



## **MISSION STATEMENT**

Every scholar at Kimmons Middle School will receive a student-centered education, which will enable him or her to become a productive citizen, prepared to thrive in an ever-changing society.

## **VISION STATEMENT**

Kimmons Middle School stakeholders will be committed to the academic, social, and emotional growth of all scholars, empowering them for their best future.

### **Please Note**

ALL VISITORS ARE TO CHECK-IN THROUGH THEIR OFFICE.



## **KIMMONS MIDDLE SCHOOL ADMINISTRATION**

Dr. Shawn Hinkle  
Principal

Tammy Chase  
Assistant Principal  
(A-L)

Dimitri Williams  
Assistant Principal  
(M-Z)

# KIMMONS MIDDLE SCHOOL GENERAL POLICIES

## HIGH EXPECTATIONS

Kimmons Middle School promotes high expectation with regard to respect, responsibility, and safety. All Kimmons students are expected to practice self-discipline and to conduct themselves in a manner appropriate to a learning institution. These three expectations should always be followed:

- Be Respectful
- Be Responsible
- Be Safe

## BALLGAME AND NIGHT ACTIVITIES

Students are encouraged to attend events at school. During the school year, there are many ballgames, dances, concerts, and other activities. Students should be picked up within 15 minutes of the conclusion of the school activity. Students should have rides home at this time. It is the responsibility of the student to see that transportation is arranged for this time. Student **should not** have to call for rides. Failure to have rides at the appropriate time may result in the student not being allowed to attend future activities or disciplinary action from the administration. Students are to adhere to all school rules during the course of the ballgame or activity. Removal from ballgames and activities will result in forfeiture of right to attend future activities and games.

## SCHOOL SPIRIT

School Spirit may be divided into three categories:

- **Courtesy:** Toward teachers, fellow students, and officials at school activities. No taunting or jeering the officials, opposing teams and/or school
- **Pride:** In everything our school endeavors to accomplish and has accomplished
- **Sportsmanship:** The ability to win and lose gracefully. School Spirit means loyalty to all functions of the school. Any student disrupting an activity or even will be required to leave and may be banned from future events. Face paint is not allowed. No signs are allowed to be held in the stands during the games.

## BEFORE AND AFTER SCHOOL

Upon arrival, all students should wait at the front of the building if they are going to eat breakfast or go directly to the courtyard/patio area for his or her grade level if arriving before 7:30. Once a student has gone to the designated area, they will stay there until the bell rings.

When the bell rings at 3:15, all students will exit the building immediately, using the designated door for the classroom. All students not waiting for the bus are a ride will need to exit school campus immediately.

## **ATTENDANCE**

The Board of Education of the Fort Smith School District recognizes that prompt, regular attendance in school is extremely important. Excessive absenteeism not only adversely affects the learning process of students but also may impede the normal progression of a student through the grades. The Board expects each student to attend all scheduled classes and daily activities except when a student has been excused by the principal or principal's designee. Students who report to school but fail to attend all scheduled classes and activities, except where officially excused, are contributing to the potential disruption of the instructional program.

A parent/guardian or person in *loco parentis* has the responsibility to require prompt, regular school attendance from his/her student. A parent/guardian should be familiar with the educational program of the school and rules regarding attendance and student behavior. Unless a student has an excused absence from school, he/she should attend. Excessive absences may result in a denial of promotion or graduation. Failure to comply may result in a court penalty including, but not limited to, a fine up to \$500 plus court costs (A.C.A. 6-18-222).

If your scholar is going to be absent for any reason, call Kimmons Middle School at 479-785-2451 each day before 9:00 am. If contact has not been made, the absence will be recorded as an unexcused absence.

### **1. Absences**

1. Excused – An absence is considered excused under the following criteria: a personal illness with official written verification, a school sponsored activity, a court appearance with official written verification, a medical or dental appointment with official written verification, a death or serious illness within the immediate family.
2. Parental Permission -- Parental permission may be granted for any reason, including personal illness without written verification, provided the parent has contacted the attendance office, by not or phone call, the day the absence occurs. The student may not exceed five (5) parental permission absence days for the school year.
3. Unexcused – Any absence not considered excused will by the District's definition would be considered an unexcused absence. If a student returns to school without a parent or guardian notifying the attendance office of the reason for the absence, the absence will be considered unexcused.
4. Exiting and Returning to School – All request to leave the building while school is in session, including the lunch period, must be cleared through the attendance office. Leaving school without permission is classified as truancy. If a student needs to leave school, the scholar's parent, guardian, or someone listed on the emergency contact form may sign a student out of class. Student will be called to the office when the person arrives. Students returning to school on the same

day will be required to go to the attendance office for a slip to return to class.

