

***KMS Student Handbook  
2009-10***

**Kellogg Middle School  
810 Bunker Avenue  
784-1311  
FAX – 784-0134  
Website – <http://www.ksd391.org/kms>**

**Superintendent's Office  
800 Bunker Avenue  
784-1348  
FAX – 786-3331**

**School District #391 Bus Garage  
Silver King  
784-0061**

**Emergency School Closure Number  
786-2071**

**Notice**

*The Asbestos Plan and Hazardous materials information for KMS  
is on file in the office and available to view on request.*

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## MISSION STATEMENT



*Kellogg Middle School Where the ABC's are Taught Everyday  
A-Academics B-Behavior C-Caring*

## WELCOME

Welcome to Kellogg Middle School. We are here to help you learn and grow. Our teachers are enthusiastic educators interested in helping you meet your fullest potential. Your job at KMS will be to respect your fellow students, teachers, and staff members and to do your best work every day. Teachers, in turn, should respect you and do their best work to help you succeed. We are excited to have you as a part of our school! Together we can make this the best school year ever. The following information is intended to help you achieve **ACADEMIC** and **BEHAVIORAL EXCELLENCE!**

## ACADEMIC EXCELLENCE

*To Achieve Academic Excellence, there are important details you should know:*

### ❖ Know the philosophy of the organization

#### KELLOGG MIDDLE SCHOOL PHILOSOPHY

At Kellogg Middle School we accept each child as being unique, and we are committed to treating each child as an important individual. We are dedicated to giving our students a strong basic education. We believe they should attend school to learn how to be responsible citizens of a changing democratic society, living by accepted standards of our community. Therefore, students need to learn how to work cooperatively with a variety of people in a variety of situations.

As a faculty, we trust one another as professionals and strive for harmonious working relationships. We believe that if staff members enjoy the surroundings in which they work the students will benefit. It is our goal to produce students who leave our school with grade-level competencies in all areas of basic education. Every subject area taught should meet consistent standards designed to improve academic skills. To accomplish that, each teacher must be constantly involved in periodic planning and evaluation.

Parents are important to our total program, and we must work toward a closer relationship between home and school. Education does not end with the school day. Learning takes place in the home, church, and community as well. We believe that school is a tool parents can use to help their children learn how to live productively.

❖ **Know the members of the organization**

**NAMES YOU SHOULD KNOW**

Superintendent – Mrs. Pommerening  
Principal – Mr. Ketchum  
Counselor – Mrs. Harding  
Librarian – Mrs. Cobb  
Psychologist – Mrs. Feek

**TEACHERS**

Mr. Baillie	Miss Dose	Mrs. Lougee	Mr. Stuart
Mrs. Barrett- G/T	Mr. Finkbeiner	Mr. Priebe	Mr. Whatcott
Mrs. Cheney	Mrs. Hadley	Ms. Persoon	Mrs. White
Mrs. Colburn	Mrs. Harden	Mrs. Ross	Mr. White
Mrs. Dawson	Mrs. Hoeck	Mr. Ross	Mrs. Yrjana
Mr. Dickinson	Mr. Imus	Mr. Specht	

**SECRETARIES**

Mrs. Absec  
Mrs. Guthmiller

**PARAPROFESSIONALS**

Mrs. Bartle  
Mr. Bourgard  
Mrs. Blahunka  
Mrs. Carlson  
Mrs. Dickinson  
Mrs. Goodsen  
Mrs. Hammeren  
Ms. Loudon  
Mr. Miller

**COOKS**

Mrs. Bush  
Mrs. Figueroa  
Mrs. Sheppard

**CUSTODIANS**

Mrs. Comer  
Ms. Nevills  
Mr. Critchfield

Kellogg Middle School  
Behavior Management Plan  
2009-10

**Severe: 20 Demerit Points**

**\*Drugs/Alcohol: Use/Possession/Under Influence**

*Definition: Any student who appears at school, on a school bus or school vehicle, or at any school-sponsored activity or function, evidencing behavior which gives reasonable suspicion that he/she may be illegally under the influence of alcohol, drugs or controlled or mood-altering substance by an\*intervention-trained specialist, admits to use of such, or is found to possess drug paraphernalia, alcohol, drugs, controlled or mood- altering substances illegally, or to have such substances on his/her person, in his/her locker, vehicle or other property, will be in violation of this district's policy.*

**\*Firearms: including but not limited to; handguns, rifles, shotguns, explosives or other destructive devices, and non-firearm weapons such as knives etc.**

**\*Physical Attack on a Staff Member**

**\*Threat of Extreme Force**

1<sup>st</sup> Referral – 5 days out-of-school suspension and referral to Superintendent/Police notification

2<sup>nd</sup> Referral – 5 days out-of-school suspension and referral back to Superintendent for expulsion recommendation

**Less Severe: 10 Demerit Points**

**\*Tobacco Use/Possession/Distribution**

**\*Setting False Alarm/Dialing 911**

1<sup>st</sup> Referral – Police notification and 3 days in-school suspension

2<sup>nd</sup> Referral – Police notification and 5 days out-of-school suspension and referral to Superintendent

3<sup>rd</sup> Referral – 5 days out-of-school suspension and referral back to the Superintendent for expulsion recommendation

**\*Extreme Unsafe Behavior (fireworks, biting, etc...)**

**\*Major Theft-can be an immediate referral to the Superintendent and/or police**

**\*Truancy**

**\*Vandalism/Property Damage (May be referred to the Superintendent immediately depending on severity of damage)**

1<sup>st</sup> Referral – 1 day in-school suspension

2<sup>nd</sup> Referral – 3 days in-school suspension and referral to Superintendent

3<sup>rd</sup> Referral – 5 days out-of-school suspension and referral back to Superintendent for expulsion recommendation

## **Moderate: 7 Demerit Points**

**\*Hitting/Near Fight**

**\*Fighting/Physical Assault/Provoking a Fight**

**\*Filing a false complaint**

**\*Disruption for Substitute Teacher**

**\*Out of Control or Severe Classroom Disruption**

**\*Insubordination/Willful Disobedience/Disrespect for Authority/Failure to Comply with Reasonable Instructions or Requests**

**\*Bullying/Harassment including all forms of physical, verbal, emotional, sexual, written or graphic**

**\*Extortion of Money or other Valuables**

**\*Skipping Class**

1<sup>st</sup> Referral – 1 day in-school suspension

2<sup>nd</sup> Referral – 3 days in-school suspension

3<sup>rd</sup> Referral – 5 days out-of-school suspension and referral to Superintendent

## **Minor: 5 Demerit Points**

**\*Minor Theft of Student or School Property**

1<sup>st</sup> Referral – 1 day in-school suspension

2<sup>nd</sup> Referral – 3 days in-school suspension

3<sup>rd</sup> Referral – 3 days out-of-school suspension

4<sup>th</sup> Referral – 5 days out-of-school suspension and referral to Superintendent

## **Other Violations, Demerit Points, and Consequences**

**\*Cheating/Forgery/Lying**

**\*Inappropriate/Unsafe Behavior**

**Lighter/Flammables**

1<sup>st</sup> Referral- 3 days of lunch detention and 3 demerit points

2<sup>nd</sup> Referral- 1 day of in-school suspension and 5 demerit points

3<sup>rd</sup> Referral- 3 days of in-school suspension and 7 demerit points

4<sup>th</sup> referral- 3 days out-of-school suspension and 9 demerit points; referral to the Superintendent

**\*Repeated Minor Classroom Disruptions**

1<sup>st</sup> Referral – 3 days lunch detention and 3 demerit points (Parent/teacher conference required prior to first referral)

2<sup>nd</sup> Referral – 1 day in-school suspension and 5 demerit points

3<sup>rd</sup> Referral – 3 days in-school suspension and 7 demerit points  
4<sup>th</sup> Referral – 5 days out-of-school suspension and 9 demerit points with referral to Superintendent

### **\*Poor Assembly Behavior/Field Trip Behavior**

1<sup>st</sup> Referral – 3 days lunch detention and unable to attend next assembly plus 2 demerit points

2<sup>nd</sup> Referral – 1 day in-school suspension and removed from assemblies for remainder of year plus 2 demerit points

