



# **BOURBON COUNTY MIDDLE SCHOOL STUDENT HANDBOOK**

**School Year 2014-15**

**August 6, 2014**

**Dear Students and Parents:**

**Welcome to Bourbon County Middle School for what will be a challenging and rewarding school year.**

**This Student Handbook includes general rules and information about daily school activities.**

**If you have additional questions about Bourbon County Middle School please call us at 859-987-2189. We also invite parents to come and visit anytime. We look forward to working with our students and seeing parents on a regular basis.**

**This book is subject to change and a current copy shall be posted on the Bourbon County Middle School website, with hardcopies available upon request at the Bourbon County Middle School office.**

**Sincerely,**

**Bourbon County Middle School Staff**

## TELEPHONE NUMBERS

Bourbon County Middle School	859-987-2189
Bourbon County Board of Education	859-987-2180
Bourbon County High School	859-987-2185
Bourbon Central Elementary School	859-987-2195
Cane Ridge Elementary School	859-987-2106
North Middletown Elementary School	859-362-4523
Bourbon County Pre-School Center	859-987-2183
Bourbon County Youth Services Center	859-987-2193
Bourbon County Bus Garage	859-987-2184
Continuous Learning Center	859-987-5855
Director of Special Education	859-987-2180
E-Tech Center	859-987-2198

## TIME SCHEDULE

The school day for students begin at 8:20 a.m. and ends at 3:20 p.m. Students are to leave for the day at 3:20 p.m. unless involved in a **supervised** after-school activity.

Each student will report to the gym for morning assembly BEFORE going anywhere else in the building. Breakfast will be dismissed from the gym at 7:45am. Morning Assembly begins at 8:10am.

## **BOURBON COUNTY SCHOOLS** **2014-2015 SCHOOL CALENDAR**

August 6, 2014 First Day for Students  
September 1, 2014 Labor Day Holiday (No School)  
September 26, 2014 Teacher Planning Day (No School)  
October 13-17, 2014 Fall Break  
October 31, 2014 End of 1<sup>st</sup> Trimester (Middle School) (56 Days)  
November 3, 2014 PD Day  
November 4, 2014 General Election Day (No School)  
November 5, 2014 Begin 2<sup>nd</sup> Trimester (Middle School)  
November 26, 2014 PD Day (No School)  
November 27, 2014 Thanksgiving Holiday (No School)  
November 28, 2014 PD Day (No School)  
December 25, 2014 Christmas Day Holiday (No School)  
January 1, 2015 New Year's Day Holiday (No School)  
January 19, 2015 Martin Luther King Day (No School)  
February 13, 2015 End of 2<sup>nd</sup> Trimester (Middle School) (59 Days)  
February 16, 2015 President's Day (No School) (Possible Makeup Day)  
February 17, 2015 Begin 3<sup>rd</sup> Trimester (Middle School)  
March 19, 2015 Teacher Planning Day (No School) (Possible Makeup Day)  
March 20, 2015 CKEA (No School) (Possible Makeup Day)  
April 6 - April 10, 2015 Spring Break  
May 18, 2015 End Of 3<sup>rd</sup> Trimester (Middle School) (58 Days)  
May 19, 2015 Primary Election Day (No School)  
May 20, 2015 Closing Day  
May 25, 2015 Memorial Day Holiday

These dates are subject to change. A current school calendar is available from Bourbon County School District website.

## THE SCHOOL DAY

The school's responsibility for supervising students begins at 7:30 a.m. We ask that you do not send your child to school prior to this time. All students are to report to the gym upon arrival. Students will remain seated in the gym until released at 8:20 a.m. Students are to be in **the cafeteria, gym, or with an assigned staff person** during this time frame. Students who wish to participate in the breakfast program are given permission to leave the gym to go to the cafeteria at 7:45 a.m. Students are to refrain from loitering in the halls or outside at the bus drop-off. **Students must have permission to go to the restroom or other areas before 8:20.**

Students should be in the classroom and not in the hallways unless they have permission and a hall pass from their teacher. Requests to be excused from class will be on a limited basis. If your child has a medical problem that requires more frequent restroom use, please inform your child's teachers and the school nurse.

After students arrive at school, we are responsible for their well-being. Any student that is tardy, **must** be signed in by a parent/guardian or authorized adult.

Before a student is allowed to leave the school grounds, the parent, guardian, or those indicated on the emergency card must enter the building and sign the student out. **PLEASE NOTE:** If someone other than the parent or guardian has permission to pick your child up, please **identify these individuals on the student emergency card and demographic data information form**. For the safety and protection of your child, unless we can secure contact with you, we will not release your child to anyone not listed. This includes grandparents, aunts, and uncles.

**Anyone** arriving to pick up students **must** provide a photo ID and be listed on student emergency card. All parents/guardians are encouraged to have a plan for early release days due to inclement weather. We will not be able to accommodate any last minute changes. This is for the protection of all of our students at Bourbon County Middle School.

### **SAFEGUARD CAMPUS PROCEDURES**

BCMS parents will be asked to assist us in “safe-guarding” our campus.

There will **ONLY BE TWO (2) DROP-OFF AND PICK UP AREAS** with specific times for these doors to be open. After such time, *only one (1) door will be open to visitors*. Handicapped parking spaces are available. Please look for these signs and use them accordingly.

**7:30 A.M. Drop off locations are:** *1) outside gym door entrance to gym, and 2) the Board of Education side entrance (on the Lexington side of the building). At 8:30, these entrances will be locked. The only entrance to the building after 8:30 will be the ‘main entrance’, the door facing the highway.*

**3:20 P.M. pick up location:** *pick up location for car riders will be, preferably, the Board of Education side entrance on the Lexington side of the building. BECAUSE THIS AREA IS A FIRE LANE, PLEASE LEAVE AN ACCESSIBLE LANE FOR THROUGH TRAFFIC. PARK ALONG CURB ONLY. (The pillared entrance that faces out to the high school is a pick up option after the buses leave.)*

*School Resource Officers and Local Police* are available in case of any emergency; and *Security Cameras* are in place in BCMS halls and outside locations.

### **VISITORS**

BCMS welcomes visitors. We suggest that you park on the Lexington side of the building.

All visitors must report to the office to sign in upon entering the building and to sign out before leaving. **Parents and guardians are asked not to go directly to a teacher’s classroom.** Please check in at the office. All approved visitors will be issued a *visitor’s pass*. If a parent seeks permission from the principal to be in a classroom as a volunteer, observer, etc., it must be approved through the office. *Students are not allowed to have student guests attend with them without prior approval by the building administrator.*

### **AFTER SCHOOL ACTIVITIES**

School is dismissed at 3:20 p.m. unless your child is involved in a supervised activity; they are to go directly home upon 3:20 p.m. dismissal. Bus transportation is provided for all students. However, there may be times when students will need to wait for parents after dismissal. Students should wait in the lobby area until their parent arrives. No student will be asked to stay after school for tutoring, etc., without prior approval. If for some reason a teacher requests your child to stay after school, a parent will be contacted by the teacher. If contact cannot be made, the student will go home.

