

## **WELCOME FROM THE PRINCIPAL**

We would like to welcome you to Jackson County Middle School. May your experience be a successful!

Each year a challenge is issued to the students. That challenge is to be the BEST you can be. You are a member of an outstanding school and we expect you to keep it that way. The rules and policies in this folder should help you understand what is expected. Your teachers and all staff members are here to give you the best education possible. If we all work together, we will make sure that Jackson County Middle School remains **THE BEST!**

The Principal retains the right and privilege to issue penalties for acts of discipline not specifically stated herein and to alter any penalties as he considers necessary. Furthermore, the principal reserves the right to amend any provision in this Handbook which he deems to be in the best interest of the educational process.

## The Colonel Alphabet

A	ttitude
B	efriend
C	aring
D	ignity
E	thical
F	airness
G	ood habits
H	onesty
I	ntegrity
J	ustice
K	ind
L	oyal
M	orals
N	ice
O	bedience
P	unctual
Q	uality
R	espect
S	elf-discipline
T	ruth
U	nselfish
V	alues
W	ise
eX	cellence
Y	our character speaks for you!
Z	ealous

## DAILY SCHEDULE

### 6<sup>th</sup> Grade

8:00 – 8:44	1 <sup>st</sup> Period
8:47 – 9:31	2 <sup>nd</sup> Period
9:34 – 10:18	3 <sup>rd</sup> Period
10:21 – 11:28	4 <sup>th</sup> Period (Lunch 10:28 – 10:53; 10:55-11:20)
11:31 – 12:15	5 <sup>th</sup> Period
12:18 – 1:02	6 <sup>th</sup> Period
1:05 – 1:46	7 <sup>th</sup> Period
1:49 – 2:50	8 <sup>th</sup> Period (Break 2:12 – 2:22)

### 7<sup>th</sup> Grade

8:00 – 8:55	1 <sup>st</sup> Period
8:58 – 9:48	2 <sup>nd</sup> Period
9:51 – 10:41	3 <sup>rd</sup> Period
10:44 – 11:34	4 <sup>th</sup> Period
11:37 – 12:53	5 <sup>th</sup> Period (Lunch 11:38 – 12:00)
12:56 – 1:46	6 <sup>th</sup> Period
1:49 – 2:50	7 <sup>th</sup> Period (Break 1:50 – 2:00)

### 8<sup>th</sup> Grade

8:00 – 8:55	1 <sup>st</sup> Period
8:58 – 9:48	2 <sup>nd</sup> Period
9:51 – 10:41	3 <sup>rd</sup> Period
10:44 – 11:34	4 <sup>th</sup> Period
11:37 – 12:53	5 <sup>th</sup> Period (Lunch 12:31 – 12:53)
12:56 – 1:46	6 <sup>th</sup> Period
1:49 – 2:50	7 <sup>th</sup> Period (Break 2:40 – 2:50)

## **ADMINISTRATION**

Mr. Keith Bingham, Principal  
 Mr. James Morgan, Assistant Principal  
 Ms. Roxanne Vaughn, Counselor  
 Mrs. Julianne Rader, Library/Media Specialist

### **Office Staff**

Mrs. Cheryl Bishop, Secretary to Principal  
 Sandra Flannery, School Wide Aide/Receptionist

### **School-Based Council Members**

Martina Singletary, Teacher  
 Robbie Thomas, Teacher  
 Roxanne Vaughn, Teacher  
 Ruthie Sizemore- Parent  
 Rebecca Cunagin, Parent

## **Curriculum**

The basic academic curriculum consists of Math, Science, Social Studies, English, and Reading. These basic academic courses are augmented by rotation classes, which include Arts/Humanities, Music, Technology Education, Health/PE, and Practical Living/Skills.

## **FACULTY AND STAFF**

Janet Allen – Reading  
 Ronda Angel – Math  
 Bishop, Wesley – Technology Education  
 Donna Collins – Skills/Practical Living  
 Tanya Gilbert – Math  
 Jason McCowan-Science  
 Laverne Jarvis - Reading  
 Sue Madden – RTI Interventionist/Curriculum Specialist  
 Tammy Marcum – Language Arts  
 Debbie McQueen – Language Arts  
 Sharon Thomas – Social Studies  
 Krystal Parrett Halcomb – Humanities  
 Brad Kerby -Social Studies  
 Peggy McQueen – Music  
 Sarah Melton – Math Enrichment  
 Rodney Morris – Social Studies  
 Martina Singletary – Science  
 Jason Vaughn – Physical Education/Health  
 Jean Spurlock – 6<sup>th</sup> Grade Enrichment  
 Mary Thomas - Reading

Robby Thomas – Science  
 Kim Witt – Math Coach  
 Nikki Browning – Math  
 Lindsey Gasperic Wilson – Language Arts

**Aides**

Beverly Combs  
 Patricia Cornett  
 Sandra Flannery  
 LaDonna Hacker  
 Sandra Huff  
 Chad Coffey – In School Suspension

**Special Services**

Cleo Gilbert  
 Christi Hammons  
 Josh Ward  
 Mildred Sanders  
 David Cunagin  
 Jetta Johnson  
 Michelle Jones

**Youth Service Center**

Tammy Morgan – Assistant Director

**4-H Activities**

Participation of a pupil in 4-H activities, which are regularly scheduled, and under the supervision of a county extension agent or the designated 4-H club leader shall be considered school attendance.