### **\*Public Display of Affection**

1<sup>st</sup> Referral – 3 days lunch detention and 2 demerit points

2<sup>nd</sup> Referral – 1 day in-school suspension and conference with both sets of parents and 3 demerit points

3<sup>rd</sup> Referral – 3 days in-school suspension and 4 demerit points

4<sup>th</sup> Referral – 1 day out-of-school suspension and 5 demerit points

5<sup>th</sup> Referral – 5 days out-of-school suspension and 6 demerit points

### **\*Not Showing for Detention/Rule Violation**

1<sup>st</sup> Referral – Make- up day plus 3 additional days and 3 demerit points

2<sup>nd</sup> Referral – 1 day in-school suspension (still serve detention) and 3 demerit points

3<sup>rd</sup> Referral – 2 days in-school suspension (still serve detention) and 3 demerit points

4<sup>th</sup> Referral – 3 days in-school suspension (still serve detention) and 3 demerit points

5<sup>th</sup> Referral – 1 day out-of-school suspension (still serve detention) and 3 demerit points

6<sup>th</sup> Referral – 3 days out-of-school suspension (still serve detention) and 3 demerit points

7<sup>th</sup> Referral – 5 days out-of-school suspension (still serve detention), 3 demerit points and referral to Superintendent

### **\*Bus Referral**

1<sup>st</sup> Referral – 5 days lunch detention and 2 demerit points

2<sup>nd</sup> Referral – 1 day in-school suspension, loss of riding privileges for 5 days, and 4 demerit points

3<sup>rd</sup> Referral – 3 days in-school suspension, loss of riding privileges for 30 days, and 6 demerit points

4<sup>th</sup> Referral – 5 days out-of-school suspension, loss of riding privileges for remainder of year, 8 demerit points, and referral to Superintendent

### **\*Dress Code Violation**

1<sup>st</sup> Referral – 1 day lunch detention, 2 demerit points, and student required to change into appropriate attire before returning to class

2<sup>nd</sup> Referral – Placed in in-school suspension for remainder of the day, an additional one full day of in-school, and 3 demerit points

3<sup>rd</sup> Referral – Immediately sent home, 2 days out-of-school suspension and 4 demerit points

4<sup>th</sup> Referral – Immediately sent home, 3 days out-of-school suspension and 5 demerit points

5<sup>th</sup> Referral – 5 days out-of-school suspension, 6 demerit points, and referral to Superintendent

### **\*Unacceptable Language/Profanity/Gestures**

- 1<sup>st</sup> Referral – 3 days lunch detention for low level language\*  
1 day in-school suspension for high level language and 5 demerits
  - 2<sup>nd</sup> Referral - 1 day in-school suspension for low level language  
3 days in-school suspension for high level language and 5 demerits
  - 3<sup>rd</sup> Referral – 3 days in-school suspension for low level language  
3 days out-of school suspension for high level language and 5 demerits
  - 4<sup>th</sup> Referral – 3 days out-of school suspension for low level language  
5 days out-of-school suspension for high level language, 5 demerit points  
and referral to Superintendent
- \*Demerit points for low level language assigned at discretion of principal

### **\*Electronic Devices: Includes cell phones, Ipods, MP3 players, laser pointers...**

#### **Hallway or School Grounds Violations:**

- 1<sup>st</sup> Referral – 1 day in-school-suspension, 3 demerit points, device confiscated and returned to parents at the end of the day
- 2<sup>nd</sup> Referral – 3 days in-school suspension, 5 demerit points, device confiscated and returned to parents at the end of the day
- 3<sup>rd</sup> Referral – 3 days out-of-school suspension, 7 demerit points, device confiscated and returned to parents at the end of the day
- 4<sup>th</sup> Referral – 5 days out-of-school suspension, 9 demerit points, device confiscated and returned to the parents at the end of the day, referral to Superintendent
- 5<sup>th</sup> referral- 5 days out-of-school suspension, 9 demerit points, device confiscated and returned to the parents at the end of the day, referral to the Superintendent with expulsion recommendation

#### **Classroom Violations:**

- 1<sup>st</sup> Referral – 3 days in-school suspension, 5 demerit points, device confiscated and returned to the parents at the end of the day
- 2<sup>nd</sup> Referral – 3 days out-of-school suspension, 7 demerit points, device confiscated and returned to the parents at the end of the day
- 3<sup>rd</sup> Referral – 3 days out-of-school suspension, 9 demerit points, device confiscated and returned to the parent at the end of the day, referral to Superintendent
- 4<sup>th</sup> referral- 5 days out-of-school suspension, 9 demerit points and referral to the Superintendent for expulsion

#### **\*Disruption of In-School Suspension**

- 1<sup>st</sup> Referral – 1 day out-of-school suspension and 5 demerit points
- 2<sup>nd</sup> Referral – 3 days out-of-school suspension and 7 demerit points
- 3<sup>rd</sup> Referral – 5 days out-of-school suspension, 8 demerit points, referral to the Superintendent

**\*Unacceptable Behavior While in Attendance At Co-Curricular Activities**

1<sup>st</sup> Referral – Loss of co-curricular attendance privileges for two months

2<sup>nd</sup> Referral – Loss of attendance privileges for the year

**Time-Outs for Minor Misbehavior or Disturbance in Classroom**

1<sup>st</sup>-3<sup>rd</sup> Green slips – Send to the office with work to do and make parental contact.

4<sup>th</sup> green slip – 4 days lunch detention – 2 demerit points

Each time out after the 4<sup>th</sup> – One day in-school suspension and 3 demerit points

2<sup>nd</sup> total of four time-outs – 3 days in-school suspension, 6 demerit points and referral to the Superintendent

**\*Tardies ( Tardy count starts new at the semester)**

1<sup>st</sup> referral- 3 tardies from any class - 3 days lunch detention and 1 demerit point

2<sup>nd</sup> referral- 4 days lunch detention and 2 demerit points

3<sup>rd</sup> Referral- 1 day of in-school suspension and 3 demerit points

4<sup>th</sup> referral- Three days of in-school suspension and 7 demerit points

5<sup>th</sup> referral- Three days out-of-school suspension, 8 demerit points and referral to the Superintendent

- After a student is referred to the office for receiving 3 tardies in any one class, they should be referred to the office after the 4<sup>th</sup> tardy and referred every time they are tardy in that class.

## ❖ Know Your Rights and Responsibilities

1. Students have the right and responsibility to learn.
2. Students have the right to answer and ask suitable questions.
3. Students have the right to expect cleanliness in others both physically and verbally.  
Students have the responsibility to keep themselves clean, both physically and verbally.
4. Students have the right to have lessons that are relevant and that prepare them for their future as high school students and adults.
5. Students have the responsibility to participate in all learning activities and do all assignments as directed by their teachers.

## **CHARACTER COUNTS! - Your Responsibility to develop good Character.**

### **The Six Pillars of Character**

#### **TRUSTWORTHINESS**

Be honest  
Don't deceive, cheat or steal.  
Be reliable.  
Have the courage to do the right thing.  
Build a good reputation.  
Be loyal.

#### **RESPECT**

Treat others with respect.  
Be tolerant of differences.  
Use good manners, not bad language.  
Be considerate of others' feelings.  
Don't threaten, hit or hurt anyone.  
Deal peacefully with anger, insults and disagreements.

#### **RESPONSIBILITY**

Do what you are supposed to do.  
Persevere: keep trying.  
Always do your best.  
Use self-control; be self-disciplined.  
Think before you act-  
    Consider the consequences.  
Be accountable for your choices.

#### **FAIRNESS**

Play by the rules.  
Take turns and share.  
Be open-minded; listen to others.  
Don't take advantage of others.  
Don't blame others carelessly.

#### **CARING**

Be kind.  
Be compassionate.  
Express gratitude.  
Forgive others.  
Help people in need.

#### **CITIZENSHIP**

Do your share to make your school better.  
Cooperate.  
Be a good neighbor.  
Obey rules and regulations.  
Respect authority.  
Protect the environment.

