



# Birch Kirksey Middle School

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## Student Handbook

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# Kirksey Student Handbook

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## 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!

## PRINCIPIOS DE LA ESCUELA KIRKSEY PUMAS

1. Elige la amabilidad
2. Haz un trabajo del que puedes estar orgulloso
3. Mantén a la escuela a salvo
4. Sé positivo y ten buena actitud
5. Acepta el desafío, persevera y no te rindas
6. Busca soluciones, no excusas
7. Aprende de tus errores y sigue adelante
8. Pide y acepta la ayuda; se enseñable
9. Sigue todas las reglas de la clase
10. Sé un participante activo en la clase
11. Respeta los comentarios, opiniones e ideas de los demás
12. Organízate y prepárate para cada clase
13. Sé un oyente respetuoso al no interrumpir, hacer contacto visual y ser receptivo
14. Celebra el éxito de los demás
15. Totalmente presente, estar activamente participando en nuestra comunidad escolar
16. Busca oportunidades para servir a los demás sin ninguna expectativa
17. Propón te a conoce a las personas de nuestra familia Kirksey
18. Muestra interés por los demás entablando conversaciones
19. Haz contacto visual y repite el nombre de la persona cuando se te presenta a alguien
20. Sé cortés; responde a los demás con sí señora, no señor, disculpe, por favor y gracias
21. Si a alguien se le cae algo y estás cerca de él o ella, ayúdalo a recogerlo
22. Muestra agradecimiento por todos aquellos que te sirven
23. Respeta el espacio personal de los demás
24. Sostén la puerta abierta para los demás
25. Deja el lugar más limpio de lo que lo encontraste
26. Trata a los demás como quieres que te traten
27. Sé amigable/amistoso para tener un amigo
28. Honra el valor de las diferencias
29. Sé humilde; ser un ganador misericordioso al igual al perder
30. Defenderse unos a otros
31. Sé puntual; camina con propósito
32. Camina, mantente a la derecha, no bloques en los pasillos y mantén un nivel de ruido adecuado
33. Estar bien arreglado y vístete para el éxito
34. Cúbrete la boca al toser o estornudar y lávate las manos con frecuencia
35. Di la verdad, aunque no sea fácil
36. Llama la atención sobre lo positivo
37. Separate de tu teléfono; disfruta, ten la experiencia de tu entorno
38. Representa con orgullo a Kirksey y a tu casa
39. Sigue los principios de Cougar Core para ser el mejor Cougar que puedas ser
40. Sé seguro de tí mismo. ¡Siéntete orgulloso de ser tú!

## KIRKSEY MIDDLE SCHOOL COUGAR CORE

1. Kelet Emman im meaanwōd
2. Kommani jermal ko kwonaj buñ buruom kaki
3. Kejbarok Kirksey jen menin jorääñ ko
4. Bed ilo am tomak wot, im juon armij in jouj
5. En wōr kate im itok limoum ilo menin katak ko rebbin, kijenmij, jab ebbweer
6. Bukot mejlan lökabokbok ko, jab ko jeni
7. Katak jen bwōd ko am make, jab böjrak ak wonmanlok wōt
8. Kwon juon eo ebidrodro katakini, kajjitok jibañ im bök jibañ
9. Loor aolep kakien ko an kilaaj eo am
10. Kwon juon eo eitok limoun im bök kwunaam ilo kilaaj
11. Kautiej/Roñjake naan, kölmenlokijen, im lömnak ko an ro jet
12. Bojak aolep ien ñan kilaaj
13. Kwon juon eo ejela köttäiki im roñjak, kalimjek mejen armij eo ej kenono ñan kwe, im uaak kajjitok ko
14. Mõnõnõ ibben ro rej mõnõnõ
15. Kömaat am maroñ im bök kwunaam ilo makitkit ko an jikuul eo
16. Bukot wewin ko rekkar ñan am jibañ ro jet ilo ejjelok watök
17. Kebaak im jelä kabajien armij ro ilo Kirksey bamle eo
18. Kwalok am itok limoum ibben ro jet ilo wewin am kobalok im bwebwenato ibbeir
19. Kallimjek mejen armij eo kwoj kenono ibben, im ba áát eo etan ilo ien eo kwoj kab iten jelá kajjien
20. Jelá manit; uaak e ro jet kin “yes ma’am, no sir, jolok bwōd, jouj, im kommel
21. Elañe kwoj loe juon men ewōtlok jen juon armij, ak kwe ebbaak e ien en, jibañ e, jillok im böke im lelok ñane
22. Kwalok am mõnõnõ kin aolep ro rej jibañ eok
23. Kwalok am kautiej belaak ko an ro jet
24. Kobellok aor ak kejem ko ñan ro jet
25. Karreoiki juon jikin eo kwoj köjerbale, en laplok an erreu jen jinoin am kar kojerbale
26. Kömman ñan ro jet einwot kwoj kõnaan bwe ren komman ñan eok
27. Kwon einwōt juon jera/mōtta eo emman bwe en wōr jeram im möttam
28. Kile im kautiej aurōkin menko/lömnak ko re-oktak jen dron
29. Buru ettá ilo ien win im ilo ien luuj
30. Jibañ dron
31. Mokaj ñan ien, jorjor kin ewor wún ko
32. Etetal, bed wot ilo tuanbwijmaroñ, jab komman elap keroro ilo hallway ko
33. Komanman jökkúm im rokjam, kõnak nuknuk ko rekarböb
34. Binej loñiúm ilo ien am bokbok ak maje, en amakijkij ak ikkutkut am kwal beiúm
35. Kwalok mool, meñe juon men eo ebin
36. Kwalok wot menko remman
37. Jab kojermal telephone eo am bwe kwon aluje belaak eo kwoj bed ie
38. Jutak ilo etan Kirksey im kabijuknen eo am kin utiej im mõnõnõ
39. Loor wōt karök ko an Cougar Core eo bwe kwon juon Cougar eo ejje uwaan.
40. En wōr am liki im tomak ilo kwe. Mõnõnõ kin wõn kwe!