The gate opens for athletic events at 5:30 p.m. Students are encouraged to support these activities and show their school spirit! **Students, however, must leave the building at 3:20 p.m. and return no earlier than 5:30 p.m. Students choosing not to follow this procedure may lose extra-curricular activities and participation.**

Athletes and academic team members that begin practice later than 3:20 will be given instructions by the coach as to reporting times. **Students are not to be at school unsupervised or hanging out on campus.**

### **SCHOOL LUNCH PROGRAM**

The lunches served by the district are “offer vs. serve”. We offer five (5) basic food component items (fruit/vegetable, meat or meat alternate, bread or bread alternate, milk). Lunch charges for your student may be viewed at [www.myschoolbucks.com](http://www.myschoolbucks.com)

Menu’s are available within the Bourbon County Schools website at [http://www.bourbon.kyschools.us/wp/food\\_service/](http://www.bourbon.kyschools.us/wp/food_service/)

**Students must choose any three (3) of the five (5) components. The cost per student for breakfast and lunch is:**

#### **Breakfast**

Grades 6-12 student paid – \$1.25

Student reduced – \$.30

Adult – \$1.30

#### **Lunch**

Grades 6-12 student paid - \$2.00

Student reduced - \$.40

Adult - \$3.00

#### **A’la Carte prices**

Peanut butter sandwich - \$.75

Pizza, soup, chili, meat entrée, sandwich - \$1.80

Vegetable, one serving - \$.70

Fruit, one serving - \$.70

Milk - \$.30

Juice - \$.30

*(Prices are subject to change without notice.)*

\*Your child may qualify for free breakfast and lunch. At the beginning of each year, information and an application for free and reduced lunch and breakfast is sent home. Each family is encouraged to fill out this application. Parents will be informed by letter if the application was accepted or declined and for what you may qualify. Parents may request to fill out a new application anytime during the year as family situations change.

**Pre-payment Plan:** We encourage students to pre-pay for meals. You may pre-pay weekly, bi-weekly, monthly, or yearly.

**Meal Charges:** Students need to make every effort to be prepared for the day with breakfast and lunch money. In the case where a student has forgotten his/her money, the student will be allowed to charge on his/her cafeteria account for meals. Charges on ala-carte items or second meals are prohibited.

Students that have charged meals and have accumulated a balance of \$5.00 in their meal account shall have weekly notices sent to their parent/guardian until the debt is satisfied. The notice shall request prompt payment.

Once an account reaches a maximum of \$10.00, if a student does not have money to pay for a meal, than he/she shall be offered a courtesy meal such as juice and toast for breakfast or a cheese sandwich with milk for lunch.

Information on accounts that do not comply with District meal charge policy shall be forwarded to the District office for follow-up action. Accounts with an outstanding balance may be referred to small claims court for collection.

Unpaid bills shall roll over to the next school year.

### **ACADEMIC REQUIREMENTS FOR STUDENT ATHLETES**

Coaches are responsible for monitoring student grades. Grades are checked each Friday in accordance with the Blue Grass Conference Policy (**By Law 8, Article II, Section I, Paragraph A**). A student with two (2) F's will be declared ineligible for the following week's competition. The week begins on Monday and goes through Saturday of the following week. Students suspended for academic reasons will continue to practice with the team unless they have been suspended for the remainder of the season. Student athletes will be required to maintain a 2.0 grade point average based on a 4.0 grade scale.

Any student absent for any part of the day, unexcused, or for illness, will not be permitted to participate in extra-curricular activities for that day.

Students failing to meet academic eligibility, or who have been suspended from the team for three (3) weeks (does not have to be consecutive), will be suspended from the team for the remainder of the season. Teachers will average grades each Friday. Grades are based on a cumulative average for the trimester (12) weeks and not for an average of their work for one (1) week.

All Bourbon County Middle School students are eligible to try out for a team that is age appropriate except for students that have been retained the previous year. Coaches will begin checking grades of each student athlete the Friday of the first week following tryouts.

**All student athletes are required to have a current physical on file with the athletic director.** Physicals are current for one year (12 months). Athletes must have an insurance waiver, and a parent permission form on file. Please contact your coach, the athletic director, or the secretary to pick up an athletic physical form.

### **ACADEMIC TEAM ELIGIBILITY**

Students in grades 6-7-8 will be invited to participate on the Academic Team in September. If your child maintains an A/B average in Science, Math, Language Arts, and Social Studies, we encourage them to compete on the Academic Team.

### **ATHLETIC FEE COSTS**

**Home Games:** Cost for all middle school sports regular season games are:

<i>Students:</i>	\$2.00
<i>Adults:</i>	\$3.00
<i>Senior Citizens:</i>	<i>(citizens 65 or older are our guests for home games)</i>

### **STUDENT FEES**

A general student fee is collected. It is due not later than the end of the first full week of school. This fee provides for, but is not limited to items such as locker usage, student tutorial programs, instructional supplies, course and related arts needs. The fee for the current school year is \$35. Additional fees may apply for performance classes. The general fee shall be waived for students who qualify for free/reduced lunch.

School fees shall be paid prior to any elective activity. Students with outstanding school fees may be ineligible to participate in elective activities (ie. voluntary field trips, sports). Students with outstanding school fees will not be able to participate in the promotion ceremony.

### **CLASSROOM SUPPLIES**

- 1) Students can learn better when better prepared to learn.
- 2) Prepare your child daily with: notebooks, paper, pencils/pens, and erasers. Middle school students, by nature, do not ask parents for these supplies and, therefore, come unprepared for class. Please help us by seeing that your child leaves for school daily with these items.
- 3) Planners or agendas are encouraged for all students. They can assist the student in organizing the day's assignments and homework. Parents are encouraged to monitor these daily at home.

### **Textbooks**

**There is no textbook fee required at the Bourbon County Middle School.** Textbooks are supplied by the school. These books are on loan to students. Therefore, if the book is lost or damaged, students will be obligated to pay for book replacement **{KRS.157.140}**. We ask parents to impress upon their child the need to be responsible in the safeguarding of these books from theft or damage. Students with outstanding book fees will not be able to participate in the promotion ceremony.

## **Library Book Fee**

Late charges are issued to students with overdue magazines and encyclopedias. Students will be obligated to pay for a lost or damaged library book. Students with outstanding book fees will not be able to participate in the promotion ceremony.

## **EXTRA-CURRICULAR ACTIVITIES**

All students are encouraged to take part in extra-curricular activities. **Activities may be added or deleted based upon Site-Based Council approval.** BCMS offers the following:

### **Activities**

21<sup>st</sup> Century classes, Academic Team, Band, Baseball, Basketball, Beta Club, Cheerleading, Dance Team, Drama, Football, Golf at High School, Governor's Cup, Math Counts, Soccer, STLP (Student Technology Leadership Program), Tennis at High School, Softball, Swim Team at High School, Track, Volleyball, Wrestling, Winterguard, Yearbook

### **BAND**

The Bourbon County Middle School has a distinguished, award winning band program rich in quality and tradition. Students have the opportunity to sign up for band in grades 6, 7, and 8.

### **STUDENT TRIPS**

*NO CHILD* will be deprived of the opportunity to participate in educational trips or activities due to problems in making payment for the trips. Anyone having difficulty in making payment is asked to send a note to the student's advisory teacher so arrangements can be made.

### **DANCES**

We have several after school dances planned for the middle school students during the year. The actual dates for the dances will be announced at a later time. These dances are fun social get-togethers and are intended as a reward for students who live up to our school expectations.

