

# **KELLER MIDDLE SCHOOL**

**2004-2005  
Student Handbook**

**Debi LaMarr  
Principal**

**Tom Ford  
Assistant Principal**

**Karen Thompson  
Assistant Principal**

**300 North College Street  
Keller, Texas 76248  
[www.kellerisd.net](http://www.kellerisd.net)  
[www.kellerisd.net/schools/kms/index.htm](http://www.kellerisd.net/schools/kms/index.htm)**

**Telephone: (817) 744-2900**

## **KELLER MIDDLE SCHOOL MISSION STATEMENT**

Keller Middle School (KMS) provides a positive learning environment to meet the unique needs of the pre- and early adolescent students. The middle school serves as a transitional period between intermediate school (grades 5-6) and high school (grades 9-12) that works to develop the whole child physically, socially and academically. In order to meet these needs, students are offered an education that builds on the basic skills acquired in the elementary and intermediate schools. Students are given the opportunity to explore expanded curriculum while becoming more self-directed in preparation for high school.

# General Information

## RESIDENCE REQUIREMENTS

All students must be residents of the Keller Independent School District. All students must reside with a parent, court approved legal guardian, or in special cases, previously approved legal guardian or a previously approved responsible adult. Address changes or changes in residence status must be reported immediately to the office. Failure to meet the above requirements can result in a student's immediate withdrawal from school.

## ATTENDANCE

Good attendance is necessary to obtain a quality education. Basic policy is that all students should punctually attend school everyday unless ill or involved in a family emergency. Attendance is taken and absences are counted in each class. Parents and students are urged to arrange doctor appointments so as not to conflict with the school day. If a student is absent, a parent should call on the day of the absence, or the student must bring a note with a phone number where the parent can be reached during school hours upon returning to school. If a student is absent due to medical reasons, he/she should bring a doctor's note upon returning to school. All notes are to be turned in at the office. A student absent from school for any reason other than prescheduled doctor and dental appointments will not be allowed to participate in school-related activities on that same day or evening.

Forged notes will be treated as truancy. Forged doctor's notes could result in criminal charges being filed against the individual.

Students are allowed 5 absences excused by parent notes each semester. Examples of excused absences are personal injury, illness, or death in the immediate family. If a student has over 5 absences, a doctor note is required or the attendance committee can review the student's attendance.

### TARDINESS

Almost all tardiness is avoidable. In order to avoid tardy penalties, students should be in their seats and ready to learn when the tardy bell rings. Penalties for tardiness include, but are not limited to, before or after-school detention or lunch detention. Tardiness to class in excess of 10 minutes will be treated as truancy.

### COMPULSORY ATTENDANCE POLICY

Students who have not reached their 18<sup>th</sup> birthday are required by Texas Law to attend school for the entire period that the program is offered (FDC Legal). This attendance is expected every day in which school is in session. A student may not receive credit for a course at Keller Middle School if he/she has been absent for more than 10% of the total days the class is in session each semester.

### EARLY DISMISSAL

A note will be required and turned into the office before first period on the morning the student wishes to leave early. Please include a phone number so that we may contact a parent for verification. Students must wait in the office for their parents to arrive on campus. At the time of dismissal, a parent must sign the student out in the office.

### STUDENTS LEAVING CAMPUS

Once they arrive, students are not to leave campus without special permission from the office. This applies to any time the student arrives on campus. Students are not to be in the building before 7:35 A.M. or after 2:55 P.M. without prior permission or an acceptable hall pass. Students should not leave the campus for lunch.

### STUDENTS LEAVING CLASS

Students leaving class must have an individual hall pass. Leaving class is not conducive to the smooth operation of the school. Only one student at a time will be allowed to leave the classroom for any reason. Students should not leave class without the teacher's permission. Students are not allowed to be dismissed until the teacher dismisses the class, unless accompanied by the teacher or other supervising agent.

### Late Assignment Policy

7<sup>th</sup> Grade-For each day that a student's work is late a maximum of 10 points per day late may be taken from the grade.

8<sup>th</sup> Grade-For each day that a student's work is late a maximum of 15 points per day late may be taken from the grade.

### Make-Up Work Policy

Make-up Policy: Students will have 2 days for every day of absence to complete missed work.

Ex. 1: Student A misses school on Tuesday and returns on Wednesday. . . Make-up work is due on Friday.

Ex. 2: Student B misses 4 days of school. She has 8 days to turn in all make-up work.

\*Make-up work will be available in the front office at the end of the 2<sup>nd</sup> consecutive day missed upon the request of the parent or guardian.

### Re-Take Policy:

Re-Take Policy: A student who scores below a 70 on a test may retake for no more than a 70.