# Attendance is VITAL for School SUCCESS



**ROGERS**  
Public Schools  
where all belong, all learn, and all succeed

There is a link between school attendance and school achievement.



## The Expectation

RPS expects students to attend school when school is in session



## The Understanding

RPS understands that absences are sometimes unavoidable when caused by illness, school activities, or family emergencies.

Students are expected to complete make-up work promptly and completely.



## Interventions

- 5 Days** Parent contact by phone/letter
- 10 Day** Parent & school attendance committee meeting
- 13 Day** Prosecuting authority will be notified

## Unexcused Absences

All absences EXCEPT school activities & suspensions count as unexcused absences

Rogers Public Schools, Policy JE  
Legal ref. ACA 6-18-209, 6-18-211, 6-18-222  
Policy Revised 5/19/15  
Rogers School District No. 30

# Attendance Policy JE



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The school district has a cooperative agreement with local law enforcement to enforce school attendance laws.

Arkansas statute 6-18-221

## Tardy!

missing more than 15 minutes of a class results in an absence

## Frequently Asked Questions

- Q:** What happens when a student is sick?  
**A:** Students may be granted up to 5 days per semester for illnesses with a written letter from the medical professional.

**Q:** Do absences transfer with students when moving schools?

**A:** Yes. Absences transfer from previous schools when a student moves to Rogers.

**Q:** What do I do when I receive an attendance letter from the school?

**A:** Submit medical notes to the front office and avoid further absences. It is not necessary to call the school unless you have specific questions.

## Truancy

Any absence occurring without prior knowledge of parent / guardian

## Parent Petitions

Before a student reaches the maximum number of unexcused absences, a parent may petition the school principal. A written agreement will be signed by the student, parent, and principal.

# La Asistencia es **VITAL** para el **ÉXITO** escolar



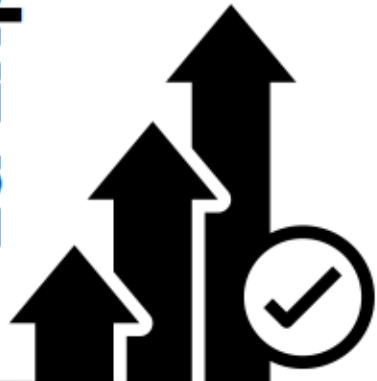
**ROGERS**  
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Hay un vínculo entre la asistencia regular y el logro académico.



## La Expectativa

El distrito (RPS) espera que los estudiantes asistan a la escuela cuando esta en sesión



## El Entendido

RPS entiende que las ausencias a veces no se pueden evitar cuando son causadas por una enfermedad, actividad escolar, o emergencia familiar.

Esperamos que los estudiantes repongan sus trabajos de inmediato y completamente.



## Intervenciones

- 5 Días** Contacto con padre/guardián por carta/teléfono
- 10 Días** Junta con padre/guardián & comité de asistencia
- 13 Días** Notificación a autoridad legal

## Ausencias Injustificadas

Toda ausencia es injustificada EXCEPTO cuando es por una actividad escolar o suspension

Rogers Public Schools, Policy JE  
Legal ref. ACA 6-18-209, 6-18-211, 6-18-222  
Policy Revised 5/19/15  
Rogers School District No. 30

# Norma JE de Asistencia



**ROGERS**  
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where all belong, all learn, and all succeed

El distrito escolar tiene un acuerdo cooperativo con agencias legales locales para imponer las leyes de asistencia escolar.

