



# Birch Kirksey Middle School

101 West Price Lane, Rogers, AR 72758 • Phone: 479.631.3625 • Fax: 479.337.7113

<http://www.rogersschools.net/kirksey>

## Student Handbook

### Administration and Coordination

Jeremy Yates • Principal

*jeremy.yates@rpsar.net*

Layne Bass • Assistant Principal

*layne.bass@rpsar.net*

Sean Morris • Assistant Principal

*sean.morris@rpsar.net*

Anna Gouveia • Counselor

*anna.gouveia@rpsar.net*

Cassie Leafgreen • Counselor

*cassie.leafgreen@rpsar.net*

Carilia Nuñez • Counselor

*carilia.nunez@rpsar.net*

## **Kirksey Middle School Cougar Core**

1. *Choose kind*
2. *Do work you can be proud of*
3. *Keep Kirksey safe*
4. *Be positive and have a good attitude*
5. *Embrace challenge, persevere, and don't quit*
6. *Look for solutions, not excuses*
7. *Learn from your mistakes and move forward*
8. *Be teachable; ask for and accept help*
9. *Follow all class rules*
10. *Be an active participant in class*
11. *Respect others' comments, opinions and ideas*
12. *Be organized and prepared for each class*
13. *Be a respectful listener by not interrupting, making eye contact, and being responsive*
14. *Celebrate others' success*
15. *Be all in; be actively involved in our school community*
16. *Look for chances to serve others without expecting anything in return*
17. *Get to know the people in our Kirksey family*
18. *Show interest in others by engaging in conversations*
19. *Establish eye contact and repeat the person's name when meeting someone*
20. *Be polite; respond to others with yes ma'am, no sir, excuse me, please, and thank you*
21. *If someone drops something and you are close to it, help pick it up*
22. *Show appreciation for all those who serve you*
23. *Respect others' personal space*
24. *Hold the door for others*
25. *Leave a space cleaner than you found it*
26. *Treat others as you want to be treated*
27. *Be a friend to have a friend*
28. *Honor the value of differences*
29. *Be humble; win nice, lose nice*
30. *Stand up for one another*
31. *Be on time; walk with a purpose*
32. *Walk, stay on the right, don't block, and keep an appropriate noise level in the hallways*
33. *Be well groomed and dress for success*
34. *Cover your mouth when coughing or sneezing and wash your hands often*
35. *Tell the truth, even when it isn't easy*
36. *Draw attention to the positive*
37. *Detach from your phone; experience your surroundings*
38. *Represent Kirksey and your house with pride*
39. *Follow the Cougar Core to be the best Cougar you can be*
40. *Be confident. Be proud to be you!*

**This School handbook represents the most current version of expectations, rules and procedures for Kirksey Middle School. All information within this handbook supersedes all previous versions. (Last update 7/28/22)**

**DISTRICT POLICY:** All school handbook expectations are superseded by district policy. [District policies, and specifically those applying directly to students may be found under section J.](#)

**ASSEMBLIES:** In assemblies we display our pride we have for ourselves and our school. We show our Kirksey spirit and class by being respectful and attentive. We want to show respect for the speaker or performer, yourself, and your school. Attendance at all assemblies is an earned privilege.

**ATTENDANCE POLICY:** The Rogers School District believes that the instructional program is the vital part of a formal education and that students must be in regular attendance in order to profit from that instructional program.

School officials are authorized to contact the prosecuting authority, juvenile authorities, or social service agencies at any time during this process, if they feel that parents are not making reasonable efforts to encourage regular attendance by students.

Please refer to Rogers School District [Student Attendance Policy \(JE\)](#).

On a 5th absence, parents will be notified.

On an 11th absence, a parent conference will be held.

On a 13th absence, the school is required to contact the prosecuting attorney.

**ATTENDANCE PROCEDURE:** Students who have been absent must bring a note signed by the parent explaining the cause of the absence or phone the office before 10am. The student must give this note to the office on the first day back to school.

**BUS REGULATIONS:** Students have the privilege of using the transportation services of the Rogers School District. Rigid standards of discipline must be maintained at all times in order to satisfy safety requirements. Foremost in our minds is the safety of each passenger.

**While riding the bus:** Except for ordinary conversation, students shall observe quiet conduct on the bus. Students shall stay in their seats while the bus is in motion. Students shall not throw waste paper on the floor of the bus. Students shall not have food or drinks on the bus. No part of the body shall be extended through the bus window. Students must be quiet while the bus is stopped for railway crossings. Students shall not leave the bus from the emergency door unless an emergency exists. All behavioral expectations for while at school are also in place while riding the bus.