## **2. Parent/guardian Contact**

The parent/guardian should contact the school by 9:00 a.m. any day that a student will be absent. In addition to assisting the school with the attendance record, parent/guardian notification to the school is a security measure to verify the locations of all students.

Upon the 5<sup>th</sup> unexcused absence in any semester a letter will be sent to the parent/guardian notifying him / her that upon the 10<sup>th</sup> unexcused absence of the same semester the student, the student's parents, or guardian, may petition the school principal for a conference to address the student's absences (Act 1223 of 2011). Exceptions to this rule will be made in accordance with the student's IEP or 504 plans.

Students with long-term, medically documented illness or injury may be allowed to make up work and may be given assistance in obtaining credit for courses in which they are enrolled.

## **TRUANCY**

Leaving the school campus without permission is classified as truancy. In addition, students who are on campus but claim to have been sick in the restroom, running an errand for a teacher, etc. will be considered truant unless they have notified a teacher or the attendance office. Walking out of class without permission.

- *First Offense —2 Day of After School Detention*
- *Second Offense —1 Day of SDC*
- *Third Offense – 2 Days of SDC*
- *Fourth Offense – 3 Days of SDC and possible suspension for insubordination and refusal to follow school attendance policies*
- *All trancies: Parent Conference*

## **TARDY POLICY**

If a student is tardy to first period, the office will record the tardy. If a student arrives after 8:30 a.m., the student will be counted absent for 1<sup>st</sup> period. If a student is tardy for periods 2-8, the teacher will record the tardy, if the student is less than 10 minutes late. If the tardy exceeds 10 minutes past the start of class, the student will report to the attendance office.

- *1-10 Tardies in a given quarter, will result in a warning*
- *11-15 Tardies in a given quarter will result in Lunch Detention*
- *16 and beyond will result in after school detention*

## **BEHAVIOR**

Kimmons staff have been requested to be on the alert for any student behavior, which is in violation of school regulations. Students should behave in a manner that will exemplify Raider Pride. Students are to refrain from the following:

1. Possession or the use of any tobacco products, vapes, e-cigarettes, or paraphernalia in the building or on school grounds.
2. Fighting or instigation of conflicts on or near school property or at school functions. This includes but is not limited to recording and/or distribution of photos/videos or fights or conflicts on our near school property.
3. Play fighting
4. Disrespect to any staff member.
5. Willful refusal to follow reasonable instructions
6. Profanity
7. Racial Slurs
8. Stealing
9. Sexual Harassment
10. Extreme dress or appearance which is disruptive to class
11. Disruptive behavior in the hallways
12. Locker misuse in athletics and/or fine arts
13. Possession or use of alcoholic beverages or drugs on school property, prior to school, or prior to any school activity.
14. Possession or use of anything that might be considered a weapon.
15. Any activity that might be considered gang related.
16. Any behavior that is not conducive to good order and discipline.
17. Insubordination to any member of the Kimmons staff will not be tolerated. Being insubordinate includes actions as talking back to a staff member, failing to follow reasonable instructions, making crude or insulting remarks toward a staff member, etc.

Minimum Penalty--Reprimand

Maximum Penalty--Expulsion

## **BACKPACKS**

Students will be allowed to carry their own backpacks. It is important to purchase one that is no larger than 18" tall and 6" deep so that it easily fits under the chair during class. The backpack must include a padded laptop compartment designed to protect the laptop.

## **BUS**

Three different buses transport students attending Kimmons. Students must ride the bus route they are assigned. Each student who rides the bus will be provided a copy of

the transportation rules to be read and signed. All student who ride the bus will wait in the designated area when loading in the afternoon.