**Early Dismissal from School**

No student shall be dismissed early from school without permission from the Principal or the Principal's designee. Any student who leaves the school grounds without permission from the Principal shall be subject to appropriate disciplinary action, including assignment to detention hall or suspension. Early dismissals shall be excused only for the valid reasons for absence/tardiness listed in Board policy 09.123.

**Release  
 Of Students**

No student shall be dismissed early from school without permission from the custodial parent.

If the student is to be picked up, the custodial parent/guardian or designee shall report to the Principal's office.

Emancipated students may sign for their own dismissal.

**SIGN IN – SIGN OUT**

A stringent checkout procedure has been developed and implemented at the Jackson County Middle School. Parents must submit a list of people who are authorized to pick up their child at school. Appropriate ID including picture is required when a person checking out a student is unknown. All visitors must check in the office upon entering the building. **Students leaving the facilities must be checked out through the front office.**

**Exception** A student may be released to a person with lawful authority to take custody of the student, e.g., a police officer with a warrant. In such case, the student's parent shall be notified at the earliest opportunity.

### **General Information**

Every individual is entitled to courtesy and consideration in relationship with fellow students and with teachers. Students must earn this courtesy and consideration by extending the same to every person they meet during the course of the day. Actions which injure others, damage private or public property, or which impede or obstruct the learning process and/or operation of the school are not tolerated. Anyone who engages in the actions described above will be subject to either school disciplinary action or legal action or both.

The following are not allowed on school premises, school-sponsored transportation, or at school-sponsored activities; smoking, possession, distributing, use of or being under the influence of alcohol, narcotics, illegal drugs, or chemical substances, or possession of paraphernalia, possession of guns, knives or any other objects which are classified as dangerous weapons. Any form of gambling is forbidden.

Other violations are insubordination, flagrant disrespect of faculty members or fellow students; theft or unauthorized use of physical force to settle disagreements; continued familiar behavior toward students (holding hands, embracing, kissing); or highly disruptive or improper school behaviors are also serious disciplinary problems.

Problems sometimes arise because students bring non-educational articles to school. Such items include, but are not limited to such things as games, knives, fireworks, tape players, radios, boom boxes, ball cards, etc. If these things are brought to school they will be taken away. On any violation the item will be returned to the parent-by-parent request only.

Student behavior is not limited to school buildings and grounds or to times when the pupil is on his/her way to or from the school, but extends to any activity which is school-related or school-sponsored. Good pupil discipline is essential to an effective school program. Pupil self discipline is a primary aim. Parents are encouraged to assist school personnel in developing acceptable behavior.

We at Jackson County Middle School have adopted the **Positive Behavior Intervention and Support (PBIS)** model through the **Kentucky Center of Instructional Discipline (KyCID).**

PBIS is a collaborative, data-based approach to developing effective interventions for problem behavior. It emphasizes the use of preventative, teaching, and reinforcement-

based strategies to achieve meaningful and durable behavior and lifestyle outcomes. Over 7,000 schools across the country and over 200 in Kentucky have learned and are implementing PBIS because it can be adapted to fit the needs of any school and can co-exist with other initiatives such as RtI and Thoughtful Ed. PBIS is consistent with research-based principles of behavior. Attention is focused on creating and sustaining tier 1/universal, tier 2/secondary, and tier 3/tertiary systems of support that improve lifestyle results (personal, health, social, family, work, recreation) for all children and youth by making problem behavior less effective, efficient, and relevant, and desired behavior more functional.

All disciplinary regulations and rewards will surround the school theme of “ROCKS”

R – Respect  
 O – On Time  
 C – Cooperative  
 K – Kind  
 S – Safe

For more information you may visit [www.pbis.org](http://www.pbis.org) or [www.kycid.org](http://www.kycid.org)

## **GRADING**

Teachers will be responsible for grading pupil’s progress by using the letter grades of A, B, C, D, or F. The value of the grades are as follows:

A	-	Superior	92 – 100
B	-	Good	81- 91
C	-	Fair	70 – 80
D	-	Passing	60 – 69
F	-	Failing	Below 60

**Parents may check student grades online at anytime. Call the school for directions and student PIN number.**

Progress reports are sent out to parents at the end of the 6th week.

Report cards are given out every 12 weeks to notify parents of current grades.

Promotion requirements: A student must have one point standing in the five basic subjects (Science, Math, English, Reading & Social Studies) in the 6<sup>th</sup>, 7<sup>th</sup>, & 8<sup>th</sup> grades to be promoted. Also, the students must do satisfactory work in his/her exploratory and enrichment classes.

## **HONOR ROLL – PRINCIPAL’S LIST**

An Honor Roll and Principal’s List will be published at the end of each 12 weeks-grading period. This is not based on an average or point system. Students who have a GPA of 4.0 will be recognized on the Principal’s List; those with a GPA of 3.5 to 3.9 will be on the Honor Roll.

## **BETA CLUB**

Students with high scholarship are recognized through an invitation to join the Beta Club. The National Junior Beta Club is a leadership service club for middle school students all over America. The club's purpose is to encourage and reward excellent academic standings, high character, and good citizenship. Another function of the club is to be of service to the school and community through projects.

