

STUDENT/PARENT HANDBOOK

2018 - 2019

KERR MIDDLE SCHOOL

2300 LINDA LANE

DEL CITY, OKLAHOMA 73115

OFFICE PHONE: 671- 8625 24HR. ATTENDANCE LINE: 671 – 8625 option 1

Website: www.mid-del.net/o/kms

Facebook: Kerr Middle School

Twitter: @KMSEagles

SCHOOL SONG

O green and white
Forever,
Loyal are we,
Our school and colors,
One and all, we'll
Cheer for victory.
We'll make our
Golden school days a
Royal success,
And we will all cheer for K.M.S.

SCHOOL COLORS

Green and White

SCHOOL MASCOT

American Bald Eagle

Letter from the Principals

Welcome to Kerr Middle School, and welcome to the beginning of a great school year, 2018-2019! Kerr Middle School has a tradition of excellence, and you now have the opportunity to add to the great tradition that goes along with being a Kerr Eagle! The teachers, staff, and administrators are here to assist you in your academic, personal, and social development. As a member of this school family, you are expected to follow the rules and policies set forth in this handbook as well as the Mid-Del Schools Student Expectations Handbook. We have high expectations for our students at Kerr Middle School, and believe that all students have the right to a safe and comfortable learning environment. Our expectations are spelled out in our school motto “SOAR”, which stands for **Success, Organization, Attitude, and Respect**. We will strive daily to instill this in our students, and students will be expected to practice this as well.

Success: We want students to understand that success comes through hard work, and doing things the right way. Students will be expected to strive in their academic, and extra-curricular activities to learn that success comes through hard work, perseverance, and choosing the “hard right” over the “easy wrong”.

Organization: Being organized is a key element to success in all parts of our lives. Students will be taught organizational skills in classrooms on a daily basis. Students will be expected to have the proper materials required by the teacher each time they enter class. Students will also be expected to complete and keep up with their daily assignments and learning materials provide by the teachers.

Attitude: Our students’ attitude towards school, teachers, peers, and even themselves will go a long way in determining what type of experience they will have day to day here at Kerr. We want our students to have a positive attitude about themselves where they believe that they can achieve great things. Our goal is also to teach students to have an attitude of gratitude, and seek to serve others at school and in the community.

Respect: Respect for yourself, your parents, your teacher, and your peers. If you are consistently respectful to the students and adults here at Kerr Middle School, you will experience few conflicts or obstacles to impede your progress at school. Respecting yourself and others is a fundamental skill that will be invaluable to you throughout your life.

Parents are one of the most important parts in the educational success of students. We will ask students to keep their parents informed of their academic progress throughout the year. Access to **Parent Portal** will be part of the orientation process when parents come to pick up schedules. Parent Portal is found on the Mid-Del Public Schools website, www.mid-del.net, contact the school counselor for more information. We also want to encourage parents to participate and attend any and all activities and events sponsored by the school.

Our goal is that by the end of this school year our students have grown academically, socially, and towards becoming productive citizens who will one day help shape the future!

Nathan Elliott – Principal

Darcy Budde – Assistant Principal

Paul Evans – Assistant Principal

DISTRICT MISSION STATEMENT

When students enter our school, they will be safe. When they enter our classrooms, they will be challenged. When they leave our school, they will be ready.

Philosophy of Education

The faculty and staff of Kerr Middle School believe that students learn best in a warm, caring environment where they experience mutual respect between themselves and their teachers; that parents are a vital part of their children's education and must work as partners with the school to provide a secure support system; that students learn at different rates and in different ways, but all can achieve some measure of success in every class; that teachers are most effective when they have a love for and knowledge of their subject areas as well as a love for children; that students need life/work skills as well as academic skills; that a sense of humor is an essential element of the teaching profession.

Kerr Mission Statement

The mission of Kerr Middle School is to educate, empower, and enable ALL students to become caring, contributing citizens who can succeed in an ever changing world. Kerr Middle School is committed to focusing on the high expectations of Success, Organization, Attitude, and Respect. SOAR!

Kerr Vision Statement

The vision of Kerr Middle School is to create a school Where Everyone Belongs (W.E.B.) Our vision is to reach every students' full academic and social needs. We have a vision to reach 100% student participation in some form of extra-curricular activity, to fully invest students into learning to work together toward a common goal with a positive outcome.