Ex. 1: Student B makes a 54 on a test. He retakes and makes a 67. His grade on the test is a 67.

Ex. 2: Student C makes a 54 on a test. He retakes and makes a 75. His grade is a 70.

### EXCEPTIONS TO RETESTING

Grades for products that result from a full, extended process, such as process papers, research papers, lab practice, etc., do not necessarily fall within the reteaching/retesting guidelines. The process itself, and adherence to it, will provide several opportunities for students to make improved scores. Additionally, end of nine-week exams and semester exams will not be retested due to the numerous retesting opportunities that precede these final exams.

### TEXTBOOKS

The school district provides textbooks for all students in the district at no cost. Students who lose or damage a book will be expected to pay the full cost for replacing the textbook. Each year, students must place their name and the name of their teacher in each of their books. Teachers will note pre-existing damage to textbooks prior to being issued. Textbook checks will be conducted each nine-week reporting period. Students are expected to be clear of lost and/or damaged textbook charges prior to receiving their report cards each nine-week grading period. When books are found on the campus, students will pay \$1.00 for the return of the book.

### LOCKERS AND LOCKS

Each student is assigned a locker for the storage of books and equipment. It is the student's responsibility to see that his/her locker is kept locked and in order at all times. The school cannot be held responsible for loss or theft of any items from a student's locker(s). It is strongly suggested that expensive items be left at home. School combination locks may be purchased for \$5.00. Do not bring locks from home. For security and safety reasons, only school locks are permitted on athletic lockers. Most of the book lockers are provided with a built-in lock. Lockers are school property and are subject to search. (See KISD SCOC)

Since lockers are a permanent part of the building, students are expected to keep them in good, usable condition. There are to be no stickers, posters, writing, drawing, etc., on or in lockers. Locker checks and clean-outs will be conducted each nine-week reporting period.

### BACKPACKS

Backpacks are not allowed in the classrooms, but students are welcome to use backpacks to transport their books and school supplies to and from school. The backpacks will need to be kept in the locker during the school day. Students will have a locker assigned to them in athletics/P.E. for storage of their athletic/P.E. bag and personal belongings.

#### VISITORS

Students and adult visitors will not be allowed on campus without clearance through the office. All visitors will receive and wear a Visitor's Badge. Student visitors will not be allowed to attend class or in the cafeteria during lunch.

#### GRADES

Report cards will be sent home every nine weeks. Progress reports will be sent home after the third and sixth weeks of every nine-week grading period.

#### ADDRESS CHANGES

All address and phone number changes must be reported to the school office to ensure that emergency contact numbers and other important student information are correct.

#### CARE OF SCHOOL PROPERTY

Parents and all taxpayers are legally required to pay taxes that build and maintain the public school system. Any damage to the buildings equipment, buses or books must be paid for, and may also result in disciplinary action.

#### SCHOOL JURISDICTION

The school has jurisdiction over all students from the time they leave home until they return home on school transportation, as well as at all school functions, whether on school property or within 500 feet of state-owned property.

#### PICTURES

The school contracts with a professional photographer each year to take school pictures. If a student is absent when pictures are made, or the pictures made are not acceptable, retakes are scheduled at a later date.

#### SCHEDULE CHANGES

A SAVE committee must meet to determine if the schedule change is in the best interest of the student. Class sizes can also determine if a change will be approved.

### CHEERLEADING AND STUDENT LEADERSHIP

Being selected as a KMS cheerleader or as a member of KMS Student Leadership is one of the highest honors a student can receive. In the spring, eighth grade cheerleader tryouts are conducted. The student body for the following school year will elect leadership members. In order to try out for these positions, a student must maintain the grade average in scholastic achievement determined for that group. Students who want to try out for cheerleading will have to follow the current cheerleading constitution for that grade level, which can state that a student may not have any In-School Suspension (ISS), Challenge Placement Center (CPC), Student Removal Center (SRC) or JJAEP assignments for the year prior to that tryout.

### COUNSELING SERVICES

Counseling services are available for all students through the Counseling Center. Both academic and personal issues may be addressed with the school counselor. Students may be encouraged to consider appropriate individual or group counseling programs. Referrals of concerns from teachers and parents are also welcomed. Students who want to see the counselor may sign the counselor's log in the Counseling Center for an appointment.

### LIBRARY

The library is one of the most important resources on campus for teaching and student research. The library is a growing research and literature collection of more than 10,000 books and over 50 current magazines. The curriculum-based audio-visual collection provides a full array of formats including videotapes, audiotapes, laser discs, and compact discs. There are several computer catalogs available that access the entire collection. A multimedia IBM computer is available for on-line access to public databases via StarText and the Internet. This computer is also useful for searching compact discs and has word-processing capability for student reports. The KMS Weather Station and the LearnStar interactive computer for electronic quizzes are also housed in the library.