### **CHEERLEADERS**

Sixth, Seventh, and Eighth Grade students may try out for cheerleading, with parent's written permission. To participate they must meet and maintain academic and citizenship standards set by the school.

### **SUPPLIES**

Paper and pencil supplies are available in automatic dispensers in the lobby area. Students may purchase needed items between class periods, and before or after school.

### **TEXTBOOKS**

All basic texts are loaned to students for their use during the school year. Textbooks are to be kept clean and handled carefully.

### **LIBRARY SERVICES**

The library will be opened at 7:45 a.m. and remain open throughout the day until 3:15 p.m. You are encouraged to use the library as much as possible. From time to time, it may be desirable for a student to visit the library during class time to do research. In such cases, the student should first get permission from the teacher and then, upon entering the library, inform the librarian about his/her particular need.

The following rules also apply:

1. All library materials taken from the library must be checked out at the Circulation Desk.
2. Books may be checked out for a period of two weeks.
3. Any lost books must be paid for.
4. The librarian will contact students that books or magazines are overdue. No new checkouts will be allowed until those are returned.
5. A magazine may be checked out for 3 days.
6. All borrowed items must be returned to the circulation desk. **Do not shelve the book when you bring it back!**
7. Any student who is asked to leave the library because of bad conduct will only be allowed back in the library with permission from the administration.
8. **NO FOOD OR DRINKS ARE ALLOWED IN THE LIBRARY!**
9. Books and equipment are expensive. You are expected to treat both with extreme care.

### **FIRE AND TORNADO DRILLS**

Fire and tornado drills are held at regular intervals throughout the school year. Remember these basic rules:

1. Check the instructions in each classroom (they are posted) indicating how to proceed to the designated area in case of fire or tornado.
2. Walk. No talking. Move quickly and quietly to the designated area.

### **VISITORS TO THE SCHOOL GROUNDS**

A person visiting the school for any reason must make his/her presence known in the administrative office. Upon signing in at the front office you will be given a temporary guest pass. **Students will not be permitted to bring visiting relatives and/or friends to school.**

### **SOLICITING AND SALES**

Soliciting and/or sales by non-school groups are not permitted. School clubs and organizations must secure permission from the principal to sell items of any type in school or at a school approved activity.

### **HALLWAYS**

The hallways are wide and spacious. There is enough room for two-way traffic if each student will walk to the right and never in the center of the hallways. The principal shall designate an area in which to place signs dealing with school activities. A sign must be approved by the principal before it is displayed.

Students should be in the halls only at the beginning and close of school and while moving from one class to another unless they have special permission or special duties that require them to be there. Running and shouting in halls are not permitted.

### **HALL PASSES**

Students are not permitted in the halls during class periods unless they are with a teacher or have a hall pass from an authorized staff member stating the student's name, date, time the student left, the staff issuing the pass, and the signature of the staff member. **VERBAL PERMISSION OR OTHER FORMS OF PASSES ARE NOT SUFFICIENT FOR STUDENTS TO BE IN THE HALL.**

### **DISMISSAL FROM SCHOOL**

Students are expected to walk – not run – to the buses. Parents should pick up their children on the south side of the buses in the designated area. Passing buses when loading and unloading is unlawful. Please drive with great caution.

### **BUS REGULATIONS**

Students who come to school on the bus should return home on the bus unless they have a note from the parents signed by the Principal or designee. **Phone calls cannot be accepted as permission for the student to ride a bus to another destination.**

### **BUS RULES**

Bus Rules include the following:

1. The bus driver may assign seats.
2. Be courteous
3. No profanity
4. DO NOT eat or drink on the bus.
5. Violence is prohibited; fighting and repetitive misbehavior will result in notification of school principal and/or parents.
6. Remain seated; Face the front of the bus and keep your feet out of the aisle.
7. No smoking
8. DO NOT yell out of bus windows or extend any part of your body (head and arms) out of bus windows.
9. DO NOT destroy property; DO NOT rip or tear bus seats or poke holes in them, they are there for your safety and comfort.
10. For you OWN safety, DO NOT distract your bus driver through misbehavior.
11. No can or bottle drinks are permitted on school buses.

### **DRUG AND ALCOHOL ABUSE**

Any student who intentionally sells, possesses, uses, or is under the influence of illicit drugs, narcotics, or alcohol in or on school property, including buses, shall be

1. expelled from school, and
2. reported to the appropriate law enforcement agencies for possible legal action

### **TOBACCO /SMOKING**

The use and/or possession of tobacco or tobacco products are prohibited and any student who violates this rule is subject to suspension.

1<sup>st</sup> Offense – 2 days in school suspension and each offense thereafter will result in 3 days suspension.

### **LUNCHROOM PROCEDURES**

It is important that each student understands the expectations of the lunchroom. It is a time to relax, but not to misbehave. In order that the lunchroom may be operated efficiently, students must:

1. Go to the lunchroom with his/her class at the time the class is designated to be in the lunchroom.
2. Stand quietly in line and wait to be served.