Civil Rights Compliance

"It is the policy of Kerr Middle School that no person shall on grounds of race, color religion, sex, national origin, age marital or veteran status, or qualified disability be excluded from participating in, be denied the benefits of, or be otherwise subjected to discrimination under any educational program, activity, service, or in admissions, financial aid, recruitment, consideration, selection, or employment whether full time or part time, or any other activity for which the school is responsible."

Kerr Middle School

Main Office Phone: 671-8625

Counseling Office Phone: 671-8625 option 2 24 Hr.

Attendance Call-In Phone: 671-8625 option 1

Fax Number: 405-671-8626

Administration

Dr. Rick Cobb	Superintendent
Mrs. Kathy Dunn	Asst. Supt. Teaching/Learning
Mr. Cordell Ehrich	Director of Secondary Education
Mike Bryan	Executive Director of Operations
Andy Collier	Director of Student Activities
Mr. Nathan Elliott	Principal
Mrs. Darcy Budde	Assistant Principal
Mr. Paul Evans	Assistant Principal

Office Personnel

Brenda Meadors	Secretary, Student Affairs, Finance
Doni Arterbury	Secretary, Student Attendance

Counseling Office

David Chissoe	Counselor
Julie Reiter	Counselor
Stephanie Ballow	Secretary, Student Registrar

Cafeteria

Carmen Hennessee	Cafeteria Manager
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Library Media Center

Felicia Kizer	Library Media Director
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Kerr Daily Bell Schedule

1st Hour – 8:25 – 9:15

2nd Hour – 9:20 – 10:10

3rd Hour – 10:15 – 11:05

4th Hour/Lunch–11:10–12:35 6th Grade 11:10-12:00

Lunch 1: 11:10-11:40 Class: 11:40-12:35 Lunch 2:
11:25-11:55 Class: 11:10-11:25/11:55-12:35 Lunch 3:
11:40-12:10 Class: 11:10-11:40/12:10-12:35 Lunch 4:
11:55-12:25 Class: 11:10-11:55/12:25-12:35 Lunch 5:
12:10-12:40 Class: 4th: 11:10-12:00

5th: 12:05-12:10/12:40-1:30

Lunch 6: 12:25-12:55 Class: 4th: 11:10-12:00

5th: 12:05-12:25/12:55-1:30

5th Hour – 12:40 – 1:30 (6th starts @ 12:05-1:30)

6th Hour – 1:35 – 2:25

7th Hour – 2:30 – 3:20

Attendance

(Also, See *Student Expectation Handbook*)

- All absences must be called into the attendance hotline @ 671-8625 option 1 within 5 school days
- Absences will only be excused with proper documentation (doctor's statements, court documents, funeral service obituaries, etc.) provided within a five business day period.
- Any student missing in excess of 10 school days (partial or whole) are subject to legal action from the District Attorney's office. A student that exceeds 10 absences is subject to receiving no credit for their classes.

You are expected to be present and punctual for all of your classes. Multiple unexcused absences and truancy will result in strong disciplinary measures.

If it is necessary for you to be absent for any valid reason, your parent or guardian must call 671-8625 option #1 on the day of your absence. All absences that are not cleared by a parent will be considered as unexcused and dealt with accordingly. If your parent could not call in, please bring a note with you when you return to school and take it to the Main Office before you report to your 1st hour.

Campus Hours

Campus hours are from 8:00 a.m.-3:30 p.m. Teacher supervision is provided during these hours; therefore, students should not be on campus outside of these hours unless they have official business otherwise (i.e. tutoring, practice, meeting, detention, etc.).

When Arriving at School in the Morning

For safety and supervision reasons, parents need to **drop students off at the north side of the school (North Parking Lot)**. Bus riders will be dropped off on the north side of the school (*North Parking Lot*). Students may enter the cafeteria to eat breakfast at 7:50 or remain on the north lot until the 8:00 bell rings, at which time students will be allowed to enter the gym. Once in the gym, students may not leave until they have been released. If a student needs to enter the building early to work with a teacher or attend a meeting, this must be done by prior appointment and the student must have a note from the teacher in order to enter the building before the first bell. All students should arrive at school properly groomed and dressed and prepared for the school day. Students are not allowed to use restrooms prior to the 8:20 bell for purposes of grooming for the school day.