**Admission:** \$3.00. **Concessions** will be available. Students may wish to bring extra money to purchase refreshments. **Parents are asked to pick students up promptly at the dance ending time.**

**Chaperones:** Volunteer to be a dance chaperone! Contact your child's grade level team leader. If we don't call you, feel free to call us! **We must, however, pre-arrange and pre-plan for you to be an approved chaperone.**

**No Guests:** Bourbon County Middle School has well behaved students! These dances are a reward for our students. Dances are not open to other grade levels or students who attend other schools.

**Local Police:** Local Police are available in case of any emergency.

## **SITE BASED DECISION MAKING COUNCIL**

*The Site Based Decision Making Council invites and encourages parents to get involved in the middle school. There will be opportunities made available to you to serve on various committees.*

*Contact the school office for a listing of current Council members of Bourbon County Middle School.*

The Site Based Decision Making Council **meets on the 4<sup>th</sup> Thursday of each month at 4:15 p.m in the Middle School Conference Room.** If a Thursday falls on a holiday, or inclement weather day, the meeting will automatically be scheduled for the next Thursday. A copy of the agenda can be picked up at the middle school office. These meetings are open to the public. In order to bring a topic of interest to the council, you must follow the council's guidelines for submitting a topic to be placed on the meeting's agenda.

The guidelines are:

- 1) Any person or persons wishing to present a matter to the council shall first put the matter in writing, state your specific questions, issues or concerns, sign and present it to a council member. (Written requests must be submitted by 3:20 p.m. one week before the council meeting. Requests presented after the deadline will be placed on the next month's agenda).
- 2) When a council member receives a written request, he or she shall relay the request to the chair to place the item on the agenda.
- 3) The council reserves the right to limit the spokesperson presenting the matter to two (2) to five (5) minutes.
- 4) Meetings will strive to be one (1) hour in length or no longer than 90 minutes.

There will be standing committees in the following areas:

**-Curriculum      -Scheduling      -Budgeting      -Discipline      -Technology**

Whether you serve on a committee or not, please know that we value your input and concerns and that your issues will go to a committee. If you have missed the deadline date to submit an issue, we ask that you adhere to the following:

- a) Discuss the issue with the principal.
- b) You have the option, after meeting with the principal, to take the issue to the committee.

## ATTENDANCE

The “Doug Ahrens” Award is presented at the end of grade 8 to each student with perfect attendance in grades 6, 7, and 8. Students with perfect attendance K-12 are eligible to receive a \$1,000 bond upon graduation from high school.

Another reward of good attendance is good grades. Students who have good attendance usually perform better in the classroom. *Students have six (6) parent excused notes a year for illness.* All absences beyond the six (6) will only be excused by one of the following: *a) death and severe illness in the immediate family, b) doctor, dental, mental health professionals and/or court appointments, c) participation in school-related activities approved by the principal, and d) other valid reasons, with prior approval, as determined by the principal.*

- Parents may call in an absence **{not for item b, see above}**
- Parents may fax an absence to 859-987-5854
- Parents may send, with the student, a handwritten note for absence
- In reference to **{item b, see above}**, a written/typed excuse from the health professional must be presented
- An excuse for the absence must be taken care of on the day of the student’s return

**Please note:** *Failure to have the absence excused will result in an ‘unexcused absence’. Abuse of this District Policy will result in a truancy petition being filed with the court system.*

## BUS NOTES

Special requests for a student to ride a bus, other than their assigned bus, to places other than home for reasons of emergency, necessity, etc., **must** be in writing—**NO PHONE CALLS WILL BE ACCEPTED.** These notes will be issued to students in a.m. gym from 7:30-8:20 a.m. Please make every effort to pre-arrange bus note changes during these times.

Transportation changes **cannot** be received over the telephone. All bus notes or transportation information must be provided by a signed note from parent/guardian.

When boarding the bus, the student must give the approved bus note to the driver—**ONLY THE NOTE ISSUED BY THE SCHOOL WILL BE ACCEPTED BY THE DRIVER.**

## SCHOOL BUS DISCIPLINE GUIDE

*The following is taken from the Bourbon County Schools discipline policy on ‘bus infractions’:*

The procedure for handling pupil discipline cases on buses is:

1. **First Offense** – Administrator talks with student. Punishment may be administered depending on the degree of the offense.
2. **Second Offense** – Letter to parent explaining offense and student warning.
3. **Third Offense** – Suspension from riding all buses for five (5) days when school is in session, notify superintendent. Student must be in attendance on each of the counted five (5) days.
4. **Fourth Offense** – Suspension from riding all buses for ten (10) days when school is in session, notify superintendent. Student must be in attendance on each of the counted ten (10) days.
5. **Fifth Offense** – Notify superintendent, in writing, with description of latest incident. Superintendent may extend suspension or expulsion from all buses for the remainder of the year. A violation, which seriously endangers the life or safety of other children, may be dealt with more severely with additional punishment beyond removal from the bus at any time during the process.

## SCHOOL BUS RULES

- Middle school students are encouraged to stay out of the last five (5) rows of seats.
- Students will obey directions of the bus driver. Students that violate bus rules will be reported to the office by the driver.
- Pupils shall obey and respect the orders of all individuals responsible for loading and unloading buses.
- Pupils shall remain in their seat and not move to another seat while the bus is moving.
- Pupils shall occupy the space designated for them by the driver and may not save seats for other pupils.
- Never stand in the road while waiting for the bus.
- Students are to keep the bus clean of litter and other debris.
- Objects made of glass, such as flower vases and any other containers made of glass, are not permitted on the bus (with the exception of a child’s prescription eyeglasses).
- Students may not transport animals.
- Remain seated until the bus has come to a complete stop.
- Tobacco, alcohol, or drugs are not permitted on the bus.
- Students are not permitted to eat or drink on the bus.
- Students are to use the sidewalk to get to and from the buses during the P.M. dismissal. **Do not cut between buses.**
- No objects are to be thrown while riding bus.
- No loud noise that would distract the driver.

*School bus drivers have one of the most difficult jobs. They are responsible for the safety and welfare of transporting students to and from school daily. It is each student’s responsibility to make this job as easy as possible by obeying the rules and always following the directions of the bus driver.*

## HEALTH REQUIREMENTS FOR BOURBON COUNTY SCHOOLS

The Kentucky Department of Education requires that each student enrolling in the sixth (6th) grade must present evidence of a second vaccine for measles, mumps, and rubella (MMR) recorded on an up-to-date **Kentucky Immunization Certificate**. *Students entering the middle school must have the Hepatitis B Vaccine Series. The Administrative Regulation [902 KAR 2:060] which sets forth the immunization requirements specifies that:*

- Meningococcal conjugate vaccine (MCV)
  - One dose of meningococcal vaccine for sixth grade entry, 11 or 12 years or older, is required.
  - The use of meningococcal conjugate vaccine is preferred, but meningococcal polysaccharide vaccine (MPSV) may be used if the conjugate vaccine is unavailable.
- Tetanus-diphtheria-acellular pertussis vaccine (Tdap)
  - One dose of Tdap regardless of interval since last dose of tetanus-containing vaccine is required for students at sixth grade entry, 11 or 12 years or older, with option for Td for individuals who cannot receive pertussis containing vaccines.
- Changes in Varicella Immunization and Documentation Requirements
  - Additional dose of varicella vaccine
    - A second dose of varicella vaccine, or proof of disease, is required for children at least 48 months of age and less than 5 years of age *and* for children entering the 6th grade, 11-12 years of age or older, if these children have not already been vaccinated with two doses of varicella.
  - More stringent documentation of varicella or herpes zoster disease
    - In lieu of immunization against varicella, the immunization certificate now requires that proof of disease be in the form of verification of a history of varicella or herpes zoster infection by a healthcare provider