3. Tell the cashier your student identification number.
4. Sit at assigned table.  
Do not move the tables.
5. Eat quietly.
6. Deposit lunch litter in trashcans.
7. Leave the table and the floor in a clean condition for others.
8. Return trays and utensils to the proper area.
9. Students are to remain seated until the lunchroom aide calls your class.
10. Students are not to leave the lunchroom without permission from the lunchroom monitors.
11. Students are not allowed to bring pop to school without a doctor's statement on file stating that they are allergic to milk. Students are not allowed to bring drinks to school either in cans or glass bottles. Food or drink is not to be stored in lockers. If a student brings lunch they must bring their drink in a plastic or thermos bottle. **NO CAN OR BOTTLE DRINKS ARE PERMITTED AT SCHOOL.** Any misbehavior will take away your privileges to eat with your group.

### **ADMINISTRATION OF MEDICINE**

Students requiring the use of medication during the time they are under the supervision of a doctor must have a written request from the parent or physician on file in the school office. The request shall include the name of the medication, purpose, and allowable dosage, how to be administered and other appropriate information.

Medication and paraphernalia shall be kept and administered under the supervision of the principal except when the principal, under the recommendation of a medical doctor, gives written permission to a student to possess and administer medication to himself/herself. Records shall be kept of all medication deposited in the school office and approved for student possession and use.

### **STUDENT LOCKERS**

All students will be assigned a locker. No student may use a different locker unless authorized by the principal. Students are to go to lockers ONLY before 1<sup>st</sup> period, the beginning of 4<sup>th</sup> period, and the end of 7<sup>th</sup> period. Lockers are not to be defaced by decals and markings of any kind. Personal locks are not permitted. Students are not allowed to share lockers. **LOCKERS MAY BE OPENED FOR INSPECTION BY SCHOOL AUTHORITIES AT ANY TIME.**

### **STUDENT VALUABLES**

Students are cautioned not to bring large amounts of money to school, and if they wear glasses, watches, or jewelry to keep track of them at all times.

### **VANDALISM AND PROPERTY DAMAGE**

Our school buildings and equipment cost the taxpayers to construct, purchase and maintain. Students who destroy or vandalize school property will be required to pay for

losses and damages. If you should happen to damage something by accident, you should report it to a teacher or the office immediately.

### **STUDENT DISCIPLINE**

Good pupil discipline is essential to an effective school program. Pupil self discipline is a primary aim. Parents are encouraged to assist school personnel in developing acceptable behavior.

### **YEARBOOKS**

Students must pay a deposit in advance to reserve a yearbook. In the yearbook you will find pictures of classmates, friends, teachers, and various school activities.

### **EXCUSED FROM PHYSICAL EDUCATION**

In order for a pupil to be excused from participating in physical education classes for an extended period (3 days or more) the pupil must have a doctor's statement indicating the disability or a phone call from the parent to the principal or P.E. teacher.

### **ASSEMBLY PROGRAMS**

Assembly programs will be held throughout the year on topics of interest and importance to the students. Each classroom teacher will take his/her class to the auditorium, and the class will sit as a group with their teacher in a designated area.

Proper conduct at assemblies is important, and we must be courteous to our visitors and those presenting the program. Misbehavior in assembly programs will not be tolerated, any student who is not acting properly will be immediately removed from the area. Consider the appearance of a person on stage as a signal for immediate attention and silence.

### **SPORTSMANSHIP**

Our community judges our educational program, to a large extent, on the conduct of our students at extracurricular events. Please help our school maintain the respect and credibility it deserves by exhibiting responsible behavior and good sportsmanship at all extracurricular events.

### **STEALING AND LYING**

It is the responsibility of both the parents and the school to provide each young person moral and character guidance which promotes respect of persons and property. Stealing will not be condoned, and the student/parents will be held financially accountable for stealing related offenses. Lying which results in personal harm, interferes with the educational process, or obstructs or alters the execution of disciplinary actions, will not be tolerated.

## **RESPECT FOR AUTHORITY**

The teachers and administrators work endlessly to provide for each student the best educational program possible. Students are required to address all school personnel in a respectful manner. **WILLFUL DISOBEDIENCE OR DEFIANCE OF AUTHORITY OF THE TEACHERS AND ADMINISTRATORS WILL NOT BE TOLERATED.**

## **KNIVES, DANGEROUS WEAPONS OR INSTRUMENTS**

While under the jurisdiction of the school, a student shall not possess, handle, transmit, or conceal any object which might be considered a dangerous weapon or instrument of violence. This includes but is not limited to; guns, knives, ice picks, nightsticks, mace, brass knuckles, and explosives (firecrackers).

## **LOITERING**

Loitering in restrooms or outside the building during the school day, including class breaks, is prohibited and disciplinary action will be taken.

## **PROFANITY**

Students directing profanity or improper language toward any staff member or student may be placed in the In-School Suspension Room or suspended out of school. Obscene gestures, graffiti, or unacceptable verbal or written communication may carry the same penalty.

## **RADIOS and ELECTRONIC DEVICES**

Radios, tape players, electronic games, cameras, cell phones etc. may NOT be brought to school, as they are disruptive to the educational process and if seen by a teacher will be kept by the principal until they are picked up by a parent. This must be done by the end of the current school year. The school administration is not responsible for theft or loss of these devices and therefore will not search for them.

## **FIGHTING**

No student shall, either before, during or after a school event, on or off school premises, participate in fighting, disturbing the peace, congregating in groups threatening violence, or participate in any other misconduct detrimental to its students, or its activities. Violation of this regulation constitutes cause for suspension of students from school.