When Arriving to School Late

If a student arrives to school after the 8:25 bell, the student must check in through the main office and receive an admit to class. Tardies and absences will be considered unexcused for reasons of oversleeping, car trouble, running late, or missing the bus. A principal will make the final decision of excused or unexcused absences or tardies.

When Leaving School at the End of the Day

When school is dismissed, students should go directly to their lockers to get materials they will need to take home and then exit the building as soon as possible. ***Buses will pick up students on the North side of the school (North Parking Lot). Students who are picked up by parents are to also to exit on the North side of the building. Parents will be restricted to the North parking lot (next to bus lane) when picking up students after school; student pick-up is prohibited on the south end of campus (24th Street).*** The halls are to be cleared of students by 3:30 p.m. each day. Students involved in after school activities should be at their designated area by 3:30 p.m. and should remain there until the activity is over. All other students should be on their way home and off campus by this time.

When Leaving School Early (Before 3:20 Bell)

When it is necessary for a student to leave school early, the parent should come to the office to check out the student. Students will be allowed to leave the building only with parents/guardians or other contacts listed on the student's records **(as identified with proper photo I.D.)**

When A Student Becomes Ill at School

When a student becomes ill at school and feels the need to call a parent and possibly go home, he/she should **get a pass from his/her teacher and report to the counseling office.** A counselor will assist the student in calling the parent and checking out the student from school if needed. Students should not just come to the counseling office without a pass from their teacher if at all possible.

Closed Campus

Kerr Middle School is a closed campus, which means no student can leave the school during school hours without checking out through the office. A student cannot leave campus for lunch unless their parent/guardian comes and checks the student out and back in through the main office. This type of absence is excused only for the duration of the student's lunch period. Any exceptions to this rule must be approved by the principal. No outside drinks unless sealed are allowed in the building by students or for students.

Extended or Pre-Arranged Absences

If a student will be absent for 5 or more consecutive days and the student and/or parent wants the work for those days in advance, **a *Pre-Arranged Absence Form* must be picked up and initiated/submitted at least 2 school days in advance of the absences.** Upon completion, the form needs to be turned in to the main office. All work is due upon return to school.

Procedure for Student Withdrawal from School

When a parent needs to withdraw a student from attendance for purposes of moving out of the district or to another school, the **parent or guardian should notify the counseling office 24 hours in advance to allow for the paperwork to be processed.** Student withdrawal will be complete and records will be forwarded to the new school when these procedures and requirements have been met.

Hall Pass

Students in a hallway after a tardy bell has rung are subject to consequences unless they possess a proper/valid hall pass. Students will be required to use the facilities in their grade level hallway. Students shall not leave their grade level hallway without prior permission. Abuse of hall pass privileges will result in restriction or revocation of such privileges.

Tardy Policy

Students are expected to be in the classroom and ready to work when the tardy bell rings. Beyond that, tardies are most often NOT excused regardless of the reason. If a parent desires to seek an excused tardy for his/her student, the parent should come to the office when bringing the student to school to explain the reason for the tardy and request that the tardy be excused. . The final decision of excusing a tardy is left to a principal. The following policy will be enforced for unexcused tardies:

1st Tardy = Warning, review of tardy policy

2nd Tardy = Parent Contact

3rd Tardy = Parent Contact and 1 Day After School Detention

4th Tardy = Parent Contact and 2 Days After School Detention 5th

Tardy = Office Referral and 3 Lunch Detention

6th Tardy = Office Referral and 3 Days ISR

*If a student goes beyond the 6th tardy, the principal will conference with the parent, teacher, and student to set a behavior plan and consequences. **The tardy policy starts over at the beginning of each Quarter or when a student changes classes per their schedule.**

*Three unexcused tardies may result in the student receiving an unexcused absence for the day.

**Grade Level Teams may alter or adjust the tardy policy to fit their team needs and goals.*

Truancy

A student is truant when he/she is not where he is supposed to be during the school day. Examples of truancy include skipping school, leaving early without checking out through the office, hiding in the restroom instead of being in the classroom, etc.