*In addition, each student must have a physical examination within one (1) year prior to entering the sixth (6th) grade, which is to be completed on the standard sixth (6th) grade 'School Medical Examination Form'. This physical can be done by a physician, an advanced registered nurse practitioner (ARNP), a licensed physician's assistant, or a health care provider in the Early Periodic Screening Diagnosis and Treatment Program. Our local Health Department (987-1915) has a health care provider in the EPSDT Program and performs sixth (6th) grade physicals based on income eligibility. You may call the Health Department to inquire if you are income eligible.*

The Kentucky Department of Education requires the following of all school enrollees regardless of grade:

- 1) **An up-to-date Kentucky Immunization Certificate**
- 2) **A physical examination on file**
- 3) **A copy of birth certificate**
- 4) **A copy of the social security card**

**Students transferring to Bourbon County Middle School from out-of-state schools must also comply with these requirements.** Student records are reviewed periodically by the school nurse to determine if health records are up-to-date.

Parents will be notified when immunization certificates expire or if other required records are not on file.

### **School Nurses:**

A nurse is on duty at the middle school on a full-time basis. At Bourbon County Middle School, the staff nurse places a high priority on parent awareness and involvement with the health needs of children. It is our goal to strengthen and support the families of our students at each available opportunity.

## MEDICATION POLICY

Whenever possible, medications should be administered to students at home. However, BCMS staff will assist in maintaining medication schedules when medication **must** be given during the school hours. It is the student's responsibility to come to the office at the prescribed time. All medications, prescription and non-prescription, are stored and dispensed in the office.

- ***Medication must be brought in the original container. For prescription medications, you may want to ask your pharmacist for two (2) labeled bottles; one (1) for school and one (1) for home. It is recommended that no more than (1) month's supply be sent at a time if it's a long-term medication.***
- ***A Medication Consent Form must be completed. A written parent note with specific directions can be accepted the first day medication is sent. After the first day a Medication Consent Form is required to continue the medication at school.***
- ***Directions on the Medication Consent Form must be the same as directions on the prescription label. If not, a written Doctor's order is needed stating the current directions.***
- ***Non-prescription medications will be given no more than three (3) consecutive days after which time a physician's written order is needed to continue.***
- ***Non-prescription medications, such as Tylenol, are NOT kept in stock at Bourbon County Schools. The parent must supply these types of medications.***
- ***Emergency medications, such as Asthma Inhalers, may be carried with the student, but a parent consent and physician's forms must be on file in the office.***

## HOMWORK POLICY

1. Students are expected to have **no late homework**. Turn in work on the day it is expected.
2. If a student is absent on a date homework is due, the student will have the equivalent to the number of days missed to make up that homework. (*Ex: Missed (1) day = (1) day to turn in assignments upon returning to school; (2) days = (2) days to turn in assignments, etc.*)
3. If a child is ill over (five) 5 days, please request homebound information from the office.

## HOMWORK REQUESTS

In each classroom, teachers maintain a teacher assignment book. When your child returns to school after an absence, he/she should refer to the assignment book, copy any missed work, and confirm the due date with the teacher. This is your child's responsibility.

In order to prevent your child from falling behind due to absences, you should suggest that your child team up with a classroom buddy. In the event of absences, buddies can gather homework assignments, textbooks, worksheets, or any other relevant materials and inform the absent buddy of assignments, etc.

**Please do not make telephone calls to request assignments if your child has missed only one day of school. In this case, it is much easier for the student to make up work upon his/her return.**

However, if your child misses two (2) or more days, requests for missed work must be phoned in to the office by **9:00 a.m.** and will not be ready to be picked up until **3:20 p.m.** on that day. **Any requests phoned in after 9:00 a.m. will not be honored until 3:20 the following day.** If you know the number of days your child will be absent, **please request work for all days when you call, rather than calling each day.**

*You may e-mail requests for homework to individual teachers.*

Please keep in mind that many assignments may require specific one-on-one teacher instruction or class materials that are impossible to provide via notes or e-mail. Therefore, your child may have to wait until his/her return to school in order to complete many assignments or arrange for after school tutoring.

## TUTORING

Extended School Services (ESS) offers tutoring Monday through Thursday, immediately after school and ending at 5:20 p.m. The first hour will have an academic focus and the second hour will feature enrichment activities for students.

Students can be referred for tutoring by their teachers or parents.

### **Upon being referred:**

- 1) Teachers fill out a referral form and turn it in to the building ESS coordinator.
- 2) A form is filled out by the ESS coordinator to go home to the parent. This form states the date, place and time of tutoring, and has a place for the parents to sign stating acceptance or decline of tutoring services. **Parents are to sign this form and return it to school.**
- 3) If your child's grades do not improve after entering the tutoring program, request a conference with the teacher or team.

Since tutoring is for students not working to their ability, priority will be given to students in danger of failing.

## **Bourbon County Middle School Failure Prevention Policy**

### **Failure Is Not An Option: Whatever It Takes!**

All students failing one or more classes or who are repeatedly not performing at the proficient level on common assessments will be placed into Bourbon County Middle School's 'Pyramid of Intervention' Failure Prevention Program. The teaching teams will identify any student who is not performing at an acceptable academic level and the goal of this intervention model is to eliminate failure while ensuring learning for all.

### **Conferencing and Counseling: A Home-School Partnership**

When students are in danger of failing, they will face a cadre of adults expressing concerns. The classroom teacher will meet with the student, suggest strategies to improve the situation, and offer assistance to ensure a successful experience in their subject. ESS will be strongly encouraged to provide additional time and support for the subject(s) in which the student is struggling. The guidance counselor will meet with them to provide further academic support and to ask the student what steps he or she has taken to improve the situation and will suggest the student take advantage of the tutoring opportunity provided in study hall. The parents receive a copy of the progress report and are contacted by the teacher(s) to urge them to address the matter with their child. Teachers who are already conducting study groups, or who wish to do so, are encouraged to invite any student who may want to take advantage of this additional learning opportunity.

### **After School Mentoring: Making the Connection**

For those few students who are still not responding, they will be moved to the next step in the intervention continuum: after school mentoring. Parents will be contacted to enlist support for this intervention and students, in addition to remaining in the guided study program, will stay after school one day a week to work on successfully completing assignments. Teachers from each team will conduct this intensive intervention on a rotating basis. All additional support will be available, including the Youth Service Center, to assist with specific problems that are interfering with academic success. Parents will be given specific directions to assist in helping students be successful (i.e., specified study time at home, a quiet place to complete homework and other assignments, daily checking of assigned work, grade monitoring, etc.) Developing a relationship with academically at-risk students is critical and a commitment to persevere in the face of student indifference will impact student achievement. Teachers will monitor these students very closely, insist upon the completion of homework and assignments, and celebrate with students each time one of them is able to improve a grade.

## **Friday Detention: The Final Push**

If a student is still in danger of failing, he or she will be assigned to Friday detention to complete any work not turned in during the week. This should involve only a very few, our most at-risk students. Teachers will be assigned to monitor and assist in homework completion, as well as any other work not turned in on time. As with the other most intensive levels, parents will be asked to take an active role in partnership with the school to ensure success for their children.