## **FEDERAL AND STATE OFFENSES**

The following acts are Federal and/or State Offenses. School authorities may notify the proper authorities in resolving such problems:

1. Arson: The intentional setting of fire

2. Assault: Physical threats of violence to persons
3. Burglary: Theft of school or personal property
4. Possession of explosive: Explosives are not permitted on school property or at school sponsored events. This includes any and all types of explosives and fireworks. This will result in immediate suspension.
5. Extortion, blackmail, or coercion: Obtaining money or property by violence, or forcing a person to do something against his/her will by force or by threat of force.
6. Gambling
7. Larceny
8. Malicious mischief, property damage, or setting off a false fire alarm
9. Robbery: Stealing from an individual by force or threat of force.
10. Sale, use or possession of alcoholic beverages or illegal drugs
11. Trespassing: Being present in an unauthorized place or refusing to leave when ordered to do so by proper authorities.
12. Unlawful interference: Interfering with school personnel by force or violence.

Because of the seriousness of these offenses, suspension or expulsion may occur.

### **DAMAGING SCHOOL PROPERTY**

Any pupil who willfully defaces or damages school property **SHALL MAKE FULL RESTITUTION WITHIN TWO (2) WEEKS OR WITHIN THIS TIME MAKE NECESSARY ARRANGEMENTS FOR SUCH RESTITUTION.** Failure to do so may result in a three (3) day suspension from school. Appropriate disciplinary action will be taken against all pupils engaging in any violation or malicious mischief. This provision applies to all school property, including school buses.

### **CARE OF THE SCHOOL**

Help keep your school in order by:  
 Keeping drinking fountains clean.  
 Keeping the school walls from writing and fingerprints.  
 Keeping the lavatories clean and sanitary as you would at home.  
 Respecting and caring for the chairs and equipment.  
 Keeping the campus attractive and free from rubbish and paper by putting paper in the wastebaskets where it belongs.

### **DRUGS AND ALCOHOL**

Violations are subject to disciplinary actions. Any pupil who violates this regulation will be subject to immediate suspension according to the following procedures:

1. Detained under Administrative Supervision until parents and legal guardians are called and informed of the violation. No suspension until parent/guardians are contacted.
2. A letter stating the charges or conditions of suspension must be mailed to the parents or guardian.

3. A written notification must be delivered to the Superintendent.
4. Proper legal authorities are notified (Sheriff, Juvenile Office, etc.).

The length of the suspension will not be decided, nor will the students be permitted back in school until satisfactory agreement has been reached between the Principal and the legal authorities involved. The minimum length of suspension should be three (3) days out of school suspension for the first offense.

Before offenders are placed back in school, a conference with the principal and parent/guardian will be scheduled.

### **TELEPHONE**

School telephones are business telephones and are to be used as such. If it becomes necessary to use the telephone, the student must obtain permission and office staff will dial numbers.

**Except in emergency cases, students will not be called to the telephone from class.**

### **PARENT/TEACHER CONFERENCES**

Several opportunities, including open house are provided for parents to visit their child's school throughout the year. Should a parent need a conference with a teacher at some other time, the principal shall be called and an appointment will be scheduled with the teacher. Advance arrangements will limit interference with the instructional program.

### **GUIDANCE**

The purpose of the guidance program is to help each individual student achieve his/her growth mentally, emotionally, and socially. We try to do this in several ways:

1. Helping the new student feel at home in our school with new teachers and friends in a different setting.
2. Individual conferences whenever a student, a teacher, or the counselor deems it necessary.
3. A testing program designed to help the student learn as much as possible about his/her capabilities.
4. The counselor welcomes the opportunity to talk things over with any student, parent, or teacher.

### **EXTRA CURRICULAR GUIDELINES**

#### **Purpose:**

1. To state what is expected of extra-curricular activity **members**
2. To set **minimum** appropriate guidelines for members
3. Coaches have the **authority to enforce** more stringent guidelines according to their individual needs

**Requirements:**

1. Maintain proper conduct at any school event. It will be the **responsibility of the coach to monitor behavior and grades**
2. Members must maintain a **C (2.0)** average in each class. Grades will be checked each Friday. If a student athlete has less than a C average in **any** class, they will be suspended from participation until the next Friday.
3. Minimum school **attendance** rules will be monitored. Any student who is **absent from school on the day of a performance or activity** shall not participate. Any student **absent the day after an activity** may not participate in the next event. **Any exceptions must be approved by the sponsor/coach and the principal.**
4. Classroom and other school areas **conduct** is to be maintained according to teacher and handbook guidelines
5. Each member must follow **ALL** rules and codes set forth in the current student handbook.
6. The moral conduct of the members must be appropriate at all times:
  - A. Individual's abuse of any rules and regulations are not acceptable behavior for the members.
  - B. Unsportsmanlike conduct to officials, coaches, spectators, or players of either team will be cause for discipline

**Failure to adhere to any and all rules (by school or coach) will result in discipline from the coach and/or school administration.**

**Equipment:**

1. Each member is responsible for their own uniform, shoes, and other accessories.
2. Any school supplied accessories must be returned or restitution must be made.