**Discipline and penalties:** The riding privilege of a student may be revoked for violation of the rules or for conduct which is detrimental to the safe operation of the school bus. The driver is in full charge of the bus and the students.

## CAFETERIA PROCEDURES:

*Breakfast and Lunch Program - Kirksey Middle School is a participant in the National Lunch program (Public Law 91-248). This program provides free and reduced price lunches for those students who are eligible under federal guidelines. These programs are coordinated through the Food Services office. Applications are available daily in the cafeteria.*

**Student Accounts:** each student will have their own account established in the cafeteria. Students will be required to make their deposits in the morning between 7:30 and 8:00. All students who wish to make a cash deposit will need to do so by placing their money in a **sealed envelope** with their **ID number and name** written legibly on the outside of the envelope to ensure that their deposit is credited to their account. **Checks** will be accepted for meal accounts **ONLY (no change will be given at any time)**. **ALL DEPOSITS NEED TO BE MADE BEFORE SCHOOL.** No refunds can be made once deposits have occurred. Students who leave the district will need their parent/guardian to fill out a Refund Request Form before refunds can be made (these forms are available in the cafeteria). All lunch account balances will follow students to the next grade.

**School Café:** Parents interested in making online payments, tracking lunch balances or receiving email notifications when their children's balances are low can use this informational flyer to help them get started at [SchoolCafe.com](http://SchoolCafe.com) (English / Spanish ).

A handy **smartphone app** is also available in the Apple App Store or the Google Play Store by searching for "School Cafe" and using your existing usernames and passwords from your School Cafe web account.

**Student Identification:** All students will be assigned a six (6) digit student id number. **ALL STUDENTS WILL BE REQUIRED TO MEMORIZE THEIR STUDENT ID NUMBER IN ORDER TO BE IDENTIFIED BY THE CAFETERIA'S COMPUTER.**

**Breakfast:** the cost of breakfast will be \$1.25 (the cost to students who are on the reduced program will be 30¢).

**Lunch:** the cost of a student lunch for middle schools at this time is \$2.95 (students on the reduced lunch program will pay 40¢). The cafeteria will provide students with three (3) choices: main line/tray line, salad/food bar, and sandwich line.

**A La Carte Items:** Kirksey cafeteria offers students a variety of a la carte items on a daily basis. The choices will vary daily and prices will be posted at the time of service. For parents who choose to not allow their child this option, they should send a note to the cafeteria or call the Food Service Manager to have their child's account coded/restricted from a la carte sales.

**Behavior:** Students are expected to be orderly and to keep noise to a minimum. Please be courteous and patient with the cafeteria staff. All students are expected to clean up after themselves by clearing their table and leaving it better than they found it.

## **PERSONAL COMMUNICATION DEVICES:**

For all students in grades K-12, the school, school district, and school district personnel assume no responsibility for any cell phone, personal communication device, personal computer, or personal entertainment device that is lost, damaged, or stolen in a school building, on school property, or during travel to and from school.

The use of cell phones is restricted during School hours to create an optimal learning environment. Students should turn off, secure, and conceal from view (in their pockets, purses, backpacks, lockers etc.) any phones or communication devices during school hours. Individual cell phones may not be accessed during the school day.

Students may come into the main school office to call and/or text parents, if needed, and at any time. Additionally, the office is glad to pass messages to students from parents. Students that are feeling ill or sick should report to the office or nurse so that parents may be contacted.

Earbuds and headphones may not be used/accessed during the school day. Earbuds with a wire may be used with the school issued chromebooks as directed by the teacher.

**CHECKING OUT:** Only parents or only those designated within our system may sign a student out in the office. A photo ID will be required to check a student out of school. Student absence will be documented in accordance to each class period that is missed. (See attendance policy).

**CHANGE IN STUDENT INFORMATION:** It is important that the school office be notified immediately of a change of address, home, or office phone number, or emergency information during the academic school year.

**COMPLAINT OR CONCERN:** If a student or parent has a concern about a school policy or an employee, the following procedure should be followed in order to resolve the problem as quickly as possible:

Contact the person with whom the complaint involves to discuss the situation and find a solution. If the problem still exists, contact the grade level assistant principal and then principal. If still unresolved, contact the Assistant Superintendent.