❖ Know your work schedule

**KELLOGG MIDDLE SCHOOL  
2009-10 Daily Bell Schedule**

<b><u>GRADE 6</u></b>	
<b><u>Warning Bell</u></b>	<b><u>7:45 and 7:55</u></b>
Advisory Period	8:00 - 8:25
Period 1	8:30 - 9:20
Period 2	9:25 - 10:10
Period 3	10:15 – 11:00
Lunch	11:00 - 11:40
Period 4	11:45 - 12:30
Period 5	12:35 - 1:20
Period 6	1:25 - 2:10
Period 7	2:15 - 3:05

<b><u>GRADE 7&amp;8</u></b>	
<b><u>Warning Bell</u></b>	<b><u>7:45 and 7:55</u></b>
Advisory Period	8:00 - 8:25
Period 1	8:30 - 9:20
Period 2	9:25 - 10:10
Break	10:10 - 10:20
Period 3	10:20 - 11:05
Period 4*	11:10 - 12:00
Lunch	12:00 - 12:30
Period 5	12:35 - 1:20
Period 6	1:25 - 2:10
Period 7	2:15 – 3:06

*JOINT SCHOOL DISTRICT NO. 391*  
*Kellogg, Idaho*  
**SCHOOL CALENDAR**  
**2009-10**

August 26-28	Teacher Workdays
August 31	First Day of School
September 7	Labor Day Holiday (No School)
September 16	Teacher Collaboration Day (Early Release for Students)
October 2	Curriculum Day (No School for Students)
October 30	End of 1 <sup>st</sup> Quarter – 43 Days, Teacher Workday (No School for Students)
November 4-6	Report Card Distribution
November 5-6	Parent-Teacher Conferences (No School for Students)
November 25	Early Release Day
November 26-27	Thanksgiving Holiday (Schools Closed)
December 21-January 1	Christmas and New Year's Holidays (School resumes on January 4)
January 18	Curriculum Day (No School for Students)
January 22	End of 1 <sup>st</sup> Semester – 45 days, Teacher Workday (No School for Students)
January 27-29	Report Card Distribution
February 15	President's Day Holiday (Schools Closed)
March 19	End of 3 <sup>rd</sup> Quarter – 38 days, Teacher Workday (No School for Students)
March 24-26	Report Card Distribution
March 25-26	Parent-Teacher Conferences (No School for Students)
March 29-April 2	Spring Vacation (Schools Closed – resumes on April 5)
May 28	District Retirement Party
May 29	Graduation
May 31	Memorial Day Holiday (Schools Closed)
June 4	Last Day of School for Students/End of 2 <sup>nd</sup> Semester – 47 days, Teacher Workday (Early Release for Students)
June 7	Teacher Workday
June 16-20	Report Card Distribution

## ❖ Keep track of your Assignments

### AGENDA BOOKS

You will receive an agenda notebook (also called a student planner) at the start of the year for recording assignments and goals.

#### **Expectations:**

- Carry your agenda to every class (including activity and regular advisory);
- Record daily assignments for each class and all school-related activities and appointments;
- Take proper care of your book;
- Use your agenda as a hall pass;
- Use your agenda as Internet access permission;
- Show your parents your agenda book.

If you lose your agenda book or leave it unattended where it gets stolen, you are responsible for purchasing a new one. A new agenda can be purchased for \$ 3.00 at the counselor's office.

## ❖ Know how you will be evaluated and rewarded

### GRADING

District Policy No. 653

A+	=	4.0	(98%-100%)
A	=	4.0	(93%- 97%)
A-	=	3.7	(90%- 92%)
B+	=	3.3	(88%-89%)
B	=	3.0	(83%-87%)
B-	=	2.7	(80%-82%)
C+	=	2.3	(78%-79%)
C	=	2.0	(73%-77%)
D+	=	1.3	(68%-69%)
D	=	1.0	(63%-67%)
D-	=	0.7	(60%-62%)
F	=	0.0	(59% & below)

### PROGRESS REPORTS

Each teacher hand-delivers a progress report to each student at mid-quarter time and a report

card to each student at the end of the nine weeks. We also mail home a copy of D's and F's. The last report in June is mailed home.

### Grade Reporting Schedule 2009-10

<u>Action</u>	<u>1<sup>st</sup> Report</u>	<u>2<sup>nd</sup> Report</u>	<u>3<sup>rd</sup> Report</u>	<u>4<sup>th</sup> Report</u>
<b>Progress Reports given to students.</b>	<b>10/2</b>	<b>12/4</b>	<b>2/19</b>	<b>5/7</b>
<b>Reports cards out</b>	<b>11/4</b>	<b>1/20</b>	<b>3/24</b>	<b>6/8*</b>

**\*mailed home**

### Science Fee

KMS does not have a science budget, and there are things that teachers need the students to have for projects in the classroom. During registration we ask for a \$5.00 donation for science classroom project supplies, but it is not mandatory. This helps the science teachers present fun educational projects for the students. Thanks for your help!

### STUDENT RECORDS

Student records are stored in the office, and parents may review them in the office area by making a request to one of the secretaries.

### RETENTION POLICY

Any student receiving two (2) or more "F's" in the basic subjects will be placed on a list for possible retention.

### HONOR ROLL

Students earning all A's and B's in a quarter will be placed on the honor roll. **Special recognition and awards will be given quarterly. If you receive a 4.0 you get two merit points; and if you are on the honor roll, you receive a merit point for each quarter you make the honor roll.**

## PERFECT ATTENDANCE

A student is considered absent from a class period if he/she misses even one minute more than half a period. If a student misses more than three periods in a row, he/she is considered missing half a day and is not eligible for perfect attendance. Absences from class for approved school activities do not count against perfect attendance.

### ❖ Plan on getting enough sleep and eating healthy

## LUNCH/CAFETERIA

We are now using an electronic lunch ticket program at KMS. You can add money to your lunch account before school, but you will no longer receive a paper lunch ticket. Your account will instead be credited when you purchase lunch tickets. Each student will have their own account with their own PIN number.

School lunches may be purchased for \$2.45, breakfast is \$1.50 and milk is \$.30. Students who qualify for the Free/Reduced Price Lunch Program may receive free lunch or a reduced price. Students applying for meal benefits that do not have an application on file as of May 2009 are responsible for meals at FULL PRICE. This will include any charges your child should acquire during the approval process.

Information forms are available from the cafeteria manager for students who require special diets by their physician.

**Note: Free and reduced lunch tickets are subsidized by the federal government and may only be used by eligible students. If you give or sell your free or reduced lunch tickets to another person, you may be subject to the school consequence for theft.**

### ❖ Attend regularly and be on time

## GENERAL ATTENDANCE INFORMATION

The Board of Education has recognized the importance of attendance through an attendance policy. There is a direct correlation between good attendance and success in school.

### If you are absent:

1. Have your parent or guardian call the school (784-1311) preferably before 8:30 a.m. Calls will be made each day to parents of absent students;
2. Bring a written excuse to the office stating your name, date, days of absences, reason for absence and parent signature. The secretary will give you an ADMIT SLIP. You must have an admit slip to enter your classrooms;
3. Have each of your teachers sign your admit slip the very first thing upon entering their room;
4. Make immediate plans to do all make up work due to absences. Your grades will reflect your absences if you do not get the work made up;
5. If absence is due to a family trip, parent or guardian should notify the school prior to the absence;
6. Failure to bring an excuse following an absence will be considered an unexcused absence.

## ATTENDANCE – AUTHORIZED ABSENCE

Absence due to personal illness, family emergency, family funerals, or school activities is automatically excused.

## ATTENDANCE – UNAUTHORIZED ABSENCE

The parent will be contacted on an unauthorized absence. A number of unauthorized absences will subject a student to further disciplinary procedures that may include loss of make-up time, loss of credit, probation, referral to the County Prosecutor's office by way of a juvenile petition, suspension and/or recommendation for expulsion, or may cause recommendation for grade retention. As a courtesy, the school office will send letters on the 10<sup>th</sup>, 20<sup>th</sup> and 27<sup>th</sup> absence to advise the parent and student of his/her absence record.