**Release from the team:**

1. Any student athlete referred to the office for discipline reasons the first time will be suspended or dropped from competition as appropriate for one week.
2. Referral to the office for discipline reasons the second time will be suspended or dropped from competition as appropriate for one week..
3. Third time will be cause for removal from the team.
4. The sponsor and/or principal shall have the authority to suspend or permanently drop any member for any of the following reasons:
  - C. Improper behavior
  - D. Undesirable language
  - E. Failure to perform duties
  - F. Violation of regulations or rules
  - G. Uncooperative attitudes
  - H. Suspension from school
  - I. Slanderous remarks
  - J. And other violations deemed inappropriate by the coach or school administration

**SPORTSMANSHIP**

Our community judges our educational program, to a large extent, on the conduct of our students at extracurricular events. Please help our school maintain the respect and credibility it deserves by exhibiting responsible behavior and good sportsmanship at all extracurricular events.

**A STRUCTURE FOR RESPONSES TO STUDENT MISCONDUCT – 6280**

The accompanying chart is designed to provide guidance to school personnel, students and parents in understanding the Board's concept of responding to student misconduct.

The chart lists four (4) levels of misconduct and provides examples of behavior ordinarily applicable to each level, suggest various “disciplinary response procedures” at each level, and provides suggested “response options are provided in only rough priority and are not meant to be sequentially binding”.

The list of examples and options are not all –inclusive and are not meant to be. Each school may develop additional items of misconduct that it considers necessary at the school or classroom level, but additional items must be categorized into the appropriate level and conform to the basic tenants of this discipline code. If additional items of misconduct are developed at the individual school level they are to be:

- a. assigned a misconduct level of either Level I or Level II (Level III and IV items must be enacted at the district level;
  - b. published to all students, staff, and parents of the school;
  - c. clearly labeled as being additional school level items;
  - d. filed in their public form with the Superintendent
- the CHARTS follow:

## **DISCIPLINARY RESPONSES TO STUDENT MISCONDUCT**

### **Levels of Misconduct**

#### **LEVEL I**

Minor misbehavior on the part of the student which impedes orderly classroom procedures or interferes with the orderly operation of the school. These misbehaviors can usually be handled by an individual staff member but sometimes require the intervention of other school personnel.

#### **Examples**

Classroom disturbance

Classroom tardiness

Abusive language

Nondefiant failure to complete assignments or carry out directions

#### **Disciplinary Response Procedures**

There is immediate intervention by the staff member who is supervising the student or who observes the misbehavior.

Repeated misbehaviors requires a parent/teacher conference; conference with counselor and/or administration

A proper and accurate record of the offenses and disciplinary action is maintained by the staff member.

#### **Response Options**

Verbal reprimand

Special assignment

Behavioral Contract

Counseling

Withdrawal of privileges

**LEVEL II**

Misbehavior whose frequency and seriousness tends to disrupt the learning climate to the school. These infractions, which usually result from the continuation of Level I misbehaviors, require the intervention of personnel on the administrative level because the execution of Level I disciplinary options has failed to correct the situation. Also included in this level are misbehaviors which do not represent a direct threat to the health and safety of other but require corrective action on the part of administrative personnel.

**Examples**

Continuation of unmodified Level I misbehavior

School tardiness

Truancy

Using forged notes or excuses

Disruptive classroom behavior

Cutting class

**Disciplinary Response Procedures**

The student is referred to the administrator for appropriate disciplinary action. The administrator meets with the student and/or teacher and affects the most appropriate response.

The teacher is informed of the administrator's action.

A proper and accurate record of the offense and the disciplinary action is maintained by the administrator.

A parental conference is held.

**Response Options**

Teacher/schedule change

Modified day

Behavior modification

Time – release program

Social probation

Peer counseling

Referral to outside agency

In- house suspension

**Level III**

Acts directed against person or property but whose consequences do not seriously endanger the health or safety of others in school. These acts might be considered criminal but most frequently can be handled by the disciplinary mechanism in the school. Corrective measures which the school should undertake, however, depend on the extent of the school's resources for remediating the situation in the best interest of all.

**Examples**

Fighting (Simple)

Vandalism (Minor)

Possession/use of unauthorized substances

Stealing

Threat to others

### **Disciplinary Response Procedures**

The administrator initiates the disciplinary action by investigating the infraction and conferring with staff on the extent of the consequences. The administrator meets with the student and confers with the parent about the student's misconduct and the resulting disciplinary action.

A proper and accurate record of offenses and disciplinary action is maintained by the administrator.

### **Response Options**

Temporary removal from class

Social adjustment classes

Homebound instruction

Alternative program

Temporary out-of-school suspension

Full out-of-school suspension

### **Level IV**

Acts which result in violence to another's person or property which pose a direct threat to the safety of others in the school. These acts are clearly criminal and are so serious that they always require administrative actions which result in the immediate removal of the student from the school, the intervention of law enforcement authorities and action by the board of education.

### **Examples**

Unmodified Level III misconduct

Extortion

Bomb Threat

Possession/use or transfer of dangerous weapons

Assault/battery

Vandalism

Theft/Possession/Sale of stolen property

Arson

Furnishing/selling/possession of unauthorized substance

### **Disciplinary Response Procedures**

The administrator verifies the offense, confers with the staff involved and meets with the student.

The student is immediately removed from the school environment. Parents are notified.

School officials contact law enforcement agency and assist prosecuting offender.

A complete and accurate report is submitted to the Superintendent for board action.