**COMPUTER USE:** Computer accounts are created for all students in grades 6-12. The use of the Rogers School Computer network is a privilege, not a right, and inappropriate use will result in cancellation of those privileges. School email and activities using our systems shall be monitored for safety.

Each student will receive a Chromebook, loaned to them, for the school year. Chromebooks may be taken home each night to allow students access to online materials. The student is responsible for charging the Chromebook each day and for its safe transport. Students and families are responsible for damages to the Chromebook, so proper care must be taken. Chromebooks should not be stored in student lockers. Damaged Chromebooks will only be replaced at Principal's discretion.

(Please refer to Rogers School District Computer Use Policy)

**COUNSELING SERVICES:** The services of the counselors are available for each of our students. School related problems in class work, grades, and social adjustments are just some of the areas in which the

counselors may help. Parents are encouraged to become acquainted with the counselors and to share with them anything that might help in better understanding their child and his/her individual needs or circumstances. Any student may visit the counselors' office during the day.

**DELIVERIES:** Deliveries are not accepted at KMS. This includes food, flowers and other items.

**GRADING SCALE:** Grades are earned at the end of the semester. Progress reports will be sent out at the end of each 9 weeks.

**LOCKERS:** A locker with a built-in combination lock may be provided and assigned to each student. **It is extremely important that the student not share his/her combination with anyone.** Lockers may not be shared.

Money and other valuables should not be left in the lockers. Lockers are clean and free of writing and stickers when issued and are expected to be maintained in proper order. If there is a locker problem, it should be reported to the student's homeroom teacher.

Lockers remain under the jurisdiction of the school. Searches of lockers may be conducted at any time there is reasonable suspicion. Searches may be conducted with or without students present.

Chromebooks should not be stored in lockers.

**LOST AND FOUND:** Any student who finds an item should take it to the lost and found area. Students who have lost articles should check the "lost and found". Putting first and last name on all personal items will aid in their location should they become lost.

**MAKE-UP WORK:** If a student misses a class, he/she is expected to make up the work. It is the student's responsibility to make arrangements with each teacher to determine what assignments he/she must complete. When a student has been absent 3 or more days, a parent may call the office (479-631-3625) and request the student's assignments. Please call in the morning if planning on picking up assignments that day. Generally, a student will be given the same number of days to complete make-up work as the number of days he/she was absent.

**MEDIA CENTER:**

Media center hours: 7:30 a.m. - 3:00 p.m.

Students who do not owe fines and/or do not have overdue books may check out a maximum of two books at one time. Most books may be checked out for a two week period with the option to recheck two additional times. Checkout restrictions apply to some books.

Unless otherwise indicated, books are due two weeks from the checkout date. It is the responsibility and obligation of the student to return books on time. Overdue notices will be sent to the homeroom teachers.

Students are responsible for materials checked out to their student identification. Students must pay assigned charges for damaged, destroyed, or lost books. Students lose checkout privileges until charges are paid.

A copy of the **Policies and Procedures, Rogers Public School Library Media Centers'** handbook provides additional information concerning guidelines and is available in the media center.

**MEDICINE AT SCHOOL:** Parents should check medications in directly with our school nurse between the hours of 8:00 AM -3:00 PM. No student shall have medications in their possession (purse, pocket, or locker). School personnel are not permitted to administer medication at any time without written permission from the child's parent or guardian. Medication will not be given unless it is in a prescription container which has the child's name, the dose, when it is to be given, and the name of the medication on the label. It will be the student's responsibility to report to the office at the proper time to receive his/her medication.

**PARENT TEACHER ORGANIZATION:** The Parent Teacher Organization is composed of parents and teachers to promote the welfare of our children and youth in the home, school, and community. The PTO sponsors various activities during the school year and we encourage you to become a member! The committee meets regularly with the administration and teachers to plan and coordinate activities. We encourage parents to be engaged and join us at our monthly PTO meetings.

**PARENT/TEACHER CONFERENCES:** Parent/Teacher conferences are scheduled twice yearly. We would love for parents to attend. If you wish to meet with teachers at other times during the year, please email teachers directly to set up a meeting. Core teachers have a common planning period and may meet with parents during that time.

**PROHIBITED ITEMS AT SCHOOL:** The following items should not be brought to school:

- Knives, dangerous weapons, or look-a-like weapons.
- Matches, lighters, tobacco, Vapes, etc.
- Laser pointers, water pistols, toys, skateboards, etc. (The school will not be responsible for lost or stolen items). These items will be confiscated and may not be returned.