### **BE ON TIME TO CLASS**

Students must be in their seats and prepared to start work when the bell rings; and, if you are not, then you are counted tardy. Tips for preventing tardies:

- You should plan on organizing your locker and books so that you can quickly proceed to the next class;
- Carry books for two classes at a time during those passing breaks when you usually need to visit the restroom;
- Save the social visiting for lunch, before school and after school;
- If you have an emergency need, get a teacher to help or come to the office.

### ❖ **Know your resources**

#### **TEXTBOOKS**

The Board of Education furnishes textbooks without cost to students. The teacher records the condition of the book when making the distribution. At the end of the year, fines will be charged if the book has been damaged or lost. Report cards and records will not be issued if fees or fines are not paid. Take good care of your books, and do not loan them to other students.

#### **LIBRARY**

The Kellogg Middle School maintains an excellent library for the use of all the students.

Books may be checked out one at a time and kept for two weeks. Books may be renewed once. Resource materials are also available. Encyclopedias, magazines, restricted and reference materials (books with a large R and/or yellow tape) will not be checked out except in extreme emergencies and then only with the librarian's permission.

**For library books that are available only overnight, due to research projects, there will be twenty-five cents per day fine for books not returned the next morning. When a research book is kept out, it keeps all other students from being able to complete their work on time.**

**Approved BMT 11/17/04**

Students who have overdue books will be charged a fine of five cents a day including Saturdays, Sundays and holidays. Students are asked to use the book drop that is available any time the building is open. The doors will be open before and after school, at lunch, and during the regular school day.

### ❖ **Seek help when you need it**

#### **GUIDANCE**

The guidance counselor's office is located below the library. Our guidance counselor provides educational, career and social information to students in group guidance or individual counseling. The guidance program extends assistance to parents with special concerns about their child. Feel free to sign up to visit the counselor if a question or problem arises. Sign the counselor's list on the door so she may schedule you.

#### **SCHOOL RESOURCE OFFICER**

The school resource officer position was cut for the 2009-10 school as part of the overall budget reductions. If we need to have police involved at

the school, we will contact the Kellogg Police Department.

### ❖ Have good study habits

1. Have a special place to study at home.
2. Try to study and do any homework at approximately the same time each night - a dedicated study time. Having a habit of regular study is easier and more productive than occasional cramming.
3. Practice homework at least four nights a week - Even if you do not have assigned homework, organize or re-write your notes, read a book or magazine, put your notes on tape and play them back when you are too tired to read – use your dedicated study time to improve your mind.
4. Put everything you need for school in the same place each night in a bag so you can easily grab it and go in the morning.
5. Check that you have the needed supplies and bring them to school. If you cannot afford supplies, let your teacher or counselor know that you need help.
6. Be alert, sit up straight, take notes in order to learn all that you can during class.
7. Have a special homework folder to keep completed work and always put it in the same place with the notebook you bring to classes.
8. Record daily assignments in your agenda, mark them off when you have completed them, and put them in your completed work folder.
9. Bring your completed work folder, your notebook, writing supplies (paper, pen, and pencils) to every class along with any needed book.
10. Always use a pencil for math work.
11. Neatness makes a significant difference. Re-write to improve neatness and increase retention whenever possible.
12. If you want to learn something so it stays in your head for future use, repeat it several times by using as many of your senses as possible. “Read it, Write it, Hear it, Say it.”
13. Self-evaluate regularly, “Am I doing my best work?”

14. The more you know the more valuable you are to yourself and others. Learn all that you can, and increase your opportunities for fun and power.
15. If you need to improve on something, do not waste your time on blame. Think of what you want to achieve, and plan for small steps toward improvement in that direction.
16. Finally, your trip toward success is more guaranteed when you have a CLEAR VISION (road map) of what success would look like for you. Without a dream of where you want to go, you will wander, waste time, and lose out on the best of fun, freedom, power, love, and belonging. So **dream positively, set high goals, and make your dream as vivid as possible.**

### ❖ Increase your support through parents and quality friends

#### PARENT CONFERENCES

Conferences are held during the fall and spring semester, and parents will be notified when conferences are to be held through the monthly bulletin sent home with students. Parents should feel free to call the counselor or team leaders and arrange additional conferences with their child’s teacher(s) at any time throughout the school year.

#### WHO WILL BE THERE FOR YOU?

It is difficult for a student to continually do hard work without some support from family or friends at times. Learn to talk to your parents about your homework and share any other problems you may have with them. Try to build quality friends who are moving toward similar higher goals by being friendly and setting high standards for yourself. Having one good friend is better than a bunch of acquaintances you cannot trust to be supportive of you. If you have difficulty with friends, see your counselor for help.

## BEHAVIORAL EXCELLENCE

**In Order to Achieve Behavioral Excellence, there are important details you should know:**

### ❖ Safety expectations

Becoming a middle school student means increasing your freedoms and privileges. Along with privileges come responsibilities.

<b>New Freedoms in Middle School</b>	<b>Responsibility (associated with the Freedom)</b>
Moving unescorted between classes	Being on time; Stay out of unauthorized areas such as bookroom, storage hallway between halls, any storage areas, gym, weight room, wrestling room, etc. unless a teacher is present and has given you permission.
Snack cart at break or lunch	Only eating in café and picking up any litter on grounds and in the hall (even if it is not yours).
Eating at your choice of table	Only eating at a table and not walking around with food.
Free to choose to play outside, in the gym (if open) or go to the library	Stay within the boundaries and not be in the halls after 5 minutes into lunch
Free to have milk shakes	Only eat/drink in café while sitting down. Clean up your spills.
Free to attend activities/field trips/assemblies and participate in sports	Take care of books and materials, pay any fees and fines promptly, and

and honor organizations.	behave in school.
Free to win a bicycle, skateboard or other prizes at the talent show in June.	Earn honor roll and no green or red slips.

### **WEAPONS AND VIOLENCE - KMS is Committed to Safety!**

As it is our intention to provide a safe learning environment for all students, Kellogg Middle School strongly supports the policy to maintain a **zero tolerance for threats of violence toward students, school personnel, and school property.** Threatening death, dismemberment, or extreme violence against staff or another student (or students) may result in an immediate out-of-school suspension for no less than five days and referral to the Superintendent of Schools for further disciplinary action.

**Bringing weapons to school will also not be tolerated.** Guns, knives, and other objects that may do serious physical harm to others may result in an immediate suspension of no less than five school days and a referral to the Superintendent's Office with a recommendation for expulsion under the School District's weapons policy.

One of the best deterrents to violence is student reporting. **Contact the school counselor or principal if you feel there may be a dangerous situation.** You should be able to get prompt resolution through in-school reporting, but if you feel you need to be anonymous, you may still report through the Safe School Hotline at 1-866-543-2763. The information on how to contact this Hotline will be posted throughout the school.

Remember, we are a community and all protect each other here. Individuals usually reveal their intentions to hurt someone – **REPORT IT!** If you are not sure of the threat, report it anyway. Never threaten (even in fun) anyone.

### **LOCKDOWN PROCEDURE**

During the course of the year, we may practice lockdown drills. These are designed to quickly position students in the safest place possible in the event of a threat to their safety. Should you be in our building and hear a loud alarm going off intermittently, immediately report to the closest room and stay there until a familiar voice releases you. While in the room, you will be expected to follow the instructions of the adult supervisor in that room. You will need to move away from windows and to position yourself low to the floor. Remain in classes until you hear a familiar voice give the all clear. Remember, drills are not a time to play around – these are serious events.

A fire drill uses the same alarm but is one continuous loud buzz. Each teacher will instruct students on proper fire drill evacuation procedures during the first weeks of school.

**The Golden Rule, plus three little words to remember before you speak:** Almost everyone knows the Golden Rule, but let's take the rule one step further. The Golden Rule is to treat others as you would like to be treated. The three words we all need to keep in mind before we speak, especially if it is gossip-related, are: **NECESSARY, TRUE and KIND.** Ask yourself these three questions before you speak: Is what I have to say **NECESSARY**? Is what I have to say **TRUE**? Is what I have to say **KIND**? If you can honestly answer yes to all three of those questions, then you shouldn't have any problems with what comes out of your mouth. Most of the problems people have

with other people have something to do with what they have said. If we mind what we say, we usually have fewer problems in life. People also tend to respect other people who are kind and don't say negative things. Give it a try at home, and see if you can follow the guidelines listed above before you speak. I can almost guarantee you there will be positive results!