The library is available to students from the first passing period of the day until 30 minutes after the last bell. When not in the library with a class, students must have a pass to enter the library during school hours. A fine of ten cents per day, excluding weekends and holidays, is charged for overdue materials. Students are responsible for paying for lost or damaged materials. Report cards

and/or student records may be withheld until all library fines are cleared each nine-week reporting period.

#### INSURANCE

Optional student insurance is available at a nominal cost. When a student insured under this plan is injured, he/she will be given a claim form from the office. This form must be completed by his/her parents and presented to the doctor or the hospital. The school merely acts as a medium in offering the insurance and assumes no liability, either for the injury or the subsequent negotiations with the company.

#### LUNCHROOM

Keller Middle School is a closed campus. All students are expected to eat in the school lunchroom or other designated eating areas, whether they bring their lunches or buy them. Students are expected to adhere to the following rules during lunch:

- Keep your table and surrounding area clean.
- Do not run in the lunchroom.
- Form two single lines to get your food.
- No cutting in the line.
- After you get your food, quickly find a seat.
- Put away all food, waste, trays, and utensils after you finish eating.
- No food is to be taken from the lunchroom or other designated eating areas into the main building.
- Stay out of the main building during lunch.
- Students will be expected to clean up the lunchroom for failure to follow these rules.

#### SOFT DRINK AND CANDY MACHINES

Soft drink and candy machines on the entire KMS campus are off-limits to students during class time unless a classroom teacher has given approval. Students may purchase soft drinks and candy without teacher permission before and after school. Open soft drink containers and food items are not permitted in the halls at any time.



### Police Questioning of Students

The following guidelines shall apply when law enforcement officer(s) or other lawful authorities desire to question or interview a student at school:

\*The principal or assistant principal shall verify and record the identity of the officer or other authority and request an explanation of the need to question or interview the student at school.

\*The principal shall ordinarily make reasonable efforts to notify the student's parent or other person having lawful control of the student. If the interviewer raises what the principal considers to be a valid objection to the notification, parents will not be notified. The principal ordinarily shall be present during the questioning or interview. If the interviewer raises what the principal considers to be a valid objection to a third party's presence, the interview shall be conducted without the person's presence.

### Middle School/KPD Liaison Officer

Keller Middle School houses the KPD juvenile officers. These officers can and will be brought into matters regarding violations of both the Education Code and the Penal Code, that occur at school. The involvement of this officer does not always mean police action will be taken, but that the offense is serious enough to warrant police involvement in some way.

### Electronic Communication Devices

Students who possess electronic communication devices including, but not limited to cell phones, pagers, PDA's etc., during the school day from the first bell to the last bell under the following conditions:

- Must be turned off at all times.
- Must be out of sight at all times.
- May not be used at any time during the school day.

Electronic devices may be possessed and used after school and at school-sponsored or school related events subject to appropriate rules of usage.

If an electronic device is seen or heard from the first bell to the last bell, the following steps may be taken:

- |                         |  |
|-------------------------|--|
| 1 <sup>st</sup> Offense | Confiscated by the teacher and turned over to administration. Student may pickup after school with a phone call to parent. Student must sign for the electronic device.  |
| 2 <sup>nd</sup> Offense | Confiscated by the teacher and turned over to administration. Phone call to parent. Parent must pickup and must sign for electronic device.  |
| 3 <sup>rd</sup> Offense | Confiscated by the teacher and turned over to administration. Phone call to parent. Electronic device may be held until the end of term. Parent must pickup and must sign for electronic device. Disciplinary action may be taken in accordance with the Student Code of Conduct or campus handbook. |

Based on recommendations from crisis experts, during a School-wide crisis situation, all student cell phones may be collected. These phones will be used to prolong the school's ability to maintain communication. *The KISD Crisis Management Plan provides for necessary, controlled communication in times of school-wide crisis.*

#### BUS REGULATIONS

Refer to School Bus Transportation Manual. Students must ride their assigned bus. Any changes must be approved through the Director of Transportation. No bus changes will be approved at the campus level. Afternoon bus riders should also adhere to the following rules:

- Only students riding buses should be in the bus loading area.
- All students riding buses should board immediately upon reaching buses.

#### FIRE DRILL REGULATIONS

Students should remain quiet during fire drills. Students setting off false alarms will be penalized according to the State Penal Code and may also be suspended.

#### TORNADO DRILL

A rapid series of bells will be the alert for violent weather. Students should quietly but quickly move to an interior hall and assume the duck-and-cover position.