Visitors

All visitors to Kerr must enter through the main entrance, show proper photo I.D. and register in the front office when they enter the building. An administrator must approve the visitor to go to a designated location. All visitors are required to wear a visitor badge while on campus. The badge needs to be returned to the front office when leaving campus. **For student safety and security, student visitors from other schools are NOT allowed on campus or in classrooms during the school day. As well, lunchtime visitors will be restricted to direct parent(s)/guardian(s).** Any other visitors must be approved through a site administrator. **Campus visitation privileges may be revoked by a site administrator at any time.**

Academics

Cheating

Academic dishonesty is unacceptable and students will receive a failing grade of a zero. Additional consequences could be handed down for repeat offenses.

Grading Scale

Letter grade percentages are as follows.

A	90-100	
B	80-89	
C	70-79	
D	60-69	F 59 and below

Progress Reports

Progress Reports will be sent **home with students** at the end of the fifth week of each quarter (nine weeks) grading period. Students should bring these grades home to parents on these dates:

September 21
October 12
November 16
February 8
March 29
April 18

Report Cards

Report cards will be sent home the following week after each quarter (nine weeks) on these dates:

January 8
May 31

Parent Teacher Conferences

Parent Teacher Conferences will be held two evenings each semester on these dates:

October 11th, Evening
October 16th, Evening
February 12th, Evening
February 19th, Evening

Grade Checks

Parents are now able to check student's attendance and grades online. Please see Ms. Ballow in the Counseling Office for details on how to access your student's grades online.

Schedule Changes

Schedule changes due to inappropriate placement by the school will be made as soon as possible. Student requests for schedule changes due to other reasons will be considered ONLY WITHIN THE FIRST TWO WEEKS OF A SEMESTER under the following guidelines.

1. A student must come to the Counseling Office and pick up a *Request for Schedule Change* form. The form must be completed, signed by the parent, and returned to the counseling office. If the change is possible, the student will be called to the counseling office and a counselor will make the change and give the student his/her new schedule.
2. There are no guarantees that a schedule change request can be honored due to limited class offerings and the balancing of class sizes required teacher load.
3. Schedule change requests will not be considered for the purpose of teacher preference.
4. Students and parents must understand that a change request may mean the entire schedule will have to be changed to meet the request made. (In other words, different teachers and different class periods.)
5. Once a schedule has been changed to meet the request it cannot be changed back again to the original schedule.
6. The student is responsible for all class work from the beginning of the semester, regardless of the date the student entered the class.
7. Schedules/classes cannot be added, changed, or dropped after the second week of a semester.

Student Textbooks

All textbooks are loaned to students for use during the school year. They will be checked out to students through teachers in various classes. **Students are to put their name, the teacher's name, and the semester and year used, in each textbook checked out to them.** Students are responsible for the book(s) specifically checked out to them. Students with lost or damaged books will be placed on the obligation list. (see Student Obligation/Debts). A receipt will be issued to the student for book fees collected. Teachers will do periodic book checks throughout the year and make sure the student's name and teacher's name are printed in ink or marker inside the book's cover.

Testing

In April, all students are required to take the Oklahoma Core Curriculum Tests (OCCT) in core subject areas. These tests are very important as they measure knowledge and skill levels of individual students and overall student achievement for the school. These test scores will be used for class placement of students. Students are encouraged to be in attendance on the days these tests are administered and to do their very best on them.

Expected Behavior/Discipline

Basic Student Expectations/Responsibilities

1. Be prepared --- Bring books, pencil, and paper to every class, every day.
2. Maintain good attendance and be punctual.
3. Put forth your best effort every day.
4. Be polite, friendly and courteous to all.

Bus Transportation Rules and Regulations

Students will be assigned to ride a certain bus during orientation/schedule session. If special circumstances require a student to ride a different bus than the one assigned, a parent must make this request and receive approval from one of the principals prior to riding a different bus.

Students should go as quickly as possible to their bus when dismissed. Students are expected to behave on the bus and at bus stops as they do in the classroom. Due to misbehavior a student may be denied the privilege of riding the bus at any time. The following examples of misbehavior that may result in a student not being allowed to ride a school bus are:

Failure to remain seated	Throwing objects on or out of bus
Refusing to obey the driver	Hanging out the window
Fighting	Spitting
Profanity	Vandalism or defacement of any kind
Lighting matches or lighters	Disruptive/unsafe behavior
Eating and/or drinking on bus tobacco or tobacco products on bus	Disrespect/belligerence to driver Using

Bus drivers will make all discipline reports in writing to the front office. The principal reserves the right to suspend bus privileges depending on the severity of the offense.