Arkansas statute 6-18-221

## ¡Retardo!

perdiendo mas de  
15 minutos de  
clases resulta en  
una ausencia.

- ¿Las ausencias se transfieren con el estudiante cuando se muda de escuela?

*Si. Incluso las ausencias se transfieren cuando los estudiantes se mudan de otras escuelas a Rogers.*

- ¿Qué hago cuando me llega una carta de ausencias de parte de la escuela?

*Entregue notas medicas a la oficina central y evite mas ausencias. No es necesario hablar a las escuela al menos que tenga preguntas especificas.*

## Preguntas Más Frecuentes

- ¿Que pasa cuando el estudiante esta enfermo(a)?

*A los estudiantes se les pueden conceder hasta 5 días por semestre por razón medica con una nota escrita por un profesional médico.*

## Absentismo

Cualquier ausencia que ocurre sin el conocimiento del padre / guardián.

## Peticiones

Antes que el estudiante falte el máximo de días sin excusa, el padre o guardián puede hacer una petición al director de la escuela. Se firmará un acuerdo entre el estudiante, el padre, y el director.

# TRUST BANDS



## WHAT ARE TRUST BANDS?

**We trust you!** Your first trust band is FREE and all students will receive one that also matches their House. The band shows that you follow procedures and expectations. You are able to be trusted throughout the building and we are proud of you! It symbolizes you do the right things, even when no one is looking.

Since we all know you are trustworthy, it's easy for anyone to see that you can handle extra privileges. To receive the rewards and incentives below, you will need to have your trust band on your wrist or a lanyard.

## CAN TRUST BANDS BE LOST?

If trust is lost an Administrator may collect the band from you for a period of time. Or your team of teachers may meet with you to talk about trust. This removal could be a few days or even a few weeks.

Don't worry - you can **always earn** trust back. If the band is collected you must visit Ms. Sokol (Library) and ask for it back on the day you are scheduled to receive it back. You will also need to share what you have learned.

### Kirksey-wide Trust Band Incentives (band must be worn)

- May choose their seat and tables at lunch (open seating)
- May line up in first groups to receive lunch each day
- May freely choose to visit library for books during lunch or before school
- May choose to eat lunch outside on certain days
- May attend House competitions in gym and may receive House rewards
- May choose to wear a hat to school (not otherwise permitted)
- May attend incentive reward field trips during the school year
- Many other privileges!

### Classroom Trust Incentives (band must be worn, varies by teacher/team)

- May opt to work in the hallway when given group or individual assignments
- May visit the library without a pass
- May choose their partners (others with trust bands) in class periodically
- Many other privileges! Each teacher has their own ways of giving you privileges to their classroom!

# TRUST BANDS



## Other Information

- Trust bands will be given to students after all procedures in classrooms and the building have been taught and learned. Once students have an understanding of expectations, and students have been sorted into Houses, each student will receive one Trust Band FREE of charge. **Your Advisory teacher will explain to you the first week of school what items must be completed or turned in.**
- Our building rules are to be safe, be responsible, and be respectful. Procedures vary by classroom and location in the building. Once you know these procedures and rules we trust you to follow them, even when no one is looking (integrity).
- Trust Bands may not be shared or given to others. Again, we trust **YOU** and this band signifies to others throughout the building that you are able to handle certain extra privileges. We do recommend putting your name inside the band with a sharpie pen.
- If your band is collected as a part of a discussion with an Administrator or your Teacher Team, you will be told when you are able to possibly receive it back. On that date, or after, you will need to visit with Ms. Sokol (Library). She will ask you what you have learned about trust and you will need to be able to speak to this.
- If you do not have your band on you when it is needed to be collected, you will need to bring it to the Administrator the next morning, or serve detention instead.
- The bands are 100% silicone and are latex free. Take your band off at home each day and give it a good scrub! When you wash your hands with soap and water, wash your band each day as well. It is made to be able to be washed!
- **If your band is lost or broken, you are always eligible to get a single replacement. You may also request a scholarship replacement, if needed. If you forget your trust band, you can visit with your Advisory teacher to temporarily borrow their “extra” for a day. We want the band to be a reward for you and for you to get all privileges you have earned. Trust Bands can only be purchased in the library before or after school. Ms. Sokol will speak with you about specific circumstances regarding replacements.**
- All questions and replacements will be handled through Ms. Sokol (Library) at [madison.sokol@rpsar.net](mailto:madison.sokol@rpsar.net).