## **GRADING**

Homework will count no more than 20% of grade. Parents may request a subject syllabus for specific percentage breakdowns and for a course outline. A syllabus will be available each (9) weeks.

A student who does not maintain a 70% on assessments will be encouraged to attend after school tutoring. If students are failing one (1) or more subjects, they will be required to attend a 2 hour extended ESS session.

## **GRADING SYSTEM**

Bourbon County Middle School teachers grade according to the following percentage score:

**92-100=A**

**82-91=B**

**70-81=C**

**64-69=D**

**0-63=F**

## **GRADE REPORTING SYSTEM**

Report cards and progress reports are available each (12) weeks. These reports are available through Infinite Campus Parent Portal and are periodically mailed home. Dates for release of report cards can be viewed on Bourbon County Schools website—[www.bourbon.k12.ky.us](http://www.bourbon.k12.ky.us). If you do not receive a report card, please call the school. Dates may change due to cancellation of school for inclement weather.

**No student should receive a (D) or (F) on their report card without prior notification or contact with the parent from the teacher.**

Your child's academic success is our main concern. However, it's a three (3) way street. The burden of proof of success is upon the shoulders of the student, the parents, and the teachers. The teachers at BCMS are dedicated in doing their part. Please join us in this effort. See to it that your child has good study habits and a time and a place to study. Stress the importance of meeting deadlines and completing tasks. Ask your child to bring homework home. Look for report cards. Schedule a conference with the teacher or team when you have a concern about your child's progress.

## **RETENTION**

### Middle School Retention Policy

- We want students to succeed.
- Students will be given additional time and support to demonstrate learning.
- ESS will be required for students who are at risk of failing.
- Any student who fails two or more subjects may be retained.

If retained:

- both of the grade level teams conference together; consensus will be reached for the best placement for the child to be successful
- the teams should bring to this meeting the list of intervention strategies used for this child (example copy in back of advisory folder) and any other pertinent data of techniques used, knowledge of learning style, etc.
- the team where the child will be placed will develop a "game plan" for success for the child and agree upon the data to collect to monitor results

## **BETA CLUB (IF OFFERED)**

The guidelines for BETA Membership are as follows: Beta membership shall be based upon three (3) qualifications, 1) academic achievement, 2) character/citizenship, and 3) leadership abilities. To receive an invitation to join Bourbon County Middle School Junior Beta, a student must have 1) maintained at least a 3.6 cumulative grade point average in the five (5) academic areas, 2) have no "U's" in citizenship/conduct on his/her report card and have approval from the teachers, and 3) show evidence of leadership ability/potential through class and club activities.

If two (2) or more teachers express reservation about a student having Beta standards in citizenship/conduct, the Beta sponsors and the principal will meet to discuss the reservations expressed and make the final decision about issuing an invitation to that student to join Beta.

After becoming a member, a student will adhere to the by-laws of the Junior Beta Club to remain a member. Officers for the Junior Beta Club will be chosen from 8th grade members because of experience and grade level. Teachers will calculate their advisory students' grades and check the above for membership or continued membership.

## **CLASSES**

Students at B.C.M.S. are enrolled in four (4) academic classes: Math, Science, Social Studies and Language Arts. In addition, each student will have two (2) Related Arts classes daily. Related Arts offerings will rotate and include: PE, Music, Band, Tech Ed, Health, Chorus, and Family Living.

## **CHANGE OF ADDRESS**

If your address and/or phone number changes at any time throughout the year, please send a note with your child, e-mail, or notify the office directly. For your child's safety and for informational purposes, *your whereabouts are important to us.* In case of an emergency situation, it is important that we have accurate data on your child. Important, also, is updated information on individuals your child may be released to at the end of the day.

## STUDENT USE OF SCHOOL PHONES

Office phones are for student emergencies. *If a student becomes ill at school, the student should request permission to come to the office to seen by the school nurse and determine if the student should call home.* If an intercom message alerts students of an unexpected school-wide change, parents will also be notified utilizing our district calling program.

Please understand that **office phones are for professional and emergency use only.**

Parents should encourage and teach their children to get organized and pre-plan their day (game uniforms, lunch money, homework, books, permission slips, etc.).

Parents are asked to make arrangements *before* the child comes to school regarding doctor's notes, bus notes, pick up locations, and messages. *Only EMERGENCIES will be received.*

## PARENT-TEACHER CONFERENCES

Parents are invited and encouraged to arrange for parent-teacher conference meetings throughout the year. You can arrange for a meeting by calling the school and arranging a conference appointment with your child's team of teachers.

## RESOURCE CLASSES

The Resource classes serve students with learning disabilities who qualify for these programs based on state and federal guidelines. Resource classes are available in all three (3) grades in the subjects of Math and Language Arts or other subjects as indicated by a student IEP. All resource faculty members hold the appropriate certification as designated by the Kentucky Department of Education.

## VOLUNTEERS

We appreciate and encourage volunteer involvement! You need not pre-plan your volunteer time, just show up and we will have plenty for you to do. Examples are copying, filing, landscaping, cafeteria monitoring, etc. You are required to sign in at the main office. We will have a nametag issued to you recognizing you as a volunteer. We look forward in working with you and letting you see the wonderful learning opportunities going on in our school.

The District shall conduct, at District expense, a state criminal records check on all volunteers who have contact with students on a regularly scheduled and/or continuing basis, or who have supervisory responsibility for children at a school site or on school-sponsored trips.

No volunteer shall be utilized to supervise students, or deemed to have the authority to supervise students, unless the volunteer has been designated to supervise students by the Principal and approved by the Superintendent/designee, and the volunteer has undergone the required records check.

## COUNSELOR

Bourbon County Middle School has a certified school counselor. The counselor works with the teachers in creating a positive, supportive environment for all students. The counselor works with teachers and parents to see the "total child" physically, mentally, socially, and emotionally. The counselor's duties include:

- Individual student sessions
- Group guidance sessions
- Meeting with teachers and sharing alternative teaching strategies
- Meeting with parents
- Career guidance
- Character Education Program Development

The counselor seeks to nurture in our students a positive understanding of themselves and others. Units on conflict management, drugs, alcohol and tobacco use, divorce, peer pressure, decision making, careers, coping skills, and other topics are shared. A teacher or a parent may refer students to the counselor. Students also may choose to make an appointment to see the counselor.

## LOST AND FOUND

Clothing, books, and personal items that are found and have no identification on them will be placed in a designated area for lost and found items. Unclaimed items will be given to our Family Youth Services Center.

The best way to keep your child's clothing out of lost and found and to lessen the opportunity for theft is to **properly mark your child's clothing, purses, etc.**

## STUDENT PROCEDURE WHEN WITHDRAWING FROM SCHOOL

If you are moving away from Bourbon County, please inform the office and school counselor. Your child will be asked to return all textbooks and library books, and pay for any outstanding debts. The Bourbon County Middle School counselor will forward your child's personal file to the school in which your child will be transferring. By contacting the counselor prior to leaving, and giving information as to where you will be moving, you will ensure a quicker and smoother transition and re-entry for your child.