[Please refer to Student Discipline Policy \(JK\)](#)

**SCHOOL DAY:** The school day begins at 8:00 a.m. and ends at 3:00 p.m. Students should not arrive earlier than 7:30 a.m. or remain on campus later than 3:15 p.m. unless they are participating in a supervised school activity. SCHOOL DOORS WILL NOT OPEN BEFORE 7:30 a.m. Supervision IS NOT provided for students who arrive before 7:30 a.m. or remain later than 3:15 p.m. Students are not permitted to remain on campus, without teacher supervision, after 3:15 PM. These procedures are designed for the safety and well-being of the student.

**STUDENT CODE OF CONDUCT:** Kirksey Middle School recognizes that effective school discipline can best be achieved and maintained through the cooperative efforts of parents, educators, and students. Everyone has a right to expect an environment that is safe and conducive to learning. Kirksey students are expected to conduct themselves at all times (at school, at school activities and programs, traveling to and from school, on school related trips, and at any Rogers Public School activity) in a manner that will promote the best interest of the school system and will not infringe on the rights of others.

[Please refer to Student Discipline Policy \(JK\)](#)

**STUDENT DRESS:** All students are expected to come to school neat, clean, and dressed in good taste. All clothing must provide modesty and decency, and be designed so as not to detract from the dignity of the student, school, or community. Students' dress will be considered acceptable if they adhere to the following principles:

- Student dress shall not compromise the primary focus of student safety, nor disrupt the learning experience of other students.
- Clothing advertising tobacco, alcohol, or drugs is not permitted. In addition, clothing displaying obscene language, suggestive language, or suggestive pictures, or brands is prohibited.
- Pajamas and costumes are prohibited at school. (Exceptions may be given on some spirit days).
- Tank tops, muscle shirts, low-cut shirts/blouses, halter type blouses, mesh shirts, see-through shirts, pajamas, and clothes that show bare midriffs are prohibited.
- Hoodies or shirts with hoods may be worn, but hoods are to be lowered and not worn between on campus. Teachers and staff must be able to clearly see student eyes and ears for instructional and safety purposes.
- Bandanas and sunglasses are also prohibited to be worn at school. (exceptions may apply during Spirit Week)
- "Sagging" pants are not permitted.
- Students may wear shorts within the following guidelines: Shorts must be at least fingertip in length (this includes miniskirts). Clothing with holes, rips, or tears above the fingertip length is not permitted.

Students in violation of the Student Dress Expectations will be given an opportunity to meet the requirements to be able to return to class. Parents will be called to bring appropriate clothing or student will be given clothing from the counselor's office. The principal or assistant principal will make the final decision as to the appropriateness of the clothing.

**STUDENT RECOGNITION:** In order to celebrate and recognize student achievement in academics and character, TEAM awards assemblies will be held at the end of each semester.

**TEXTBOOKS/TECHBOOKS/TECHNOLOGY:** Textbooks/Techbooks are furnished at no cost to the students. The student will be liable for loss of Textbooks/Techbooks or damage in excess of normal wear. In the event of a lost textbook, the student will be required to pay the total replacement cost of the book before being issued another book.

Students at Kirksey will be issued a Chromebook for use in the classroom and at home. Students and parents are responsible for the technology and care should be taken to avoid damage and/or excessive wear. Students and parents may be responsible for vandalism/damage.

**VALUABLES:** Students should not bring excessive amounts of money or valuable items to school. If necessary, valuables should be brought to the office upon arrival to school for safekeeping. Valuables should not be left in lockers, and should certainly never be left unattended.

**VISITORS:** Parents are encouraged to visit Kirksey Middle School. All visitors must check and provide a driver's license or ID in the office for a background check prior to entering the building. All visitors should check in at the office upon arrival at school. You will be given a visitors sticker which must be



worn the full time you are on campus. Parents should make arrangements in advance, both with an administrator and the teacher, before visiting a classroom or halls.

Due to allergies and food regulations, parents visiting KMS may only bring food for their child only. Please refrain from providing food to other students. Food cannot be held in the office for a student.

**WITHDRAWING FROM SCHOOL:** If your child is going to be withdrawn from school, the office should be notified in advance. All fines and fees must be paid before school records can be released.

**These policies are a summary of District Student Policies that can be found on the District homepage.**