The student is given a full due process hearing before the board.

### **Response Options**

Expulsion

Alternative School

Other board action which results in appropriate placement (see discussion of expulsion issue)

## **STUDENT CONDUCT ON SCHOOL BUSES**

The bus driver shall have responsibility to maintain orderly behavior of students on school buses and shall report misconduct to the student's principal.

The school principal has the authority to suspend the riding privileges of students who are disciplinary problems on the bus. Parents of children whose behavior and misconduct on school buses endanger the health, safety, and welfare of other riders shall be notified that their children face the loss of school bus riding privilege.

Any student who defaces a bus shall be required to pay for the damage.

### **Conduct Warranting Disciplinary Action**

The Administration has available to him the following means of discipline as warranted for each infraction:

- a. Verbal reprimand; constructive assignments of projects; temporary withdrawal of school privileges; or behavioral contracts
- b. Conference with parent/guardian
- c. Suspension from class and assignment to designated area
- d. In - school detention (Time Out Room) – Parent Suspension
- e. Corporal punishment
- f. Deny riding the bus for more than one (1) day but not more than ten (10) days consecutively
- g. Suspension from school for a period of one (1) day but not more than ten (10) days consecutively
- h. Refer offender to proper law enforcement authorities
- i. Recommend expulsion to the Superintendent for presentation to the Board of Education

### **Kentucky Law 158.150**

According to Kentucky Revised Statutes 158.150, Section 4011 "All pupils admitted to the common schools shall comply with the lawful regulations for the government of schools:

- a) Willful disobedience or defiance of authority of the teachers or administrators, use of profanity or vulgarity, assault or battery or abuse of other students, the threat of force or violence, the use or possession of alcohol, drugs, stealing or destruction or defacing of school property or personal property of students, the carrying or use of weapons or dangerous instruments, or other incorrigible bad conduct on school property as well as off school property at school sponsored activities constitutes cause for suspension or expulsion from school.
- b) Assault or battery or abuse of school personnel; stealing or willfully or wantonly defacing, destroying, or damaging the personal property of school property, off school property, or at school activities constitutes cause for suspension or expulsion from school. Principals, designated administrators and assistant principals are authorized to suspend students. Two types of suspensions are practiced with the school district. These two

types of suspensions represent two levels of severity. Principals, designated administrators, and assistant principals will administer suspension with the intent of these graduated types. In all cases suspension due process procedures will apply.

- 1) An out-of-school suspension may be as short as one day or as long as ten days. Further, the length of suspension is at the discretion of the principal or assistant principal. The Superintendent retains the authority to suspend a student for additional days.
- 2) Should an offense occur which warrants expulsion, a suspension will be issued until the local board of education meets and confers on the expulsion.

### **HOUSE BILL 91 (KRS 158.156)**

House Bill 91 was enacted during the 2008 legislative session. During the legislative process, House Bill 91 was sometimes referred to as the “Golden Rule Bill” or the “Bullying Bill.” The legislation focuses on students who are victims of felony offenses (specified under KRS Chapter 508).

House Bill 91 (KRS 158.156) requires that any school employee who has reasonable cause to believe that a student has been the victim of a felony offense under KRS Chapter 508 by another student shall immediately make an oral or written report to the principal of the school attended by the victim. After receiving the initial report and determining that it is a reportable incident, the principal must notify the parents, legal guardians, or other persons with custodial control of the students involved in the incident. If the principal determines that there is a reportable incident, he/she shall file a written report within forty-eight (48) hours of the original report. The written report will be filed with the local Board of Education (through the superintendent), and one of three state agencies (local law enforcement or Kentucky State Police or the County Attorney).

Students who believe that they have been a victim of a felony offense under the provisions of House Bill 91 (KRS 158.156) may report it to the classroom teacher or any school employee. The teacher/school employee shall refer the report to the principal, so that effective and appropriate action can take place to ensure the safety and well-being of all students.

### **Reporting of Code Violations**

Students wishing to report a violation of the student handbook/code may report it to a classroom teacher, who shall take appropriate action as defined by the handbook/code. The teacher shall refer the report to the Principal/designee for further action when the report involves an offense that may warrant suspension or expulsion of a student, any felony offense, or a report that may be required by law, including reports to law enforcement.

#### **Retaliation Prohibited**

Employees and other students shall not retaliate against a student because s/he reports a violation of the student handbook/code, or assists or participates in any investigation, proceeding, or hearing regarding the violation. The Superintendent/designee shall take measures needed to protect students from such retaliation.

**Suspensions**

During the time students are suspended or expelled out of school, they are not permitted on any school property.

**Disorderly Conduct**

Conduct and/or behavior which is disruptive to the orderly educational procedure of the school. Scuffling and horseplay may lead to more serious conflicts; therefore, it is not allowed in halls, classrooms, on campus or buses.

**Defiance of Authority**

Refusal to comply with reasonable request of school personnel.

**Fighting**

Students who willfully engage in physical contact for the purpose of inflicting harm on the other person.

**Malicious Remarks**

To willfully intimidate, insult, or in other manner abuse verbally or in writing any member of the school staff or student body.

**Forgery and/or Cheating**

Plagiarism is using others' ideas and works without clearly acknowledging the source of that information.