## HELP YOUR CHILD HAVE A SUCCESSFUL YEAR

1. Teach them that no grade below a (C) is acceptable.
2. Guide, help, monitor, and teach organization at home, especially with regard to homework. Have a designated place for studying with proper lighting and work materials free of distraction. (Have materials ready such as paper, sharpened pencils, erasers, rulers, poster board, markers, dictionary, etc.)
3. Check your child's work before student signs off for bed. Show interest in the school work your child brings home. Check to see that the work is complete.
4. Require proper sleep habits. Studies show that middle school students stay up too late. Their bodies are growing at one of the fastest rates since birth. Demands upon their heart, joints, muscles, and lungs are great. Enforce good sleep and nutritional habits.
5. Teach them to respect rules, deadlines, property, people, and authority.
6. Give them praise. Give them hugs. Attend things they are involved in. Encourage them to get involved in positive things. *Tell them you love them.*
7. Monitor time spent watching TV. Monitor *what* is on TV. Monitor telephone use.
8. Stay in close communication with teachers.
9. Reward your child in appropriate ways for completed work.
10. Know who your child associates with. Invite them to your home. Encourage them to follow positive role models.
11. Discourage your child spending the night at a friend's home during the school week unless it is an emergency.
12. Expect more of your kids. Hold them accountable.
13. Give more of yourself. Monitor their work at home and school. Sign up for access to Infinite Campus Parent Portal for online access to grades, attendance, etc. Get into a team conference. Get involved on a committee at school.
14. Get your child to school. Aches, pains, and headaches are a part of growth and life.

## COMPUTER LAB EXPECTATIONS

- No Food, Drink or Gum Allowed
- If you have permission to be on the Internet, you will be monitored closely to insure that only appropriate web sites are being viewed.
- Only print the pages you need and only print writing pieces after major changes have been made.

***Failure to stay on task and/or accessing any Internet site that is inappropriate, including images, will result in a zero for the day and loss of computer privileges.***

***There is to be NO ONE accessing Internet music for any reason.***

## RESTROOM BREAKS

Each grade will have a ***morning*** and ***afternoon*** restroom break to be supervised by the teachers. Teams will be responsible for working out a schedule of restroom breaks. Students needing to use the restroom, other than during supervised breaks, must have a hall pass from the teachers/staff member.

## LOCKER USE/SEARCHES

- a) School property, such as lockers, desks, network systems, technology resources and accounts owned or supplied by the District/School are jointly held by the school and the pupil. School authorities have the right to conduct general inspections of all such property and resources on a regular basis at the discretion of school officials. Students must use the locker assigned. Any changes must be done through the assigning teacher.
- b) Students should not expect privacy for items and information left in such locations. A single desk, locker, or technology resource/account may be searched if reasonable grounds exist to believe that evidence of a violation of the law or a school rule is contained therein.
- c) Students should be aware that automobiles parked on the school premises or in the school parking lot are subject to search when officials have reason to believe weapons, drugs, or objects prohibited by School Policy or State Law are contained therein.

## HALL PASSES

A student must have a pass when in the hallways. Being in the hall without a pass will be considered in violation of the ***Discipline Policy*** and assigned consequences will be given according to the steps outlined for violation of that infraction.

## DISCIPLINARY ISSUES

**ACCEPTABLE USE POLICY (AUP):** Every student and staff member is required to read and sign an acceptable use policy, which outlines the do's, and do not's of school computer usage. Any violation of that policy will be handled in the following manner:

**CONSEQUENCE:** Student may be given consequences or lose computer privileges until an administrator reviews the AUP and student signs new agreement and/or Loss of computer privileges for remainder of the semester. Possible further consequences depending on violation.

**ABUSE OF A TEACHER(Verbal or other) (Law Violation):** Any verbal abuse (profanity or inappropriate comments) directed at a teacher, or physical contact or threat of physical contact toward any school employee that could disrupt or interfere with normal school activities.

CONSEQUENCE:

Verbal: SAFE; Suspension; and/or Court referral

Threat: Immediate removal from the area to Choice room followed by a Threat Assessment to be completed by witnessing school personnel, counselor, administrator, and parent; Choice Room; Suspension; Court Referral; and/or Expulsion Hearing

Physical Contact: Threat assessment completed and suspension; Anger Management and Counseling Required; Choice Room; Court Referral; and/or Expulsion hearing

**AGGRESSIVE BEHAVIOR TOWARD ANOTHER STUDENT:** Any verbal confrontation or minor physical contact to include such things as pushing, shoving, name calling, cursing, or confronting another in a hostile or aggressive manner.

CONSEQUENCE: Team safe, Choice room, Out of school suspension

**ARSON (Law Violation):** The starting of fire within the school, on buses, or on school grounds, for any purpose that results in destruction or disruption.

CONSEQUENCE: Out of school suspension, court referral, and/or Expulsion request

**ASSAULT (Law Violation):** Intentionally causing, or attempting to cause, physical injury to another person or a group of people. Any provocation (verbal or physical) may be considered a mitigation of the charge.

CONSEQUENCE: Choice Room and mandatory anger management; Out of school suspension; Court referral; and/or Expulsion request.

**BULLYING/HARRASSMENT:** A person is guilty of harassment or bullying when, with the intent to harass, annoy, or alarm another person, he/she: \*\*Please refer to HB 91 information at end of Code of Conduct.

- Engages in malicious remarks utilizing web pages, text messaging, or other electronic communication.
- Strikes, shoves, kicks, or otherwise subjects another person to physical contact or attempts or threatens to do the same; or
- In a public place makes an offensive curse, utterance, gesture or display, or addresses abusive language to any person present; or
- Follows a person in or about a public place or places; or
- Engages in a course of conduct or repeatedly commits acts which alarm or seriously annoy another person and which serves no legitimate purpose.
- Creates a hostile environment by means of any gestures, written communications, oral statements, or physical acts that create a reasonable person under the circumstances to suffer fear of physical harm, intimidation, humiliation, or embarrassment.

CONSEQUENCE: Warning and conference, Choice Room, Out of school suspension; and/or Law enforcement notification

**BUS SAFETY:** Any behavior against school rules or state regulation that interferes with safe passage to or from, including any stated rules of the driver of the bus.

CONSEQUENCE (district rules):

1<sup>st</sup> Offense: Conference with student

2<sup>nd</sup> Offense: Contact with parent

3<sup>rd</sup> Offense: Bus suspension, notify parent and superintendent. Student must be in attendance for five days before bus riding may resume.

4<sup>th</sup> offense: Bus suspension for 10 days, same as above.

5<sup>th</sup> offense: Bus suspension possible for remainder of the year.

**DISRUPTIVE BEHAVIOR/HORSEPLAY:** Conduct and/or behavior which is destructive or disruptive to the orderly educational procedure for the school, both in classroom and in common areas such as hallways, cafeteria, and the gymnasium. Types of behavior may include but not be limited to inappropriate discussion, language, library scuffling and horseplay, which may lead to more serious conflict. Students should always be in control of their voice, limbs, actions, and attitude while on campus, in the classroom, in hallways, and on buses so that the school environment is one that contributes to learning.

CONSEQUENCE: For minor class disruptions, teachers will assign consequences prior to referring to the office; Other consequences include; Teacher contact parent; Friday Detention; Choice Room; Conference with the parent, teacher, and administration; Behavior contract, schedule change, alternative setting, and/or other options.

**DANGEROUS INSTRUMENT:** Any item, under the circumstance, in which it is used, attempted to be used, or threatened to be used, which is capable of causing harm or physical injury.