### ❖ **Remember to respect others**

#### **SEXUAL HARASSMENT**

Kellogg Middle School has a legal and ethical responsibility to protect students from sexual harassment. Students should be aware that ***any act that creates a "hostile" environment*** may be considered sexual harassment. The following actions are just a few examples of sexual harassment: spreading sexual rumors, teasing others about their bodies or build, passing sexually descriptive notes or name calling, etc. Based on the severity of the harassment, consequences would range from detention to suspension or even to expulsion. **Students should also be aware that there are similar consequences for "false reports."**

### ❖ **Keep track of your personal items in an orderly fashion**

#### **LOCKERS**

Each student will be assigned a locker. Periodic inspections will be made to see that they are kept neat and orderly. Use only the locker assigned to you, and keep it locked at all times. If you want to change locker partners, you must get permission from the office first and have a good reason.

Lockers and desks are school property and remain at all times under the control of the school. However, students are expected to assume full responsibility for the security of their locker. Authorized school officials

may open and inspect lockers when there is reasonable cause that the locker may contain items which may be a threat to safety and security or may contain missing or stolen items. Such a search may be conducted without notice or consent.

Locks may be rented for \$5.00. When returned at the end of the year in good working condition, students will receive a \$2.00 refund. For safety reasons, only school locks may be used on school lockers. Note: It is not safe to store valuable items or money in a locker, even with a lock on it.

**Do not take the school lock home.** If it is lost, you will owe an additional \$5.00 for the replacement of the lock since replacement of the lock costs more than the rental fee.

## Board Policies on Searches

### Drug Dog Searches POLICY NO: 569

All students are responsible for the contents of any vehicle, locker, desk, bag or other item they possess or bring on to District property or to a District sponsored event. No student shall possess, place, keep or maintain any article or material that is prohibited by law or District policy in items, lockers, vehicles, desks or bags assigned to them or under their control while on District property or at a District sponsored event.

Discovery of a prohibited substance may result in referral law enforcement and/or disciplinary action consistent with district policy.

#### USE OF TRAINED DOGS

In an effort to keep schools free of drugs, the District may use specifically trained non-aggressive dogs to sniff out and alert the dog's handler to the presence of substances prohibited by law. The dogs may sniff the air around lockers, desks, bags, items or vehicles on District property or at District sponsored events only when there are no students or employees present. Only the trained dog's handler will determine what constitutes an alert by the dog.

Trained dogs' sniffing of vehicles, desks, bags, items and lockers does not constitute search under the Fourth Amendment. However, a trained dog's alert constitutes a reasonable suspicion for the District officials to search the lockers, desks, bags, items or vehicles. Such a search by District officials may be conducted without notice or consent, and without a search warrant.

The use of trained dogs shall be unannounced and may be made at the discretion of the Superintendent or designee. Students and parents/guardians shall be informed of this policy at the beginning of each school year.

If a student obstructs the District official's search, the matter may be referred to the local law enforcement agency. If law enforcement authorities are involved in the search, the search shall be conducted under criminal law standards rather than under the provisions of this policy.

ADOPTED: July 16, 2002

### Searches by School Officials POLICY NO: 570

The constitutional rights of students do not stop at the schoolhouse gates. Therefore, students have a right to be protected from *unreasonable* searches by school officials. However, it is the intent of the board of trustees to provide a safe and orderly environment for all students, conducive to the pursuit of educational goals. As a result, it may be necessary for school officials to search a student, his/her personal belongings, locker, desk, or vehicle, when it is in the interest of the overall welfare of other students or is necessary to preserve the good order and discipline of the school.

Only district personnel authorized by the superintendent may conduct a search pursuant to this policy. This policy applies to only those searches conducted by school officials; it does not apply to searches by law enforcement officers.

#### DEFINITIONS

"Contraband" means all substances or materials which students are prohibited from possessing by district policy. Examples include, but are not limited to, cell phones, beepers, and articles containing gang symbols.

"Reasonable suspicion" means that the school official initiating the search has a well-founded suspicion—based on objective facts that can be articulated—of either criminal activity or a violation of district policy by a particular

student(s). Reasonable suspicion is more than a mere hunch or supposition.

### **RANDOM SEARCHES**

In the interest of maintaining safe and drug-free schools, school officials may conduct random or “blanket” searches of student lockers, student belongings, desks, and the school parking lot. School officials will conduct such searches in a random and systematic manner that is minimally intrusive, and it is not required that reasonable suspicion exist.

The superintendent or designee will develop and implement a “lottery” system by which lockers, desks, student belongings, and vehicles will be randomly selected to be searched. Random searches may be conducted for any reason at any time without notice, without student consent, and without a search warrant. Random searches may involve the use of drug dogs, metal detectors, or surveillance cameras.

### **REASONABLE SUSPICION SEARCHES**

To initiate a reasonable suspicion search, the school official must have a reasonable suspicion as to all of the following:

1. A crime or violation of school policy has been or is being committed;
2. A particular student has committed a crime or violated district policy;
3. Physical evidence of the suspected crime or violation of district policy is likely to exist; and
4. Such physical evidence would likely be found in a particular place associated with the student suspected of committing the crime or district policy violation.

The search based on reasonable suspicion must be reasonable in its scope. The areas or items to be searched and the methods utilized must be reasonably related to finding physical evidence of the crime or violation of district policy. The search must not be excessively intrusive, given the age and gender of the student and the circumstance of the search.

School officials will make a reasonable effort to obtain the consent of a student before initiating a reasonable suspicion search, unless the circumstances constitute an emergency.

### **STUDENT’S PERSON OR POSSESSIONS**

At any time when the student is on school property or at a school-sponsored event, school officials may search the student’s person or possessions (backpack, purse, etc.) if the school official has reasonable suspicion to believe that the student is in possession of illegal or contraband materials or is otherwise secreting evidence of a crime or violation of district policy.

Such searches shall be conducted in an appropriate manner, in private and witnessed by another adult. Students may be required to remove outer clothing (jacket, shoes, etc.) and empty pockets as part of the search. If the search is of the student’s person (“pat-down” search), the school official conducting the search and the witness must be of the same sex as the student. Under no circumstances is a school official authorized to conduct a “strip search” of a student.

### **LOCKERS**

Lockers assigned to students are the property of the school district and remain under the control of the district at all times. The student will be responsible for the proper care and use of the locker assigned for his or her use. Students are prohibited from using a locker for the storage of illegal, contraband, or potentially harmful items, including, but not limited to, weapons, drugs, and alcohol.

School officials may randomly open and inspect lockers for any reason at any time. If the random search produces evidence of criminal activity or violation of district policy, it may serve as a basis for a reasonable suspicion search of the locker’s contents, including the student’s property.

School officials may open and inspect lockers when there is reasonable suspicion that the lockers may contain illegal or contraband materials, other evidence of a crime or violation of district policy, or items which may be a threat to safety or security. Searches of lockers, whether random or with reasonable suspicion, may be conducted without notice, without consent, and without a search warrant.

### **AUTOMOBILES**

Students are permitted to park on school premises as a matter of privilege, not of right. School officials are authorized to conduct routine patrols of school parking lots, inspecting the exteriors of vehicles parked on school property. The interiors of vehicles on school property may be searched whenever an authorized school official has reasonable suspicion to believe that illegal or

contraband materials, other evidence of a crime or violation of district policy, or items which may be a threat to safety or security, are contained inside. Such patrols and searches may be conducted without notice, without consent, and without a search warrant.

### **SEIZURE OF CONTRABAND OR ILLEGAL MATERIALS**

School officials may seize and retain, or turn over to law enforcement officials, any contraband or illegal items, or evidence of a crime or violation of district policy, found as a result of any search conducted pursuant to this policy.

### **NOTICE**

Students and parents/guardians shall be informed of this policy at the beginning of each school year through publication of the policy or an age-appropriate summary in the student handbook.