# BANDAS DE CONFIANZA



## ¿QUÉ SON LAS BANDAS DE CONFIANZA?

**¡Confiamos en ti!** Tu primera banda de confianza es GRATIS y todos los estudiantes recibirán una que también coincida con su Casa. La banda muestra que sigues los procedimientos y expectativas. Eres digno de confianza en todo el edificio y estamos orgullosos de ti. Simboliza que haces lo correcto, incluso cuando nadie te está mirando.

Como todos sabemos que eres digno de confianza, es fácil para cualquiera ver que puedes manejar privilegios adicionales. Para recibir las recompensas e incentivos a continuación, necesitarás tener tu banda de confianza en tu muñeca o en un cordón.

## ¿SE PUEDEN PERDER LAS BANDAS DE CONFIANZA?

Si se pierde la confianza, un administrador puede recoger la banda de ti por un período de tiempo. O tu equipo de maestros puede reunirse contigo para hablar sobre la confianza. Esta retirada podría durar unos pocos días o incluso unas pocas semanas.

No te preocupes, **siempre puedes** recuperar la confianza. Si te recogen la banda, debes visitar a la Sra. Sokol (Biblioteca) y pedir que te la devuelvan el día que esté programado para recibirla de vuelta. También necesitarás compartir lo que has aprendido.

### Incentivos de Banda de Confianza en toda la escuela Kirksey (la banda debe ser usada)

- Pueden elegir su asiento y mesas en el almuerzo (asientos libres)
- Pueden hacer fila en los primeros grupos para recibir el almuerzo cada día
- Pueden elegir libremente visitar la biblioteca para tomar libros durante el almuerzo o antes de la escuela
- Pueden elegir comer el almuerzo afuera en ciertos días
- Pueden asistir a las competencias de la Casa en el gimnasio y recibir recompensas de la Casa
- Pueden elegir usar un sombrero en la escuela (de lo contrario no permitido)
- Pueden asistir a excursiones de recompensa durante el año escolar
- ¡Muchos otros privilegios!

### Incentivos de Confianza en el Aula (la banda debe ser usada, varía según el maestro/equipo)

- Pueden optar por trabajar en el pasillo cuando se les den tareas grupales o individuales
- Pueden visitar la biblioteca sin un pase
- Pueden elegir a sus compañeros (otros con bandas de confianza) en clase periódicamente
- ¡Muchos otros privilegios! ¡Cada maestro tiene sus propias formas de otorgar privilegios en su aula!

# BANDAS DE CONFIANZA



## Otra información

- Las bandas de confianza se entregarán a los estudiantes después de que se hayan enseñado y aprendido todos los procedimientos en las aulas y en el edificio. Una vez que los estudiantes comprendan las expectativas y se hayan clasificado en Casas, cada estudiante recibirá una Banda de Confianza GRATIS. **Su maestro de Asesoría le explicará durante la primera semana de clases qué tareas deben completarse o entregarse.**
- Nuestras reglas en el edificio son ser seguros, responsables y respetuosos. Los procedimientos varían según el aula y la ubicación en el edificio. Una vez que conozca estos procedimientos y reglas, confiamos en que los seguirá, incluso cuando nadie esté mirando (integridad).
- Las Bandas de Confianza no pueden ser compartidas ni dadas a otros. Nuevamente, confiamos en TI y esta banda indica a los demás en el edificio que puedes manejar ciertos privilegios adicionales. Recomendamos que pongas tu nombre dentro de la banda con un marcador permanente.
- Si tu banda es recogida como parte de una conversación con un Administrador o tu Equipo de Maestros, se te informará cuándo podrías recibirla de vuelta. En esa fecha, o después, deberás visitar a la Sra. Sokol (Biblioteca). Ella te preguntará qué has aprendido sobre la confianza y deberás poder hablar sobre ello.
- Si no tienes tu banda contigo cuando se necesite recogerla, deberás llevarla al Administrador a la mañana siguiente o servir detención en su lugar.
- Las bandas están hechas de silicona 100% y son libres de látex. ¡Quítate la banda en casa cada día y límpiala bien! Cuando te laves las manos con jabón y agua, también lava tu banda cada día. Está hecha para poder ser lavada.
- **Si tu banda se pierde o se rompe, siempre tienes derecho a obtener un reemplazo único. También puedes solicitar un reemplazo por beca, si es necesario. Si olvidas tu banda de confianza, puedes visitar a tu maestro de Asesoría para pedir prestada temporalmente su “extra” por un día. Queremos que la banda sea una recompensa para ti y que obtengas todos los privilegios que has ganado. Las Bandas de Confianza solo se pueden comprar en la biblioteca antes o después de clases. La Sra. Sokol hablará contigo sobre las circunstancias específicas relacionadas con los reemplazos.**
- Todas las preguntas y reemplazos se atenderán a través de la Sra. Sokol (Biblioteca) en [madison.sokol@rpsar.net](mailto:madison.sokol@rpsar.net).