CONSEQUENCE: Choice Room, Court referral; and/or Expulsion request

**DEFIANCE/DISRESPECT:** Any act or behavior in which the student willfully defies the lawful authority to follow reasonable instructions of any school personnel. This also includes being disrespectful to any adult in the building, including refusing to hand over a cell phone. Teachers may assign student to detention for small issues rather than referring to office.

CONSEQUENCE: Choice Room; Detention; Friday School; Out of school suspension

**DISORDERLY CONDUCT (Law Violation):** any act created with intent to cause inconvenience, annoyance or alarm, or creating a risk thereof, such as: (a) Engaging in fighting or in violent, tumultuous or threatening behavior; (b) Making unreasonable noise; (c) Refusing to obey an official order to disperse issued to maintain public safety in dangerous proximity to a fire, hazard or other emergency; or (d) Creating a hazardous or physically offensive condition by any act that serves no legitimate purpose.

**DRESS CODE:** No extreme form of personal appearance will be allowed to interfere with the educational process. The principal and assistant principals retain discretionary powers as to what constitutes acceptable, modest appearance within the following guidelines and whether a student's appearance will potentially cause a classroom or school disruption. All dress is expected to be modest in nature. Any class time missed to correct issues with dress code will be considered UNEXCUSED.

The following are NOT allowed at BCMS:

- Shirts/blouses/tops that:
  - Do not have sleeve—all shirts must have sleeves.
  - No see through clothing
  - Do not cover the midriff—all shirts must come below the top of the pants/skirts/shorts
  - Do not adequately cover cleavage, coming at least one inch above the chest. No part of the breast area should be exposed. Modesty is expected.
- Shorts and skirts must be no more than 4" above the knee.
- If leggings/tights/yoga pants are worn, buttocks/crotch must be fully covered by a shirt or skirt/shorts.
- Any piercing except for ears (per district dress code).
- Clothing or any item printed with inappropriate language, slogans, or pictures.
- Clothing or any item that contains advertising, promoting or depicting drugs, alcohol, or tobacco.
- Clothing or accessories that makes reference to or identifies with gangs or gang related activity
- Bandanas or long beads. If worn, these items will be taken and returned only to a parent/guardian.
- Sunglasses are not permitted to be worn in the building
- Sagging pants or shorts - belts must be worn.
- Pants or shorts with holes or cuts, etc. that expose skin in any manner above the knees.
- Neither chain belts nor wallet chains are allowed.
- Students are to wear shoes at all times.
- NO HEADWEAR: Hats, caps, bandannas, scarves, or head coverings, including hoods are not to be worn in the school building. There may be special occasions or designated days on which such items may be worn. Such days will be announced and must have prior administrative approval. In addition, no combs or rollers may be worn in students' hair.
- Any student who is seen wearing a hat in the building will have the hat taken to the office and it will be returned at the end of the day.

CONSEQUENCE: Warning will be given by teacher and sent to office for documentation; Student will be given appropriate clothing so as not to miss valuable instructional time; Choice Room; and/or Detention. Refusal to comply will be considered as Defiant/Disrespect.

**DRUGS, ALCOHOL, AND/OR "LOOK ALIKE" SUBSTANCES (Law Violation):** Use, possession, or state of being under the influence of alcohol, marijuana, illegal drugs, or substances represented or believed by the student to be a controlled substance or illegal drug.

CONSEQUENCE: Suspension with local law enforcement notified and appropriate charges filed and/or Request for expulsion. Following suspension period student may be placed in alternative setting.

**DRUG/ALCOHOL DISTRIBUTION OR TRAFFICKING (Law Violation):** The distribution of an alcoholic beverage, marijuana, or illegal drug, or substance represented or believed to be a controlled substance.

CONSEQUENCE: Out of school suspension; Local law enforcement notified with appropriate charges filed; and/or Expulsion request

**DRUG RELATED PARAPHERNALIA (Law Violation):** Possession of paraphernalia as related to the use of a controlled or illegal substance.

CONSEQUENCE: Student, along with parents/guardians, must have a conference with the principal; Out of school suspension and court referral; and/or Mandatory Counseling during or at the end of the suspension

**ELECTRONIC DEVICES:** BCMS will not be responsible for any electronic device brought to school (including but not limited to cell phones, I-pods, I-pads, E-readers, CD players, video games or players, mp3 players). The faculty and staff actively monitor use of electronic devices during the instructional day—from the first to last bell! Students are asked to turn off devices upon entering the building. **Students may not use any electronic device during direct teacher instruction for any reason.** Individual teachers may or may not allow student technology use in a particular classroom. If any device is in sight or use in any manner during the instructional day, other than when specifically allowed by the classroom the specified consequences below will ensue. **Students are not permitted to use electronics during restroom breaks from class for any reason.**

CONSEQUENCE: Items will be turned in to the office; parent may pick up 3:30- 4:00 p.m.

\*\*\*If a student refuses to turn over the electronic device, administration will be called to classroom and parent is contacted to pick up the device, student is automatically assigned Friday school or Choice Room. **Repeated offenses will be considered Defiant/Disrespectful.**

**FALSE REPORTING/BOMB THREAT (Law Violation):** The act of tampering with emergency equipment so as to falsely alert emergency services, or school, to a non-existent emergency; the act of tampering with other emergency equipment (fire extinguisher, AED); the act of alerting school officials or emergency responders to an emergency likely causing inconvenience or alarm; and/or knowingly giving false information to implicate another.

CONSEQUENCE: Choice Room; Out of school suspension; Court referral; and/or Expulsion request

**FAILURE TO ATTEND FRIDAY SCHOOL ASSIGNMENT:** The willful absence from a Friday detention school assignment without notifying a principal. Students are expected to notify administration in advance if they are unable to attend assigned detention.

CONSEQUENCE:

Failure to Attend Friday School: Choice Room

**FIGHTING:** The willful engagement/participation in physical contact, between two or more students, with the purpose of inflicting harm.

CONSEQUENCE:

Choice Room and mandatory mediation or counseling session; Out of school suspension; and/or Court referral

**FIREWORKS/Noxious Substance (POSSESSION, USE, IGNITION) (Law Violation):** The willful possession, use, or ignition of fireworks or noxious substance.

CONSEQUENCE: Choice Room; Out of school suspension; and/or Court referral

**FORGERY (Law Violation):** Falsely makes, completes, or alters a written instrument (examples - absences, excuses, bus notes, and permission to leave school) with intention to defraud or deceive a person.

CONSEQUENCE: Choice Room; and/or Court referral

**GROSS/HOSTILE PROFANITY:** Using profane language, such as the f-word or calling students or teachers other derogatory names.

CONSEQUENCE: Friday School; Choice Room

\*\*\*Language directed at Faculty/Staff is considered ABUSE OF A TEACHER.

**HABITUAL BEHAVIOR INFRACTION:** The student shall be considered "Habitual" after accumulating ten (10) behavior infractions, which have been referred to the office Possible alternative setting, behavior contract, other alternatives.

CONSEQUENCE: Parent and principal conference; Juvenile Court referral for Behavior Out of Control on the next office referral.