## **CAFETERIA PROCEDURES**

Breakfast 7:35 am – 8:00 am

Lunch Schedule

A Lunch 11:08-11:38

B Lunch 11:38-12:08

C Lunch 12:08-12:38

The cafeteria is provided for all students. Each student deserves a place to eat in a pleasant atmosphere that is clean and where everybody is served in his or her turn. In order for the cafeteria to operate in an efficient manner while maintaining cleanliness, the following standards of conduct are expected:

1. Enter the cafeteria in an orderly, quiet line.
2. Wait patiently for your opportunity to be served. Do not “cut” in line. Once the student is in line, he/she must stay there until you are served and then be seated.
3. Once you are seated, stay in that seat. No one leaves the cafeteria without permission.
4. Do not share your food with a friend.
5. Do not throw your food or act in a manner that does not represent Raider Pride.
6. Leave your area clean of trash and food remains before leaving.
7. Contact a duty teacher if you have an accident.
8. Be sure to go to the restroom prior to going to your designated area after lunch.

### **NO OUTSIDE DELIVERIES WILL BE ACCEPTED FOR LUNCH**

### **DRESS CODE**

1. Clothing styles that are revealing to the point of disruption or distraction.
  - a. Spaghetti straps
  - b. Strapless dresses/tops
  - c. Tank tops and dresses must have 4” of material from shoulder to seam
  - d. Shirts, blouses, or tops that expose any part of the midriff – Shirts must extend 4” below the navel.
  - e. Any type of spandex apparel that is tight to the point of being inappropriately revealing.
2. Clothing that resembles underclothing, pajamas, house shoes/slipper, etc.
3. Clothing that exposes underwear, buttocks, or the breast of a female.
4. Short or Skirts must be “mid-thigh” length.
5. Distressed jean/pants may be worn if the holes are below mid-thigh.
6. Clothing or body art that advocates poor standards of character:
7. Hats and hoods are prohibited inside the building. Bandanas and dew rags are prohibited at all times.
  - a. Advertisements for alcohol, drugs, or tobacco
  - b. Displays of excessive violence

- c. Slogans associated with death, suicide or killing
- d. Suggestive language, slogans, or sexual connotations.
- 8. Sunglasses cannot be worn inside the building.
- 9. According to Arkansas House Bill 1936, it is prohibited that students wear clothes that are too revealing or sagging. Underwear cannot be exposed.

Minimum Penalty--Reprimand

Maximum Penalty--Expulsion

**Student may not be allowed to return to class until the dress code violation is corrected.**

## **DETENTIONS, SDC, and SUSPENSION**

### **Detention**

Detentions may be given by teachers or administrators for disciplinary infractions. Detentions occur during lunch and after school. When the student chooses to receive an after school detention for misbehavior, the student has also chosen to arrange for transportation later than normal. After school detention begins at 3:15 and ends at 4:00 pm.

Detentions assigned by a teacher will be served at the teacher's discretion in the classroom. The teacher will notify the parent/guardian.

### **SDC**

SDC is a self-contained classroom in which the student is isolated from the student body for the day and serves in-school suspension. Use of personal electronic devices will not be permitted at any time during SDC.

### **Suspension**

Suspension from school is a penalty, which may be used for chronic or serious infractions of school rules. Excessive suspensions may result in expulsion. Parents will be contacted immediately to meet with the administration.

## **DUE PROCESS**

Appropriate due process will be given to all students. Disciplinary actions may be appealed. All appeals must begin with the building principal.

## **ELECTRONIC DEVICES**

It is important that students and parents recognize the importance of school and the use of instructional time. Disruption and interruptions must be kept to a minimum. The school is not responsible for unauthorized electronic devices when they are confiscated from school. Phones and earbuds will remain in backpacks, turned off, during instructional time. Students can wear smartwatches but are not allowed to use applications during instructional time.