**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 07/27/25).

## **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 school 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. A FINS will be filed.

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

Retention of students at current grade level is possible for chronic absences. Students that are late for class miss important opportunities for learning. Students that arrive after class begins will be marked as tardy. When a student accumulates 5 tardies, they will be assigned lunch detention.

## **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 10:00am. 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.

## **TRANSPORTATION DISCIPLINE & 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. Students with revoked bus privileges may not attend field trips or ride buses to athletic events. 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 7:30-8:00am. 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 CAFE**

Parents interested in making online payments, tracking lunch balances or receiving email notifications when their children's balances are low can use [our website](#) to help them get started at SchoolCafe.com. 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**

Will be offered FREE to students for the 2025/2026 school year.

## **LUNCH**

The cost of a student lunch for middle schools at this time is \$2.95. Based on a "new" Arkansas law, families who qualify for reduced priced meals will not be charged the co-pay of \$0.40 for meals. Faculty/Parents/Visitors will pay \$5.00. 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.

## **ROGERS PUBLIC SCHOOLS MEAL CHARGING AND COLLECTION PROCEDURES**

As provided in SP 46-2016, all school food authorities (SFAs) operating the federal school meal programs (National School Lunch Program and/or School Breakfast Program) must have a written and clearly communicated meal charge administrative procedure in place. All SFAs must have an administrative procedure in place for children participating at the full paid meal rate who either do not have money in their account or in hand to cover the cost of the meal at the time of service. SFAs are required to communicate this administrative procedure to families and school and/or district-level

staff members as appropriate. SFAs should ensure the administrative procedure is communicated on an annual basis.

Families will have access to the meal charge administrative procedure via a written copy of the district-wide “Meal Charging and Collection” procedures each school year. Families of transfer students (during the year) will receive a written copy of the district-wide procedure when enrolled.

Students who have qualified for “reduced priced” meals will not be charged a co-pay and will have no obligation to pay the co-pay of \$0.40 cents for lunch.

## **GENERAL**

Students who are categorized as “full paid status” and are unable to pay for their meals at the time of the meal service are allowed to charge per Arkansas State law. Meals will not be denied to any student. Students charging breakfast and/or lunch will receive the same reimbursable meals available to all other students. Students will not be approached regarding a delinquent account or the need to bring money. Students may request the status of their account on their own but must do so as a private encounter with the cafeteria manager. Account balances will not be published or made known publicly to anyone except the student and his/her parent or guardian.

## **NOTIFICATION**

The number of charges allowed for all students is not limited. Alternative meals will not be provided as a deterrent to charging. The parent or guardian will be contacted by letter, email, automated payment system notification or phone call when the account has remained delinquent without a payment plan in place. Families will be made aware of the opportunity to apply for free or reduced price meal benefits and assisted as needed in filling out the application. Families may not be “required” to apply for benefits.

## **DELINQUENT DEBT**

Delinquent debt is defined as overdue unpaid meal charges that are considered collectable, with efforts being made to collect them. The debt may remain on the accounting documents until it is either collected or determined to be uncollectible. The debt may be carried over in the student’s account at the end of the school year (beyond June 30).

## **REPAYMENT PLANS**

Each household may request a repayment plan that will include payment levels and due dates appropriate to a household's particular circumstances. Please contact the cafeteria manager or program administrator for establishing a repayment plan.

## **A LA CARTE PURCHASES**

Ala carte' purchases are items available to all students for purchase by exchange of cash or via the student's meal account. They are not reimbursable meals and are not subject to charging.

## **CONTACT INFORMATION**

Families may contact their school's cafeteria manager (Dottie Wood) for information or may call (479) 631-3539 to speak to a Child Nutrition Program Administrator for further help or information.

## **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.

Kirksey Middle School uses a platform called Minga to monitor behavior and trends. This is a safety and security application that helps ensure a positive learning environment.

## **KIRKSEY HOUSES**

All students will be sorted into one of 6 Houses at Kirksey Middle School. These Houses are there to provide a smaller family within a larger school. Students are encouraged to support their house and interact with other house members. They are rewarded with points for positive actions and good character. Once sorted, a student will remain in their house for all years at Kirksey Middle School.