### **LEGAL REFERENCE:**

**Idaho Code Section 18-3302D**

*New Jersey v. TLO*, 469 U.S. 325 (1985)

*Tinker v. Des Moines*, 393 U.S. 503 (1969)

**ADOPTED:** July 8, 1996

**AMENDED:** April 8, 2003

### **Positive Behavior Plan (Catch Kids Being Good)**

You can actually be caught doing something good at school. The referral system will work much like that of our discipline referral system, but instead of getting a consequence you will be rewarded. The rewards will vary; but just like a discipline referral, you will get a letter sent home to your parents stating the good thing you have done. **You will receive a merit point for each caught in the act slip you receive.**

### **Student of the Week:**

Each week Mr. Ketchum will pick a student from each grade as a Student of the Week. Those students will receive a certificate and will also have pizza with the principal at the end of the month. There are many ways you can be chosen as Student of the Week - it is not based solely on your grades. Helping others and having a positive attitude are also ways to receive this award. **You receive two merit points for being student of the week.**

### **Dress Code**

Students will be expected to maintain the type of appearance that isn't distracting to staff members and /or other students, does not disrupt the teaching/learning process, is not viewed as being immodest in a school setting and is in good taste for work/business environment. Students will be asked to make changes necessary before returning to class if the following criteria are not met. Items not considered acceptable for school wear:

- Sunglasses, hats, headbands including bandanas, and other head coverings.
- Clothing/accessories which display words or images advertising alcohol, tobacco, drugs, or weapons of any kind.
- Garments or items which are profane, obscene, or sexually explicit or suggestive words or images (i.e. Hooters, Big Johnson, etc.)
- Clothing which allows undergarments to be seen and or is see through: including bras, briefs, boxers, etc.
- Halter tops, bra-less or bare midriff blouses (blouses or shirts must be long enough to be tucked in if desired. The rule to go by is when you raise your hands over your head you should not be able to see bare skin on the stomach.) No wife-beater type shirts or shirts with shoulder straps of less than one inch wide.

- All shirts must cover up the chest area; there should be no cleavage showing.
- Short shorts, skirts must be longer than two inches past your finger tips when your arms are hanging at your side in a relaxed position.
- Pajamas or lounge pants with or without pockets are not permitted. Slippers are not to be worn to school at any time.
- Clothing or jewelry which could compromise school safety or be perceived as “gang” related (i.e. spiked jewelry, chains, bandanas, trench coats, etc.) will not be allowed.
- Face paint is not accepted.

Part of the KMS Behavior Plan is that students will receive the normal consequences for inappropriate clothing. In general, clothing that is dangerous to the educational process, as determined by the administration, will not be allowed. Students violating these rules will be sent to the office for disciplinary action and will be required to change into acceptable clothing. Refusal to change is insubordination and may result in immediate removal from

school.

### **Cell Phone/ Electronic Device Policy at KMS**

All electronic devices brought to KMS must be kept in the student’s locker during the school day and turned off. At no time is it permissible to use cell phones, I-Pods, walkmans, cameras, video games or any other type of electronic device during the school day at KMS. If a student needs to use their cell phone for an emergency, they need to go to the office and ask permission from the secretary to use their phone in the office. Students can use their cell phones - **after school - outside of the school building.** Students who have any of these types of devices with them during the school day will be subject to the following consequences:

- Students will have them taken away and a parent will have to come to school to pick it up.

**Students breaking these rules will also receive a discipline referral from the school consequences are listed in the school-wide discipline plan.**

❖ **Know basic rules and consequences and show respect for authority and each other**

UNACCEPTABLE BEHAVIORS	CONSEQUENCES*
<ul style="list-style-type: none"> <li>• Classroom, assembly or activity misbehavior or disruption.</li> <li>• Tardy (must be in seat, prepared to work when bell rings).</li> </ul>	<ul style="list-style-type: none"> <li>• Time out to the office for the rest of the period.</li> </ul>

<ul style="list-style-type: none"> <li>● Lack of academic performance (not working).</li> <li>● Forgery, cheating, extortion, theft or other law violation.</li> <li>● Lying to staff member, using another student’s planner.</li> <li>● Not showing for a teacher detention or not doing an assigned consequence, not showing for regular detention.</li> <li>● Lighter, flammable items, fireworks.</li> <li>● Inappropriate/unsafe behavior, gambling, loitering, or refusal to identify self, throwing or kicking snow.</li> <li>● Inappropriate dress or distracting class due to hair color.</li> <li>● Using computers, CD players, laser pointers, cell phones or other electronic devices that distract from learning.</li> <li>● Toys, pacifiers, games are never appropriate at school.</li> <li>● Unacceptable assembly, field trip or co-curricular behavior.</li> <li>● Disrupting detention or ISS room.</li> <li>● Bus referral, inappropriate behavior at bus stop</li> <li>● Excessive display of affection (only handholding in 7/8 grade). Full frontal hugs are inappropriate for middle school.</li> <li>● Assault, provoking assault, fighting, hitting, biting, roughhousing.</li> <li>● Vandalism, open food, beverages in hall, loitering around vehicles or damaging them.</li> <li>● Harassment (sexual or other), intimidating, threatening.</li> <li>● Filing a false complaint or claim.</li> <li>● Truancy and/or leaving school ground.</li> <li>● Insubordination, disrespect or inappropriate language, or attack directed toward a staff member.</li> <li>● Not following the reasonable request of a staff member.</li> <li>● Disruption for a substitute.</li> <li>● Unacceptable language or acts, vulgar or obscene gestures or racial slurs.</li> <li>● Inappropriate web sites.</li> <li>● Tobacco, drugs, alcohol, controlled substance, use possession or influence.</li> <li>● Setting false alarm, dialing 911.</li> <li>● Weapons</li> <li>● Unauthorized entrance to a normally secure area from students, and staying after school without supervision.</li> </ul>	<ul style="list-style-type: none"> <li>● Time out on the playground for the rest of lunch.</li> <li>● Assigned to Conflict Management.</li> <li>● Lunch Detention for one or more days and write a plan for improved behavior.</li> <li>● Out of class pending parent conference.</li> <li>● Removal to the ISS room for the rest of the semester with an “F” in the class, or reduction in grade.</li> <li>● In-School Suspension room assignment for one or more days.</li> <li>● Out-of-School Suspension for one or more days.</li> <li>● Immediate removal by law enforcement to parents or custody.</li> <li>● Referral to the Superintendent.</li> <li>● Expulsion.</li> <li>● Removal from activities, field trips, dances or special events.</li> <li>● Write a plan for better behavior choices.</li> <li>● Loss of bus riding privileges for a period of time.</li> <li>● Assigned seating on the bus.</li> <li>● Parent conference.</li> <li>● Pay restitution for damages.</li> <li>● Removal from building computer use.</li> <li>● Referral to police or other appropriate agency.</li> <li>● Exclusion from field trips, sports, assemblies and/or activities.</li> <li>● Probation/contract.</li> <li>● Clean up detail.</li> <li>● Parent phone call.</li> </ul>
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**\*Not all consequences apply to every category, and other consequences may be added as needed.**  
**\*Consequences are not necessarily in the order they will be assigned.**  
**\*For repeated offenses, consequences increase.**  
**\*Students who are serving in-school or out-of-school suspension will not be allowed to attend that day’s extracurricular activities (i.e. assemblies, dances, socials, athletic events, etc.). This means they are not to be at the game or ride the bus (if they’re a team member.)**

**BEING IN “GOOD STANDING” IN ORDER TO PARTICIPATE IN SPECIAL ACTIVITIES**

Every month we have special activities and especially end-of-the-year events planned by the staff for students. It is important to remember that

you might miss some of these activities if you are not in “good standing” in school.

Good standing means:

- 1. You have all fees and fines paid by the day before the event. Approved BMT 05/27/05**

**The list for fees and fines will be published one week before the activity. If you have a financial hardship, see the principal to make special arrangements to pay.**

2. You are behaving in class and following school rules. If you have any detentions or in-school suspensions remaining, you get them served without missing any and then do not earn any more.