## **KIMMONS MIDDLE SCHOOL WILL NOT BE RESPONSIBLE FOR PERSONAL DEVICES THAT ARE DAMAGED, LOST OR STOLEN.**

- *1<sup>ST</sup> Offense – The device will be kept in the office until the end of the day. The student may get the device at the end of the day. P*
- *2<sup>nd</sup> Offense –The device will be kept in the office for 24 hours and parent contact will be made.*
- *3<sup>rd</sup> Offense – The device will be kept in the office for 2 student contact days, 1 day of SDC will be assigned, and a parent will be notified.*
- *4<sup>th</sup> Offense – The device will be kept in the office for 5 student contact days, 2 days of SDC will be assigned, and a parent will be notified.*
- *5<sup>th</sup> Offense -- The device will be kept in the office for 10 student contact days, 3 days of SDC will be assigned, and a parent will be required to sign for the device.*
- *6<sup>th</sup> Offense –Insubordination –Administrator discretion.*

## **Fighting**

Fighting will not be tolerated at Kimmons, around Kimmons Middle School, or at any school related functions.

- *First offense---3 day suspension, possible citation from the SRO, and referral to the counselor for conflict resolution and/or self-regulation strategies*
- *Second offense---5 day suspension, possible citation from the SRO, and referral to the counselor for conflict resolution and/or self-regulation strategies, possible SBMH referral*
- *Third offense--10 day suspension, possible citation from SRO and possible referral to Belle Point*

## **HALLWAY PROCEDURES**

1. Courtesy will be shown by walking on the right side of the hallway.
2. There will be no running or horseplay in the hallways
3. A minimum noise level will be maintained
4. Students will not congregate in groups in the hallway.
5. Students will be required to have a hall pass when leaving the classroom.
6. Students will be called to the office or sent by a teacher, only.

## **HEALTH SERVICES**

If a student becomes ill in school, he/she should report to his/her teacher and/or complete an online nurse request. Students leaving due to illness are to follow the school policy for exiting. Students who do not sign out properly from school through the office will be considered truant. Students are NOT to call/text a parent/guardian to come get them without going through the nurse.

## **MAKE UP WORK**

Students who are absent will be required to make up work missed in each class. This work should take approximately the same time as the time missed from class. A day's absence does not excuse a student from responsibility to obtain all make-up work from

his/her teacher immediately upon return to school. Failure to obtain make-up work is no excuse for not doing the work missed.

### **MEDIA CENTER**

The library has computers and books for assigned study, recreational reading, and research. It is open for use during the entire school day. Students must pay for damaged or lost material.

### **PARENT CONFERENCES**

Parents may schedule an appointment for conferences with the teachers, counselors, or administrative team by telephoning the school office or sending an email.

### **SAFETY DRILLS/EMERGENCY**

Drills and emergency procedures are posted in each room. Students should study the plans and become familiar with them. Disruptive or inappropriate behavior during an emergency drill will result in disciplinary action.

### **SCHOOL COUNSELING**

Counseling services are available for every student in the school. These services include assistance with educational planning, interpretation of test scores; occupational information; career concerns; or any question the student may feel he/she would like to discuss with the counselors. To visit with a school counselor, students can submit a counseling request on the Counselor's Page, send the counselors an email, or ask their teacher to visit the counselors' office.

Student's schedules and assigned teachers are computer generated. Changes to student schedules will be completed during an announced time at the beginning of each semester.

## **TECHNOLOGY and PRIVACY in LOCKER ROOMS, RESTROOMS, and DESIGNATED CHANGING AREAS**

Students and school officials will respect and protect the privacy interests of individuals who are using locker rooms, restrooms, or other designated changing areas. The use of recording and other electronic devices is prohibited in these areas with zero tolerance. Loitering in the locker room, restroom, or changing rooms is also strictly prohibited.

## **BULLYING**

As defined by Arkansas law, bullying means the intentional harassment, intimidation, humiliation, ridicule, defamation, or threat of violence by a student against another student or public school employee by a written, verbal, electronic, or physical act that causes physical harm to a school employee or student, interferes with a student's education, a hostile educational environment, or a substantial disruption to the orderly operation of the school or educational environment.

We take bullying very seriously, and will investigate all allegations to the fullest of our capabilities. However, not all perceived "bullying" cases are actually students being bullied. Below are three terms used to describe student's behavior towards others:

**Rude:** When someone says or does something unintentionally hurtful and they do it once.

**Mean:** When someone says or does something intentionally hurtful and they do it once.

**Bullying:** When someone says or does something intentionally hurtful and they keep doing it, even when you tell them to stop.