### **KIRKSEY HOUSES**

**AUMAKUA** - Loyalty, Friendship, Dependability

**BRAVURA** - Courage, Perseverance, Authenticity

**PERIERGOS** - Empathy, Fairness, Curiosity

**UBUNTU** - Generosity, Kindness, Compassion

**VEN AMRATA** - Humility, Optimism, Gratitude

**ZUN ZHONG** - Respect, Integrity, Honesty

## **SMALLER FAMILIES WITHIN A LARGER SCHOOL**

The teachers and staff of Kirksey Middle School specialize in making a large school feel small. We want all students to feel as though they belong and that they are an important part of many aspects in the building. For details on how the smaller divisions of Kirksey all work together, [please view this explanatory video](#).

## **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.

In accordance with the recently passed [Bell to Bell No Cell Act](#), Rogers Public Schools has updated its [Policy JK](#) (Section 11) on student use of cell phones and other personal electronic devices during the school day.

- Students are not allowed to use or possess personal electronic devices — such as **phones, smartwatches, earbuds, tablets or laptops** — at any time during the school day, unless one of the following applies:
  - The device is required by a student’s IEP, 504 Plan or Individual Health Plan.
  - The device is issued by the district for educational use.
  - The device is used during a special school event (we’ll notify you in advance).
  - The device is accessed during a defined emergency (e.g., tornado, fire, medical issue).
- The use of cell phones is restricted during school hours (8:00am-3:10pm) — this includes transitions between classes and lunch. This is to help create an optimal learning environment.
- Devices may not be carried in pockets, hands, or clothing. Students should turn off, secure, and conceal from view (in their purses, backpacks, lockers etc.) any phones or communication devices during school hours.

Students are always welcome to 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.

Phones are strictly prohibited to be accessed, utilized or in possession of students in any restroom at Kirksey Middle School. Concerns surrounding student rights and privacy are paramount.

Phones may not be accessed in restrooms under any circumstances. This creates an environment that does not respect privacy or safety. Likewise, phones may never be used on school grounds to record

inappropriate behaviors. Consequences for phone use range from collection of device with parent picking it up, to ISS for breaches of privacy/safety.

### **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 registrar be notified immediately of a change of address, home, or office phone number, or emergency information during the academic school year.

### **OPPORTUNITIES AND CONCERNS**

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:

1. Contact the person with whom the complaint involves to discuss the situation and find a solution.
2. If the problem still exists, contact an 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.

Personal (from home) computers **may not** be accessed during the school day at Kirksey. Only computers provided are to be used in class periods. Computers and devices may not be used during lunches.

Students will follow the 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/balloons, and other items.

## **GRADING SCALES**

Grades are earned at the end of the semester. Progress reports will be sent out at the end of each 9 weeks. Report cards are either picked up during conferences, or they will be mailed home.

We encourage parents to login in regularly to the [Home Access Center \(HAC\)](#). This is a great way to keep up with student grades and follow progress regularly. If you are unable to login into HAC, you may call the school and ask to speak with our registrar. They will be glad to assist you. You can also [reset your password here](#).

## **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 located in the custodial hallway across from the Orchestra room. Students who have lost articles should check the “lost and found.” Putting students 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. **Students will also need to check Google Classroom for any missed work.** 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. If the student has questions about missed assignments they can email the teacher that issued the assignment.

## **MEDIA CENTER**

Media center hours are 7:30am - 3:10pm. 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 in medications directly with our school nurse between the hours of 8:00am-3:10pm. **No student shall have medications in their possession (purse, pocket, backpack, 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 (PTO) 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. We typically meet on the second Wednesday of each month at 9:00am.

## **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.
- Toys and stuffed animals, blankets and pillows, and etc.
- Personal computers and video game devices
- [Please refer to Student Discipline Policy \(JK\)](#)

## **SCHOOL DAY**

The school day begins at 8:00am and ends at 3:10pm. Students should not arrive earlier than 7:30am. or remain on campus later than 3:25pm unless they are participating in a supervised school activity.

**SCHOOL DOORS WILL NOT OPEN BEFORE 7:30am.** Supervision IS NOT provided for students who arrive before 7:30am or remain later than 3:25pm. **Students are not permitted to remain on**

**campus, without teacher supervision, after 3:25pm.** These procedures are designed for the safety and well-being of the student.

- Students arriving between 7:30-7:45am are able to get breakfast and may wait in the commons. Any other student should wait in the gym until 7:45am.
- Students should not be moving through the hallways unless they have signed out through our Minga platform, or are during a passing period.
- Any student serving morning detention should ring the doorbell up front and will be allowed entry into the building, beginning at 7:15am.
- Students moving through the building should do so by remaining on the right hand side of hallways. Please avoid any pushing or shoving and be aware of others.
- During student lunch times, students should remain in the commons. Students may not visit other parts of the buildings unless they have a pass to see a teacher for academic purposes.
- Students should have a hall pass (Chromebook) when moving between classes if this is not during a passing period. This will be obtained through Minga.
- Students should have a pass to see the nurse prior to going. These are given by any teacher.