**INSTIGATING OTHERS:** Causing turmoil among fellow students.

CONSEQUENCE: Warning; Choice Room, Detention

**INTIMIDATION OF A WITNESS:** Any physical or verbal intimidation of any witness that results in disruption of the school day

CONSEQUENCE: Choice Room, out of school suspension

**KNIFE POLICY:** No knives of any kind are allowed at school.

CONSEQUENCE: Knife is confiscated and returned to parent; Knife is forfeited to the District; Choice Room; And/or court referral to be determined by building administrator

\*\*Any knife other than an ordinary pocket knife or hunting knife or any knife used in a threatening manner is considered a dangerous weapon. Students may be subject to expulsion and weapon charge being filed. Any knife used in a criminal offense will not be returned.

**LEAVING SCHOOL GROUNDS WITHOUT PERMISSION (SKIPPING SCHOOL):** Willfully leaving school premises without permission Once you arrive at school (by bus or other means), you must stay at school until school is dismissed (skipping, no sign-out, etc.).

CONSEQUENCE: Choice Room; Friday Detention; and/or Suspension

**MEDICATION POLICY VIOLATION:** Students must follow proper medication check-in procedures for all over-the-counter medicine or prescription medicine. All medicine must be checked in with the school nurse. Students may not possess any medication of any kind.

CONSEQUENCE: Medication taken and returned to parent

\*\*\*Any unauthorized medicine may be considered under the drug/alcohol policy

**OUT OF AREA:** A student is guilty of being in an unauthorized area (i.e. faculty work room, lounge, maintenance areas, mechanical room, parking lots, etc.) without legitimate reason or permission.

CONSEQUENCE: After school detention; loss of hall pass privileges, silent lunch, Choice Room

**PUBLIC DISPLAY OF AFFECTION:** Any overt act that is not deemed to be socially acceptable. This includes inappropriate touching of others, kissing, fondling, etc. Appropriate is holding hands; inappropriate is kissing, holding another student for long periods of time.

CONSEQUENCE: Warning & Parents Notified; silent lunch, team safe, Friday detention, Choice Room

**RACIAL/ETHNIC/SEXUAL ORIENTATION SLURS:** Any utterance, drawing, statement, or remarks made verbally or in writing that are derogatory and aimed at another person in any way and based on ethnicity, race, or sexual orientation.

CONSEQUENCE: Choice Room; Counseling, Suspension with parent meeting prior to student return to school from suspension

**SEXUAL HARRASSMENT:** Unwelcome sexual behavior, including advances, language, gestures, etc. that create a hostile or offensive environment.

CONSEQUENCE: Warning, Referral to counseling services; Choice Room, Out of school suspension; Law enforcement notification; and/or Expulsion request

**SEXUAL MISCONDUCT:** A person is guilty of “sexual misconduct” when he/she engages in any act of sexual activity while subject to school supervision.

CONSEQUENCE: Out of school suspension and/or Request for expulsion

**SKIPPING CLASS:** Willfully missing class time or leaving class without permission (This does not include leaving school grounds).

CONSEQUENCE: Detention; Friday Detention; Choice Room;

**STALKING:** A person is guilty of stalking in the first degree when (s)he intentionally:

1. Stalks another person; and
2. Makes an explicit or implicit threat with the intent to place that person in reasonable fear of:
  - a. Sexual contact as defined in KRS 510.010;
  - b. Serious physical injury; or
  - c. Death; and
  - A protective order has been issued by the court to protect the same victim or victims and the defendant has been served with the summons or order or has been given actual notice; or
  - A criminal complaint is currently pending with a court, law enforcement agency, or prosecutor by the same victim or victims and the defendant has been served with a summons or warrant or has been given actual notice; or
  - The defendant has been convicted of or pled guilty within the previous five (5) years to a felony or to a Class A misdemeanor against the same victim or victims; or
  - The act or acts were committed while the defendant had a deadly weapon on or about his person.

CONSEQUENCE: Out of school suspension; Court referral; and/or Expulsion request

**TARDINESS:** A student is considered tardy to class when he/she is not in their classroom at the proper time. This refers to tardies to periods 2-7 only. Tardy to first period is considered being tardy to school—student will be required to sign in at the front office and parent notes/truancy issues will apply.

CONSEQUENCE: Team safe, silent lunch, Friday detention, Choice room

**THEFT (Law Violation):** Taking the property of others (teachers, students, visitors, etc.) without their consent; or possession of stolen property, or possession without the owner's permission, or selling of school property.

CONSEQUENCE: Choice Room, Out of school suspension; Restitution; and/or Court referral

**THREATENING:** Making threats to other students. The seriousness of the threat could lead to charges being filed.

CONSEQUENCE: Choice Room; Threat assessment; Out of school suspension; and or Expulsion request

**TOBACCO (Law Violation): Bourbon County Schools is proud to be a TOBACCO FREE CAMPUS!** The possession or use of tobacco products on school grounds or bus is prohibited. All tobacco products will be confiscated and destroyed.

CONSEQUENCE: Friday Detention; Counseling referral; Choice Room

**TRUANCY:** The intentional and willful absence from a class or school without the consent or knowledge of a parent or guardian or school administrator. "Habitual Truant" means any student who has been found by the court to have been absent from school without valid excuse for three or more days on at least three occasions during a school year.

CONSEQUENCE: Court referral

**VANDALISM/CRIMINAL MISCHIEF (Law Violation):**The deliberate defacing of school property at any school sponsored activity.

CONSEQUENCE: Restitution, Choice Room; Suspension; Court referral and law enforcement notification;

**VIOLATION OF CONDITIONS OF SUSPENSION:** Any willful violation of the conditions of the out of school suspension assignment.

CONSEQUENCE: Out of school suspension for an additional length of time equal to that of the initial out of school suspension and/or Law enforcement notification if trespassing issue arises.

**VIOLATION OF CONDITIONS OF CHOICE ROOM:** Any willful violation of the terms of the Choice room will result in extended time in Choice, loss of privileges, Out of school suspension, Court referral.

**WANTON ENDANGERMENT (Law Violation):** A person is guilty of wanton endangerment in the first degree when, under circumstances manifesting extreme indifference to the value of human life, he wantonly engages in conduct, which creates a substantial danger of death or serious physical injury to another person.

CONSEQUENCE: Out of school suspension; Court referral, and/or Expulsion request

**WEAPONS (POSSESSION/FIREARMS) (Law Violation):**The possession of a firearm (loaded or unloaded), or other item deemed to be a weapon on school premises, either in one's immediate possession or within one's car or locker.

CONSEQUENCE: Out of school suspension, Court referral, and/or Expulsion request

**HOUSE BILL 91 (ANTI-BULLYING BILL)**Under House Bill 91 (HB91), the Anti-Bullying Bill, students committing any of the following felony offenses under KRS Chapter 508

1. While on school premises, or
2. While on school transportation
3. At a school sponsored event

will be reported by any employee of the school district who identifies the offense to the building principal, who will then cause a report to be made with local law enforcement, Kentucky State Police or the County Attorney:

1. Assault in the 1st – 3rd degrees
2. 3 or more assaults in the 4th degree
3. Wanton endangerment in 1st degree
4. Terroristic threatening in 1st and 2nd degree
5. Criminal abuse in 1st and 2nd degree
6. Stalking in 1st degree

\*\*\*Legal descriptions of these offenses can be found at <http://www.lrc.ky.gov/KRS/508-00/CHAPTER.HTM>

Anonymous reporting (oral or written) of incidents will be accepted from employees and students of the school district. There is no reprisal for reporting an incident in good faith.