Bullying, Intimidation, Threats, Harassment

Students are expected to treat each other with respect and courtesy and when they do not, consequences will result. Any type of bullying, intimidation, threats, or harassment by/of students (whether done in person or “online”) will not be tolerated and will be considered as a **serious, suspendable offense**. Examples of such behavior include, but are not limited to: Cyber bullying, Chat rooms or other inappropriate online behavior.

Cafeteria

In order to keep the cafeteria a safe, orderly and pleasant place to eat and because of the large number of students using this facility it is expected that students follow all directions given by adult personnel.

Damage to School Property

All school property belongs to the patrons of the Mid-Del School District and is to be used for the benefit of all students; therefore, when a student intentionally or unintentionally destroys or damages any school property, he/she is personally liable financially (restitution) and subject to discipline by school authorities. Intentional defacing or destruction of any school property item is considered a serious, suspendable offense.

Distracting and Dangerous Items

Any personal items or properties that could be a distraction from the educational process or that could be potentially dangerous in any way **cannot be brought to school**. Such items include,

but are not limited to, **still-photo (digital or film) and video cameras, radios, cassette/CD players, mp3 players, wireless phones, laser pointers, video games, playing cards, dice, toys, pacifiers, chains, spiked/studded jewelry, lighters, and matches.** Such items will be confiscated and disciplinary action, which may include suspension, may be taken. See Also – *Weapons page 22*

***Items will be returned at Administrative discretion.**

Kerr Middle School Dress Code

A student's conduct is related to his/her clothing. Therefore, the school is directly concerned with the student's clothing. Students are expected to adhere to common practices of modesty, cleanliness, and neatness; to dress in a respectful manner within the acceptable standards of the community and in such a manner as to contribute to the academic atmosphere, not detract from it. Students who fail to comply with this dress code may be sent home and be subject to disciplinary actions.

Any clothing, accessories, symbols, jewelry, or other paraphernalia that depicts or suggests association with a gang, clique, secret society, or fraternity shall not be brought to school, worn at school, or in any way be present at any school-sponsored event.

General:

Any clothing, jewelry, or accessories with decorations, patches, lettering, advertisements, etc., that may be considered obscene or offensive are not to be worn to school. This includes clothing, jewelry, and/or accessories that may be used as weapons (i.e. chains, large necklaces/pendants, safety pins, spiked/studded jewelry, etc.) or contain or make reference to drugs, tobacco, alcohol, or pornography.

Any type of head covering (including, but not limited to, do-rags, bandanas, and hats) is unacceptable (religious or medical exceptions must be cleared by site administration). Headgear is to be removed upon arrival on campus and is to be kept in a locker until the end of the school day and is not to be worn until the student has left the campus.

Proper undergarments are to be worn. Underwear is not to be worn as outerwear or exposed otherwise. A-shirts (i.e. "wife beaters," ribbed tanks) are not to be worn or exposed as outerwear. Boxer shorts are not to be worn as regular shorts or to be exposed by sagging pants. Nylon gym shorts being worn under pants/regular outerwear are considered underwear per this policy. Sleepwear is not acceptable school attire.

For safety and decorum clothing must fit reasonably. Excessively large or baggy clothing cannot be worn.

Shirts & Blouses:

Shoulders, backs, chests, sides, and midribs must be covered at all times. Shirt sleeves must cover the crown of the shoulder. As a result, crop tops, tube tops, halters, tank tops, and spaghetti straps are unacceptable. Tank Tops must be 3 Fingers Width. Shirts/tops must touch the waist of pants/skirts at all times (i.e. when in motion, when arms are extended or raised, or

when bending over or seated). Transparent and/or see through material is unacceptable. Shirts may be required to be tucked in if deemed necessary by an administrator.

Jackets, Coats, & Sweatshirts

Hoods **ARE NOT** allowed to be worn in the building. Blankets must be left in student lockers and may not be worn in the building.

Dresses, Skirts, Skorts, Shorts:

The length must be fingertip length when the student's hand is fully extended down the side of the student's leg with shoulders at a normal relaxed/resting position. When measuring skirts and dresses with slits, the length will be determined from the top of the slit.