## **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 EXPECTATION TO RIGHT OF PRIVACY**

Kirksey Middle school takes the right of student privacy very seriously. Students are not permitted to ever record others without their knowledge and/or permission. This includes the use of Chromebook, phones or other technology. At no point will technology be used on campus in a manner that does not further a safe and /or respectful environment. Disciplinary consequences will be issued for recording others, recording anyone without their knowledge, or for having recording devices in the restroom.

## **SCHOOL RESTROOMS**

- Phones are not permitted to be accessed in school restrooms under any circumstances.

- Restroom capacity is four individuals. When more than four students are in the restroom, students will form a line outside the restroom and wait their turn.
- Restrooms are to be taken care of. Damage or problems must be reported to administration immediately.
- Restrooms for adults are located and available near the faculty lounge.

## **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. [Rogers Public Schools policy JICA](#) expresses that students are prohibited from wearing clothing that exposes the underwear or buttocks or the chest.

- Student dress shall not compromise the primary focus of student safety, nor disrupt the learning experience of other students. Nor shall it constitute a threat to health or safety.
- Clothing advertising tobacco, alcohol, or drugs, or adult content is not permitted. In addition, clothing displaying obscene language, suggestive language, or suggestive pictures, or brands is prohibited.
- Midriffs should not be visible when a student stands with hands at their sides.
- Eyes and ears of students must be clearly visible at all times. Clothing items may not obscure eyes or ears. This is for both safety and learning purposes.
- Costumes, masks, and costume accessories are prohibited unless specifically allowed on spirit days.
- Bandanas, dew rags, hairnets, and other clothing or items considered to be gang affiliated are prohibited.

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 the 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, grade level awards assemblies will be held at the end of each semester.

## **TEXTBOOKS/CHROMEBOOKS/TECHNOLOGY**

Textbooks and Chromebooks are furnished at no cost to the students. The student will be liable for loss of Textbooks and Chromebooks, 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/loss/damage. Disciplinary actions may be issued for intentional damage.

Chromebooks are required to be brought to school each day with the battery fully charged.

## **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, or backpacks, and should certainly never be left unattended.

## **VISITORS**

Parents are encouraged to visit Kirksey Middle School. All visitors must check in and provide a driver's license or photo ID for a background check prior to entering the building. All visitors should check in at the front office upon arrival at school. They will be given a visitors sticker which must be worn at **ALL** times while on campus. Parents should make arrangements in advance, both with an administrator and the teacher, before visiting a classroom or halls.

Visitors are never permitted entry into the building through side doors, or any other access other than the main entry up front.

Students that have advanced grade levels into other buildings are not permitted to enter Kirksey during the school day without prior permission from the KMS building administrator.

**Due to allergies and food regulations, parents visiting KMS may only bring food for their child. 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.

## STUDENT DROP OFF

If you are dropping off a student or picking up your child, thank you for following the following expectations:

- Students are to approach their vehicle or leave their vehicle in a safe and orderly manner, that facilitates quick departure of the vehicle.
- Please pull all the way forward without leaving gaps between your vehicles. The first car in line should not stop before reaching the end of the drive way, past the edge of the gym.
- Please only pick up and drop off students in front of the building, and pass through the car line.
- If you are pulling into the area for parking, you need to park your vehicle in one of the spots and walk to meet your child at the crosswalk.
- Thank you for your assistance in keeping our students safe at all times.

These policies are a summary of District Student Policies that can be found on the [District homepage](#).

REGULAR BELL SCHEDULE		
6TH GRADE		
HOUR	START	END
1ST	8:00	8:48
SSR/2ND	8:51	9:55
3RD	9:58	10:46
LUNCH	10:46	11:16
4TH	11:16	12:04
5TH	12:07	12:55
ADVISORY	12:58	1:28
6TH	1:31	2:19
7TH	2:22	3:10

REGULAR BELL SCHEDULE		
7TH GRADE		
HOUR	START	END
1ST	8:00	8:48
SSR/2ND	8:51	9:55
3RD	9:58	10:46
4TH	10:49	11:37
LUNCH	11:37	12:07
5TH	12:07	12:55
ADVISORY	12:58	1:28
6TH	1:31	2:19
7TH	2:22	3:10

REGULAR BELL SCHEDULE		
8TH GRADE		
HOUR	START	END
1ST	8:00	8:48
SSR/2ND	8:51	9:55
3RD	9:58	10:46
4TH	10:49	11:37
5TH	11:40	12:28
LUNCH	12:28	12:58
ADVISORY	12:58	1:28
6TH	1:31	2:19
7TH	2:22	3:10