#### WEATHER

In the event of inclement weather, you are asked to listen to radio WBAP 820 AM or Channel 5 news for school closings or delayed starting times. No announcement will be made when school will remain open as usual.

#### STUDENT HEALTH SERVICES

Unless previous arrangements have been made, students must have a pass from their teacher to go to the nurse. They may not visit the nurse during passing periods unless there is an emergency situation.

Students who are ill or injured must go to the nurse's office to use the phone if they need to call a parent. After being assessed by the nurse, every attempt will be made to contact parents when a student is in need of going home. When leaving school due to illness or injury, a parent or a person on the emergency contact card must come in the office and sign the student out.

Parents of a student with a communicable disease are asked to telephone the school nurse so other students exposed to the disease can be notified. A student who has certain diseases is not allowed to come to school while the disease is contagious.

Every student must be fully immunized against certain diseases or must present a certificate or statement that, for medical or religious reasons, the student should not be immunized. The school nurse can provide information on required immunizations.

A student who must take medication (prescription or non-prescription) during the school day must bring to the nurse's office a written request from his/her parent and the medicine in its properly labeled container. All medication should be in its original container (never brought to school in a baggie). Non-prescription medication may not be given for longer than seven (7) consecutive days without a note from the physician.

#### LASER POINTERS

Laser pointers are not to be brought to school or school events. These devices will be confiscated

#### DRUG DOGS, METAL DETECTORS AND KISD/KELLER LIAISON POLICE OFFICER

In order to provide and maintain a safe and orderly learning environment, drug dogs and metal detectors will be used on an unannounced, random basis.

#### STUDENT NOTES AND DRAWINGS

Students often choose to use class time writing notes or drawing. These notes or drawings often are passed to other students, distracting them from their studies. In these notes, there is sometimes content that might be hurtful to others, thus creating further disruption in the school setting; therefore, all notes and drawings off the subject matter will be taken up and disciplinary action may occur.

#### PUBLIC DISPLAY OF AFFECTION

Public display of affection, such as hugging and kissing, is not allowed on KMS property or at any school activities.

#### DRESS CODE OUTLINED IN KISD STUDENT CODE OF CONDUCT

The Board authorized school administrators to make appropriate adjustments in the dress code to fit the unique needs of a particular campus and to employ appropriate disciplinary procedures to carry out and enforce this policy.

#### DRESS CODE VIOLATION

If the student's dress or grooming is objectionable under these provisions, the administrator shall request the student make the appropriate corrections. If the student refuses, the administrator shall notify the student's parent or legal guardian and request the necessary corrections. If a parent contact or alternative clothing is not available, the student will be removed from the academic setting. If both the student and parents or legal guardian refuse to correct the violation, the administrator shall take appropriate disciplinary action. Students may be suspended, if circumstances warrant. Students who violate provisions of the dress code relating to extracurricular activities may be removed or excluded from

the extracurricular activity for such period as the administrator determines.

#### HOMEWORK HOTLINE AND CONFERENCES

A computerized Homework Hotline will call parents nightly when students have failed to turn in an assignment. From time to time, technical difficulties may delay this report. A parent-teacher conference with all of a particular student's teachers may be arranged through the Counselor's office.

#### PAY PHONES AND USE OF OFFICE PHONES

All pay phones are off-limits during school hours unless a student receives specific permission from the office.

#### PLAGIARISM AND CHEATING

Plagiarism and cheating will result in disciplinary action.

#### ATHLETIC PROGRAM

PHYSICAL REQUIRED: A physical by a medical doctor is required for participation in the KMS Athletic Program. The results of the physical must be documented on the UIL Physical Form, which can be obtained from the athletic coaches or the KMS office.

INSURANCE: Students may purchase insurance directly from a company that provides insurance for students throughout the state. Forms are available in the KMS office. KISD does not provide insurance for athletic injuries.

TRANSPORTATION: Transportation is provided by KISD to and from athletic events from the KMS campus. Parents must provide transportation to practice for the seventh grade students before school. Eighth grade parents must provide transportation for students from after-school practice.

ATHLETICS: Seventh and eighth grade girls will have athletic teams in volleyball, basketball, track and cross-country. Seventh and eighth grade boys will have athletic teams in football, basketball, track and cross-country.

#### IDENTIFICATION BADGES

KMS will provide students with an identification badge. Students will be required to use the badge for the following:

- Textbook Check Out/In
- Library Materials
- Shop Class Materials
- KMS Dance Admission
- Cafeteria Tickets

Should a student lose the badge, the replacement fee of \$5.00 will be the responsibility of the student.