Pants:

Form-fitting pants (i.e.: spandex, bicycle pants, leggings) are not to be worn without any cover. Acceptable tops must provide coverage in the front and back private areas of the body. **Cuts or tears in pants must meet the fingertip length requirement.** Pants with inappropriate/suggestive wording across the seat are unacceptable.

Sagging Pants:

Pants and/or overalls (in which case straps will be worn properly) will be worn at the natural waistline (at or just below the navel). Sagging will be determined if undergarments (even if gym shorts) are visible and/or if the crotch of the pants is excessively/obscenely low. **Sagging pants ARE NOT ACCEPTABLE TO WEAR TO SCHOOL!**

Footwear:

All students must wear shoes. House shoes, slippers, etc., are not allowed.

Parent or Guardian will be contacted if a student is in violation of the dress code. Students clothing must be Dress Code acceptable before the student will be allowed to return to class.

ANY OTHER CONSIDERATIONS WILL BE DETERMINED BY THE INDIVIDUAL SCHOOL ADMINISTRATORS. THE SCHOOL ADMINISTRATION SHALL HAVE THE RIGHT TO CONSIDER ANY CURRENT FASHION TO DETERMINE ITS ACCEPTIBILITY FOR SCHOOL WEAR.

Consequences for dress code violations will be determined by site administration. Repeated violations of the dress code could result in ISR or Short/Long Term Suspension.

Drugs and Alcohol

Any student who is found under the influence of or in possession of any drug or alcohol related substance will be referred immediately to law enforcement agencies. Parents will be contacted and the student will be suspended, pending due process. Be aware that "any drug" includes "controlled dangerous substance" which means prescription or over-the-counter drugs, any material or mixture which contains any quantity of the hallucinogenic substances or any

substance having the potential for abuse associated with a depressant or stimulant effect on the central nervous system.

Fighting/Assault

Violence of any type is considered a serious offense and will not be tolerated. When it has been administratively determined that a student(s) has aggressively laid hands on another student, suspension from school may result.

Students involved in the instigation of a fight are also subject to disciplinary action, which may include suspension. Students who interfere in any way or block passage of others during a fight may also be suspended. Student bystanders should immediately leave the area if a fight begins or they may be charged with obstruction, interference, or instigation.

Consequences could double in situations of non-compliance once an authority figure has intervened in the situation.

“Gang” Behavior/Dress

Any type of “gang” behavior, dress (*excessive color schemes can and will be addressed per this policy*), symbolism, gestures, paraphernalia, etc., will not be tolerated and may be considered a suspendable offense. (*See also, Dress Code.*) Cliques and their associated behaviors are considered “gang” in nature and are not tolerated per this policy.

Public Display of Affection (PDA)

Public display of affection such as hugging, holding hands, kissing, etc., will not be permitted on school property or at school activities. PDA may result in disciplinary action and consequences.

Refusal to Identify Self (Anonymity)

Students must identify themselves verbally upon request of any school personnel or identified adult monitor on the school premises, on a school bus, or at any school sponsored activity or function. Failure to do so and to respond appropriately and truthfully will be considered a **serious offense for which a student may be suspended from school.**

Stealing/Theft

Theft of personal or school property of any sort is considered a serious offense and will result in notification of law authorities and parents. Theft includes being found in possession of missing or lost items. If a student finds something that is not theirs, they should turn it in immediately to the office on his own. **Theft is a serious offense for which a student may be suspended from school and restitution will be paid.**

Weapons

A student shall not possess, handle, or transmit **any object that could be considered a weapon or a counterfeit weapon** on school property or on a school-sponsored activity (any object willfully used to inflict bodily harm on another individual will be considered a “weapon” per this policy). Such objects may include, but not be limited to, firearms, toy guns, knives of any kind, chains, spiked collars, brass knuckles, etc. It is a felony for anyone to be in possession, on their person or in their locker, of a gun on school grounds or within 1000 feet of school property. Law enforcement authorities will be notified and charges will be filed. Student found in possession of any type of weapon **will be suspended from school**.

General Information/Policies

Accidents/Injuries Reporting

Any and all accidents or injuries occurring in the school building, on the grounds, at practice sessions, or at any school-sponsored athletic or activity event must be reported immediately to the person in charge and to school administration.