Some of the fun activities you might miss if you are not in good standing include:

- Athletics;
- Membership in Student Senate, National Junior Honor Society ;
- 6th, 7th, 8th grade field trips and some class activities;
- The talent show and the opportunity to win a bicycle, skateboard or other great prizes;
- The final all-student assembly;
- Yearbook signing;
- School plays;
- 8<sup>th</sup> grade Celebration Ceremony;
- 8<sup>th</sup> grade dance;
- Last-day games and ice cream;
- End-of-the year barbecue lunch;
- The celebration if we bring our school ISAT scores up to proficiency.

If we cannot trust a student to follow the rules, we do not take them on these special events where we might be in public or a more free area where we need full cooperation of all students.

### **Activities Policies**

The BMT approved a new activities eligibility policy on 5/25/05 – be sure to become familiar with the changes.

### **End of the Year Field Trip and other activities**

Any student with seven or more discipline referrals for the school year will not be allowed to attend end- of- the- year ‘fun’ field trips. They will also miss the end- of- the- year activities such as the talent show, BBQ, and other fun activities. This

does not apply to educational field trips that are part of the curriculum.

- Students who are failing two or more classes during the fourth quarter at progress report time will not be allowed to attend end- of- the- year grade level field trips.
- **Students who receive a discipline referral during the month of May could possibly miss the end of the year fun activities. This will be up to the discretion of the principal or his/her designee (added 2009-10)**

### **Final reminder.**

**Remember – having fun together while learning is all about trust and respect for each other and the rules.**

### **IN-SCHOOL SUSPENSION**

This is a full day of work in which:

- The student is timed out for the day to room 120;
- The student keeps up with academic work from classes;
- The student will do other work as assigned by the In-School room instructor.

### **BUSSES**

Bus transportation of students to and from school is under the supervision of Mr. Art Krulitz. Questions concerning bus operation and discipline situations should be directed to the bus garage by calling 784-0061.

### **STUDENT BUS CONDUCT**

1. Students must obey the bus driver’s directions promptly and courteously.
2. Students must avoid loud talking or unnecessary confusion. Absolute silence is demanded when the driver stops the bus at a railroad crossing.
3. Students must keep hands, arms, and head inside the bus at all times. Windows may not be opened more than half way.

4. Students must be on time to board the bus. It is recommended students arrive at the bus stop five (5) minutes before the scheduled arrival of the bus.
5. Students are to stay well off the roadway when waiting for the bus and respect the property at the bus stop.
6. Students must not try to board the bus until it comes to a complete stop and the door is opened.
7. Students must remain seated while on board.
8. If necessary for a student to cross the road after leaving the bus, they must wait 15 feet in front of the bus until the "all clear" signal is given by the driver and then cross carefully. In crossing the road to board the bus, the student must wait until the driver gives the "all clear" signal, and then carefully cross in front of the bus.
9. Students must board and leave the bus at their established stop unless they have a request signed by their parent or guardian to do otherwise.
10. When assigned to a bus, a student must continue to ride that bus unless reassigned by the respective school building principal.
11. Students must strive to keep the bus clean and neat. No materials are to be thrown from the bus. Eating or drinking is not allowed on a school bus.
12. No smoking or tobacco will be permitted on any bus at any time.
13. No items are to be stored in the aisle. Any large items carried on the bus must be held on the student's lap. Items such as large musical instruments, shop projects, skateboards, pets, etc., shall not be transported with students on the bus.
14. **Due to limited space and for safety reasons, skateboards are not allowed on school buses.** Please leave them at home. If you bring them on the bus, they will be collected by the driver and given to the Principal for delivery to parents only. Repeat offenders will follow the normal bus discipline referral procedures.
15. Students may not walk from the middle school to the high school and board the bus.
16. **The transportation has their own discipline plan with separate consequences. This was adopted during the 2008-09 school year. If**

**there are problems on the bus, the transportation dept will contact your parents.**

**As far as discipline is concerned, a bus driver has the same status and authority as any school personnel.**

### **GENERAL RULES**

**No individual at KMS has the right or privilege to infringe or deny the rights of another individual.**

1. **Coats/backpacks** - Lockers are issued for coats and backpacks. For safety and space reasons, these items are *not allowed in the classrooms any period of the day.*
2. **Skate toys, water toys, balloons, and other toys in general** are to be left at home.
3. **Skate shoes are not allowed** – they mark up our floors and are a hazard to student safety in the halls.
4. **Bicycles** are to be parked in the bike rack. You are asked to walk your bike to the road after school. The bike rack is off limits to all students during the day. After you park your bike, stay away from the rack until it is time to leave school.
5. **A telephone** is available in the lobby/café area during the lunch period and before and after school. **The telephone line starts in the cafeteria. There should only be one person at the phone at any given time.(added in 2008-09)**
6. **Electronic devices** such as laser pointers, pagers, cell phones, electronic games, tape players, and other such disruptive devices will be confiscated if seen and can only be picked up by parents. They should be left at home and are not to be brought to school. The school will not be responsible for lost or stolen items.
7. **Fragrances, perfumes, hair sprays** must not be used in the close presence of other people. We have staff and students in our building who are highly allergic to these items and could even suffer respiratory arrest by being near concentrations of these types of odors. Students who spray other people with a fragrance would be considered to be harassing/attacking the other person and receive the appropriate consequence.

8. **Lost and found items** are to be turned in to the main office. Students who have lost items of clothing should check the Lost and Found box across from the music room. Check for lost books and jewelry in the main office. Label your personal property.
9. **Sunflower seeds** are not permitted at school or after-school activities due to the exceptional problem they create in building cleanliness.
10. **Gum and candy** is up to the teacher and administrative discretion. All such items may be confiscated and not returned when seen outside the café.
11. **Beverage machines** will only be available to students after school. Beverages may not be purchased during class time. Students may not have open food or beverages in the hall.
12. **Disagreement with a teacher** - The student will be expected to cooperate with the judgment of the staff member because of their greater experience and training. Tactful discussion should take place after class hours to resolve problems.
13. **After-school supervision** – Students are not to stay after school unless they have a teacher who is directly supervising them. Students who are still at the school any later than 3:20 P.M. will have their name referred to the office.
14. **Loitering in the parking lots** – Students are to stay away from vehicles in the parking lots. If a class is moving through the area, stay with the class and teacher and away from any cars.

### **BASIC INSTRUCTIONS**

**NO VISITOR POLICY** – The schools in our district have adopted a “No Visitor” policy for students for the safety reasons and also to avoid disruption of the learning process. Parents/guardians, or other authorized adults, should check in to the office when picking up students. **Only adults on the emergency list signed by the parent/guardian will be allowed to pick up students.**

**CLOSED CAMPUS** – All students must stay on the school grounds from the time they arrive at school until they leave at the end of the school day or are checked out in the office by a parent. District

policy mandates a two-day suspension and a parent conference for first-time violations of this. The area in front of the school adjacent to the bus loading area, the area behind the gymnasium, the cafeteria, and the area directly adjacent to Bunker Avenue are off limits to the students. Students will be restricted to the playground area and the area near the courtyard.

**SIGN-OUT PROCEDURE** – Any student leaving the building must be signed out before they may leave campus. School-time appointments should be kept to a minimum. **Only those people designated on the Enrollment Form will be allowed to sign students out of school.**

**ILLNESS AT SCHOOL** – A student who becomes ill while at school **must use the office phone** to notify his or her parents.

**MEDICATION POLICY** – The parent/guardian must request in writing that prescription and non-prescription medications be given during school hours. Specific directions for administering the medication and the parent/guardian's signature must be received before any medication will be given to the student. **Prescription medication must be in its original container, or other container approved by the building administrator, with the student's name, prescription number, doctor, and directions clearly set forth on the container.** Non-prescription medication must be in a container with the student's name on it, and directions for administering the medication must be attached. **Students may not have any medication with them at any time.** This includes aspirin and other over-the-counter medications.

