jacket hoods (hats, caps, stockings, etc.) are not allowed to be worn in school buildings. However, these items must be properly stored at all other times. Bandannas, do-rags, and stocking caps are not allowed on campus.
* Shorts, skirts, or dresses may be worn but must be at or below the fingertip even when worn over leggings/pants.
* Because of the types of activities in elementary physical education, it is recommended that girls wear shorts under their dresses.

**LobbyGuard** is our new **visitor sign** in/out system. You will need to bring your driver’s license and log in on the computer to proceed past the front desk. You will also be required to log out using the printed ID sticker. For more information go to our web site at kms@wcsdschools.com.