Bicycles, Cycles, Skateboards, Scooters and Roller blades

Bikes must be parked in the zone provided in the front of the school and cannot be moved once they are parked on campus until the end of the school day. Motorcycle drivers cannot give rides to anyone else and must follow the state laws of vehicle operation. Motorcycles must be registered and approved through the main office. **Skateboards, scooters, and roller blades of any kind are not to be used as a mode of transportation to and from school and are not allowed on campus at any time. Heelys are also not allowed at school.**

Book Bags and Gym Bags

Book bags, large backpacks, and gym bags (including string backpacks) may be brought to school and utilized for the purpose of transporting supplies to and from class. Students may not take book bags or gym bags to the cafeteria during lunch.

Breakfast

The cafeteria serves breakfast from 8:00 a.m. to 8:20 a.m.

Counseling Office - How to See a Counselor

If students have personal or academic problems or needs, they are encouraged to see one of the counselors. Students should stop by the counseling office before or after school or between classes and sign the log requesting to see a counselor. The counselor will call the student out of class by sending for him or her with a pass as soon as possible. A teacher will send a student to the Counseling Office if the student is in a crisis or emergency situation. The counselors

have been assigned specific students for paper work; however, any student or parent may work with either counselor on personal issues.

Fundraising

Only fundraisers for Kerr sponsored activities may take place at school. **ITEMS ARE NOT TO BE SOLD AT SCHOOL UNLESS THEY BENEFIT A KERR ORGANIZATION.** The selling of fundraiser items is not to interrupt the learning process in the classroom and generally should not be sold during class time. Also, if money or items are lost/stolen, the school is not responsible for recovery of such items. **ALL fundraisers MUST be approved by Mr. Elliott.**

Library

The library is located in the west hallway of the school building, south of the main office. It is open from 8:05 a.m. to 3:30 p.m. daily. Students are welcome to visit the library during the day as well as before or after school.

Kerr Library Media Center is automated with an electronic card catalog system available to students. In addition, there are computers for student use in research, word processing, product creativity, and online Internet access. Books may be checked out for a period of 14 calendar days and may be rechecked as many times as needed. Recent periodicals may be checked out for three calendar days with no recheck allowed. Reference books and other research materials are for use in the library only and may not be checked out. The student must pay for lost or damaged books or periodicals. There is a fine of five cents per school day for overdue items. Students are contacted every two weeks as to overdue books and fines. Students with excessive fines, overdue books, or lost books will be placed on the obligations list each nine weeks. This may mean that no grades will be given until debts have been paid. All libraries have rules. Visiting, misbehavior, improper use of equipment or books, and rudeness will not be tolerated. Misconduct, disrespect, or taking materials without first checking them out will be handled by the librarian and may result in loss of library privileges or disciplinary action.

Lockers

Lockers will be available to students per requests. The school is not responsible for theft of locker items. **Because lockers are the property of the school, the school may, upon just cause, open and search any locker at any time, with or without a student's knowledge, presence, or permission.** The school reserves the right to seize any material in the locker that is prohibited by law or school policy. Lockers will not be available until after Labor Day.

Rules for Locker Use:

1. Always keep your locker locked.
2. **Do not use anyone else's locker. Use only the one assigned to you.** Violation of this rule may result in loss of locker privilege or other discipline consequences.
3. Write out your combination and keep it in a safe place (wallet or purse). Do not give out your combination to anyone. If you lose or forget your combination, get it from the main office.

4. Keep your locker clean and neat at all times. Stickers and graffiti on lockers are not permitted. Nothing should be hanging out of the locker when it is closed.
5. If a student cannot get his/her locker open, the student should go on to class and not be tardy. The student may then ask that teacher for a pass to go to the office when convenient to get help with the locker. **Tardiness to class because “I had to go to my locker” or because “I couldn’t get my locker open” is unacceptable and unexcused.**

Medication Policy

Parents, who need their student to take ANY medication, should take the medication to the counseling office. **Students are not to carry any type of medication on their person at any time (includes any/all over the counter medications and dietary/nutritional supplements).** Students are to report to the counseling office to take medication when appropriate. It is the policy of the Board of Education that if a student is required to take medication during school and the parent or guardian cannot be at school to administer the medication, a school nurse, principal, or designated school employee may administer the medication only as follows.