### **CAFETERIA BEHAVIOR LUNCHROOM CONDUCT**

It is the common desire of the students and faculty of the Kellogg Middle School that the lunchroom have a pleasant and orderly atmosphere where all may have an opportunity to enjoy their meal. To ensure that type of atmosphere, the following rules have been formulated:

1. If you have money to deposit in your account, be sure and do it before school starts.
2. Wait in line in an orderly fashion, hands and feet to yourself. Keep your position in line. Don't crowd, save a place in line, or take cuts.
3. Stay seated while eating.
4. Clean up all spills. Learn how to clean it up yourself.
5. There will be absolutely no running.
6. Get the correct meal. In advisory, we take a lunch count as to your choice. When you get to the cafeteria, it is not appropriate to change your mind as we will then run out of food for others.
7. Do not ask for food from others, and keep your hands off of their food.
8. There will be absolutely no throwing of anything.
9. Choose a seat, and stay there while eating. Do not walk around the cafeteria while you are eating.
10. Eat your meal before you play games. If you are seen consistently not eating, your parents may be notified and you could be excluded from the games inside and out.
11. When finished, be sure to dump your tray, taking care to not dump the silverware. Use the milk holder for leftover milk shakes and milk. Spoiled milk can quickly stink up our trashcans.
12. **Milk shakes, bottled and canned beverages must be consumed in the cafeteria only.**
13. When finished eating, you can go in the gym (if open), outside on the playground, to the restrooms by the cafeteria, or to the library. Try to pick one place and stay so that we are not opening the outside doors excessively.
14. Do not enter the lobby or hallway after the first five minutes of lunch. Take a coat with you to lunch if you are going outside in cold or wet weather as you will not be allowed back in the hallway since there is no supervision there. You must have a pass from your teacher or principal before entering classroom wings after the first five minutes of your lunch hour.
15. Once a beverage is open, it should be consumed in the cafeteria unless it is closed securely. Open beverages may not be taken into the hall.
16. Trays may not be taken out of the cafeteria for detention. Order a sack lunch in the morning if you are going to have detention.

17. Games and the gym open 10 minutes after lunch starts in order to encourage students to eat healthy.
18. Students who misbehave in any area at lunch will be timed out by the adult to a certain area for the rest of the lunch period. Follow the directions of the adults carefully and without argument.

### **PLAYGROUND/GYM BEHAVIOR**

1. Keep hands and feet to yourselves.
2. Be courteous, respectful, and always show good manners.
3. No wrestling, tripping, tackling, or excessive aggressiveness.
4. Leave promptly for class when the bell rings.
5. Outside - stay within the boundaries – these will be shown to you by your language arts teacher. If you are not sure, ask the duty teacher. Inside, stay out of the locker rooms, music hall, front lobby, and the gym lobby. To enter the gym at lunch, if it is open, you may use the ramp only.
6. Outside - **all food should be consumed at the tables and disposed of in the trash cans provided. Inside, no food or beverage is allowed in the gym.**
7. No snow throwing or kicking. **KMS has a “No Snow Throwing Policy.”** This means that students are not to throw, kick, or otherwise propel snow through the air while at school, the bus stop, or any school activity. They are not to bring snow into the building or onto a bus for any reason.
8. Do not run, jump, or walk across the top of the picnic tables.
9. On the playground, only touch football is played since students are not in protective gear. **Contact games** are not allowed at any time (i.e. tackle football, wrestling, etc.).
10. At any time in our school or on the playground, dodge ball can only be played with the Nerf balls in PE. The hard rubber red balls are never used for dodge ball as they can cause injury.
11. No picking each other up for safety reasons and violation of inappropriate touching. No jumping over each other.
12. Do not engage with any visitors outside the playground during school hours. All visitors

must report to the office before entering the school facilities.

### **CONDUCT IN THE HALLS**

1. Walk – don't run.
2. Walk on the right side of the hallway.
3. Keep your hands and feet to yourself.
4. Always pick up paper and other material on the floor.
5. Talk in a normal voice – don't shout.
6. Hall Pass – Students are required to have their agenda with them when in the halls during class time. You may not use another student's planner – that is considered an offense.
7. If you go to your locker, close it quietly so as not to disturb classes.
8. Students in the halls excessively or who disrupt other classes, could lose their hall pass privilege.

### **HOW TO VIEW A CONCERT OR ASSEMBLY**

Many types of assemblies will be presented to the student body. No matter what the assembly is, students should realize that an effort is being made to provide enjoyable and valuable programs. The following criteria is to be followed:

1. Students enter the gym walking and talking quietly with their class and sit with their teacher in the assigned section;
2. Students will stop any talking and give the presenters your complete attention;
3. Students will remain seated throughout the assembly;
4. Students will show that they liked the assembly by clapping when each piece is over and at the end. Whistling is not generally appropriate behavior. Jumping on the bleachers or stomping on seats is not allowed for safety reasons;
5. Booing is not acceptable. Even when joking, it does not sound good. It is best to save comments for later discussion.

### **CONDUCT AT DANCES**

1. Only KMS students are allowed at the dance.

2. Dance behavior will be monitored very closely by staff and parent chaperones.
3. Once students arrive, they should stay until the dance is over. If students leave, they should go home and cannot return to the dance.
4. School rules apply at the dance. Students should not run or push each other.
5. Any student involved in unsafe/inappropriate behavior at the dance will not be allowed to attend future dances.
6. Do not arrive early. The doors will not open until 5 minutes before the dance.
7. All students will check their coats at the door before entering the dance.
8. Arrange for your parents to pick you up promptly at the end of the dance. If chaperones have to stay late supervising you, they may not agree to be available for future dances and we would then not be able to have dances. Many middle schools do not have evening dances, so be aware that this is a special privilege.
9. Students who are not at school the day of the dance **will not** be able to attend the dance. If a student has to leave school for an appointment the day of a dance, it must be pre-approved the day before the dance. If you have a pre-approved appointment, you must attend at least three periods that day to be able to attend the dance.

### **EXTRA CURRICULAR ELIGIBILITY POLICY- ACADEMIC REQUIREMENTS**

*Academics are the first priority for students at Kellogg Middle School. Extracurricular activities are not an excuse for failure to keep up with class work. Therefore, an eligibility policy has been formulated which emphasizes academic achievement as an important component.*

Students must maintain academic standards while participating in activities. At the end of each nine-week grading period, only students with a **2.0 (or**

C) **average** will be eligible for the next quarter. The last quarter of the previous year will be used for the fall sports (Cross Country, and Volleyball). The 2.0 will be computed on the following basis:

- A = 4.0
- B = 3.0
- C = 2.0
- D = 1.0
- F = 0

Parents can petition the Building Management Team for a waiver in those situations that can be classified as extenuating. A student may request consideration for a waiver only once per year.

### **ACTIVITY CARDS/FINES**

All students participating in any sport at KMS must purchase an activity card for \$15.00 (changed in the 2009-10 school year). In addition, **all fines must be paid before the first practice.**

- **Any student participating in an extracurricular activity at KMS will pay a \$10.00 one-time fee for transportation costs (new in the 2009-10 school year)**

### **EXTRACURRICULAR REGULATIONS**

Students participating in interscholastic and extracurricular activities (including cheerleading and managers) will abide by the following regulations. These regulations will be in effect

from the student's first day to last day of participation in each activity.

Most students are involved in their activities in front of the public. This exposure puts them in a position of leadership and places upon them a responsibility to behave in a socially acceptable manner.

Students that become involved in activities which publicly cause detrimental images for their activity may be suspended from that activity. Examples of this are being involved in classroom or school disciplinary situations or being arrested for violation of public law, including tobacco or drug/alcohol violations.

**\*Students suspended out-of-school are excluded from all activities, practices, field trips, and other events on the days of the suspension. Student's suspended in-school are excluded from field trips and participating in athletic competitions.**

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All students participating in extracurricular activities must have insurance. If the student is not covered by private insurance, athletic insurance may be purchased in the school office.

### **DRUGS, TOBACCO, ALCOHOL POSSESSION AND USE POLICY**

The use and possession of alcohol and tobacco products is expressly forbidden by state law and by school district policy. The district recognizes that the misuse of chemicals is a serious problem with legal, physical, emotional, and social implications for the entire school community, and that the students must be chemical free so that they may develop in the most productive and healthy manner.

**Wellness Policy** - According to District Policy No. 551, School Wellness Policy, the school will provide nutrition education, physical activity and other school-based activities that are designed to promote student wellness. Guidelines for nutrition, healthy snacks, parties and rewards are available on the district website under Food Services. Staff members and students are expected to move toward these goals for the purposes of improved student health and increased student achievement.