<b>ACTIVITY BELL SCHEDULE</b>		
<b>6TH GRADE</b>		
<b>HOUR</b>	<b>START</b>	<b>END</b>
1ST	8:00	8:47
2ND	8:50	9:37
3RD	9:40	10:27
LUNCH	10:27	10:57
4TH	10:57	11:44
5TH	11:47	12:34
6TH	12:37	1:24
7TH	1:27	2:14
ACTIVITY	2:17	3:10

<b>ACTIVITY BELL SCHEDULE</b>		
<b>7TH GRADE</b>		
<b>HOUR</b>	<b>START</b>	<b>END</b>
1ST	8:00	8:47
2ND	8:50	9:37
3RD	9:40	10:27
4TH	10:30	11:17
LUNCH	11:17	11:47
5TH	11:47	12:34
6TH	12:37	1:24
7TH	1:27	2:14
ACTIVITY	2:17	3:10

<b>ACTIVITY BELL SCHEDULE</b>		
<b>8TH GRADE</b>		
<b>HOUR</b>	<b>START</b>	<b>END</b>
1ST	8:00	8:47
2ND	8:50	9:37
3RD	9:40	10:27
4TH	10:30	11:17
5TH	11:20	12:07
LUNCH	12:07	12:37
6TH	12:37	1:24
7TH	1:27	2:14
ACTIVITY	2:17	3:10

# Kirksey Middle School



## PTO

### What do we do?

We show up and raise funds. We help with all school and staff led events, as requested. We help wherever we are needed.

### Time Commitment

Feel free to help out as much or as little as you'd like!

### Where do I sign up



<https://kirksey-middle-school-pto.square.site/product/pto-membership/6>

### How can you help?

Attend meetings and bring your ideas and talents! You can also join one of the following committees:

- Spiritwear
- Spirit Nights
- Staff Appreciation
- Monthly Newsletter and more...

**Join Us!**



Meetings 2nd Wednesday of the month at 9am

## PTO Membership

The Parent/Teacher Organization consists of parents and teachers working together to support and plan activities for students and staff at Kirksey Middle School.

Return form and payment to KMS office or you may purchase your membership online for \$20.50 (includes square online processing fee) at <https://kirksey-middle-school-ptο.square.site>

Kirksey PTO Membership Form		
Parent Name:	Phone Number:	
Email Address:		
Parent Name:	Phone Number:	
Email Address:		
KMS Student Name (first and last)	Student Grade	Homeroom Teacher
<p><b>Family Membership: \$20.00 donation</b> • Make checks payable to Kirksey PTO • Return payment and form in an envelope to the KMS office • Memberships need to be renewed annually</p> <p style="text-align: center;"><b>Donations above \$20.00 will be used for general PTO funding and you can receive a taxable donation receipt, upon request.</b></p> <p>Return form and payment to KMS office or you may purchase your membership online for \$20.50 (includes square online processing fee) at <a href="https://kirksey-middle-school-ptο.square.site">https://kirksey-middle-school-ptο.square.site</a></p> <p style="text-align: center;">•Thank you for supporting your KMS PTO•</p> <p style="text-align: center;"><b>If you have a company contact that can provide goods or services to PTO please let us know</b></p>		

## Membresía para la Organización de Padres y Maestros (PTO)

La Organización de Padres/Maestros consiste en padres y maestros que trabajan juntos para apoyar y planificar actividades para los estudiantes y el personal de Escuela Secundaria Kirksey.

Devuelva el formulario y el pago a la oficina de KMS o puede comprar su membresía en línea por \$20.50 (Incluye tarifa de procesamiento en línea) <https://kirksey-middle-school-pto.square.site>

Formulario de Membresía para la Organización de Padres y Maestros de Kirksey (PTO)		
Nombre del Padre:	Número de Teléfono:	
Correo Electrónico:		
Nombre del Padre:	Número de Teléfono:	
Correo Electrónico:		
Nombre del Estudiante de KMS (Nombre y Apellido)	Grado del Estudiante	Maestro de Aula
<p><b>Membresía Familiar: \$20.00 Donación</b> • Cheques a nombre de Kirksey PTO • Devolución de pago y formulario en un sobre a la oficina de KMS. • Las membresías deben renovarse anualmente</p> <p><b>Las donaciones superiores a \$20.00 será usado para fondos generales de PTO y recibirá un recibo de donación deducible de impuestos.</b></p> <p>Envíe el formulario y el pago a la oficina de KMS o puede comprar su membresía en línea por \$ 20.50 (incluye tarifa de procesamiento en línea) en <a href="https://kirksey-middle-school-pto.square.site">https://kirksey-middle-school-pto.square.site</a></p> <p>•Gracias por apoyar su PTO de KMS•</p>		