1. A prescription medication may be administered only with written request and permission from the parent or guardian. Prescription medication must be in a container that indicates the authorizing physician’s name, the student’s name, name and strength of the medication, dosage and directions for administration. Small containers labeled for school use may be prepared at the pharmacy and left at school for the duration of the illness.
2. School personnel will not administer nonprescription medication at school.
3. Each school will keep a record of the name of the student to whom medication was administered, the date, time, what medication was administered, and the name of the person who administered the medication. Medications will be kept in a locked cabinet except medication retained by a student per physician’s order. Unused medication will be returned to the parent or guardian only. Any medication left at the school will be properly disposed of if not claimed on or prior to building shutdown for the summer.
4. The school shall keep on file the written authorization of the parent or guardian of the student. The parent or guardian of the student is responsible for informing the designated official of any change in medication.

Student Motor Vehicles on School Grounds

Under current school board policy, middle school students are not permitted to drive an automobile to school or to a school-sponsored event. High school students and their vehicles are not allowed on middle school campuses during the school day. If a parent needs a high school sibling to pick up a Kerr student after school that must occur on the north lot. High school students are not to get out of their cars while waiting for a student.

Student Obligations/Debts

Students are personally responsible for the return of school property (text books, library books, uniforms, etc.) in good condition. In the event that items are lost or damaged, it is the student and parent’s responsibility to pay for the replacement of the item(s). Students or parents can

pay for lost books or other items in the main office. An Obligation List is prepared at the end of each nine weeks and semester to identify students who owe money or items to the school. Students and parents will be periodically notified if items/money is/are owed. **Student grades will be held and privileges, extracurricular activities, and enrollment for the following year will be denied until all debts are paid.** The main office will work with any parent at his/her request in creating a payment plan.

Telephones

The office telephone is for school business and **cannot be used by students except in cases of emergency and with permission.** Students who are ill and need to call home are to report to the counseling office. Students will not be called out of class to receive a private phone call except in extreme emergencies.

Vending Machines

The usage of vending machines is at the students' own risk. **Money will not be reimbursed for defective machinery.**

Cell Phone Policy

Kerr Middle School strictly enforces the Mid-Del School District's wireless telecommunication device policy (J-17). The use of cell phones, smart watches, earbuds, etc., during instruction time disrupts and interferes with the educational process and WILL NOT be tolerated.

Students are **strictly prohibited** from using wireless devices for incoming or outgoing calls, messages, or photos **during school hours (8:00am – 3:20pm).** They should not be visible and are not to be used during school hours. However, for safety reasons, students may possess wireless devices before and after school hours.

At Kerr Middle School cell phones may only be visible and/or in use before and after school **outside** of the building. If a student needs to contact a parent or guardian during school hours they may use the school phone in the main office or counseling office. If a parent or guardian needs to contact a student during school hours, they may contact the front office and the student will get the message.

Students in violation of the policy will be subject to discipline procedures. The following discipline depends on whether the student has already received discipline for another incident. **KERR IS NOT RESPONSIBLE FOR LOST OR STOLEN CELL PHONES!!**

- 1st OFFENSE = Warning – Parent Contact – Phone confiscated and may be picked up by the student from the front office at the end of the school day.
- 2nd OFFENSE = 3 Days of Lunch Detention – Parent Contact – Phone confiscated and must be picked up by a parent or guardian from the front office.
- 3rd OFFENSE = 3 Days of ISR – Parent Contact – Phone confiscated and must be picked up by a parent or guardian from the front office.
- 4th OFFENSE = 5 Days of ISR – Parent Contact – Phone confiscated and must be picked up by a parent or guardian from the front office.

*Wireless devices includes but is not limited to cell phones, smart watches, I pods, cameras, video recorders, games, pagers, laser pointer, also ear buds are not to be used during school hours.

Activities

Athletics

Students have the opportunity to participate in the following athletic teams at Kerr.

<u>Fall Season</u>	<u>Winter Season</u>	<u>Spring Season</u>
Football – 6,7,8	Basketball (boys) – 6,7,8	Track (girls & boys)
Softball (girls)	Basketball (girls) – 6,7,8	Baseball (boys)
Volleyball (girls)	Wrestling	Tennis (boys & girls)
Cross Country (boys & girls)		Golf (boys & girls)
Cheerleading – entire school year		

Clubs and Organizations

Students have the opportunity to participate in the following clubs or organizations at Kerr. Announcements will inform students about membership, meeting dates, and activities of these groups.