***To avoid plagiarism, you must give credit whenever you use:***

- *Another person's idea, opinion or theory;*
- *Any facts, statistics, graphs, drawings – any pieces of information that are not common knowledge; in other words copying*
- *Quotations of another person's actual spoken or written words; or*
- *Paraphrase of another person's spoken or written words;*

*Copying will not be tolerated at Jackson County Middle School. We want all students to learn the appropriate material as presented by the teachers. Students need to realize that plagiarism is not tolerated at higher levels of education.*

***Students caught copying or allowing another student to copy (both students) will not receive credit for that assignment.***

**Gambling**

Participating in games of chance for the purpose of exchanging money

**Physical Assault**

Physical assault of one person or a group of persons, upon another who does not wish to engage in the conflict and who has not provoked the attack. A person who finds himself victim of an assault has the right to defend himself against the attack in such a manner to protect his/her person.

**Theft**

The taking of property of others (students, teachers, visitors, etc.) without their consent, possession of stolen property, or possession without owner's permission, selling of school property.

**Destruction or Defacement of School Property**

The destroying or mutilating of objects or materials of the school. Restitution and/or repair will be made by the offending student.

**Possession and/or Use of Weapons**

The possession and/or use of any instrument such as fireworks, explosives, knives, rings, clubs, guns, chains and the like that can be used to inflict bodily injury to another person.

School Board Policy 09.424 states that pupils shall not carry on their person or cause to be brought to school firearms, knives, or any other object which can be classified as a dangerous instrument. Knowledge of the possession of a weapon by another student is a serious offense and will be dealt with severely. If a student becomes aware that another student is in possession of a weapon, the only acceptable behavior is to report such information to the nearest authority figure. Violation may constitute reasons for assignment to the Alternative School, suspension or expulsion. In addition, violations may result in notification of legal officials. Unlawful possession of a weapon on school property in Kentucky is a felony punishable by a maximum of five years in prison and a ten thousand dollar \$ 10,000 fine.

**Extortion**

The solicitation of money, or something of value, from another student, regardless of the amount, in return for protection, or in connection with a threat to inflict harm.

Recommended Discipline: b, c, d, g, h, i, j

**Loitering of Unauthorized Students**

Being on school grounds or in the school without authority or permission of school personnel. This would include students on shortened programs or suspended students.

Recommended Discipline: b, c, d, e, g, h, i, j

**Use of, Possession Of, or Under the Influence of Alcoholic Beverages or Other Illegal Substances**

Alcoholic beverages include any beverage with alcoholic content. Illegal substances include dangerous drugs, narcotics, marijuana, barbiturates, amphetamines, and any other material that has a harmful or unnatural effect on the person using them. Possession includes items found in the locker assigned to the student.

Recommended Discipline: b, c, d, e, f, g, h, i, j

**Aggressive Misbehavior Toward Any School Employee**

Physical contact or threat of physical contact toward school employee(s) with the intention of doing bodily harm by a student or group of students.

**Bomb Threat**

Making a threat of using an explosive device with the intention of doing bodily harm by a student or group of students.

**False Fire Alarm**

Falsely alerting Fire Department or school of nonexistent fire.

**Arson (or Attempted Arson)**

Starting a fire within the school or on school grounds, for any purpose that results in destruction or disruption

**Intimidation of Witness**

Any physical or verbal intimidation of any witness to any school violation

**Repeated Violations**

Repeatedly failing to comply with directions of teachers, substitute teachers, bus drivers, teacher's aides, principal, or other authorized school personnel during any period of time when the student is properly under the authority of school personnel.

**Public Display of Affection**

Hugging, kissing, and other forms of inappropriate displays of affection

**Leaving School or Campus During the School Day Without Proper Authorization****Use of Medication at School**

The Jackson County Board of Education has adopted the following policy concerning prescription and non-prescription medications in the Jackson County School System effective January 2, 1980 and amended November 10, 1987.

All medication prescribed by a physician to a student in the Jackson County School System shall file with the specific school a signed statement by the parents and/or guardian as to directions specifying frequency, amount, and method of administration.

The medicine shall be maintained in the original prescription container which shall be labeled with:

1. Name of pupil
2. Name of medication
3. Directions for use
4. Name of physician
5. Name and address of pharmacy
6. Date of prescription

In grades K - 6, SPH, EMH, and TMH, all prescription and/or non-prescription

medication shall be turned into the Principal/Head Teacher upon entering school each morning and picked up each afternoon before leaving school or may remain at the school until all medication has been taken by the student.

Medication may be prescribed and given out to the parents/students by the physician/druggist in two separate containers with the same information required above. A record of each time medication is administered shall be maintained in the Principal's office and/or classroom to include the pupil's name, date, time and person administering or giving out the medication. If medication is kept in the classroom, it must be kept under lock and key.

A parent/guardian signature on a statement requesting and/or authorizing the school principal or his designee to administer the medication in accord with the prescription shall be on file with the principal.

Each school Principal/Head Teacher shall have designated in writing the specific space within each building and the person designated to have access to the medication submitted to the Superintendent of Schools. The person responsible for administering or giving medication to students shall have ready access to the information regarding the medication filed at the school.

In grades 7-12, all students taking prescription medication must have a signed statement by the parents, guardian, and/or physician as to directions, amount, and method of administration. **All medication (other than inhalers) must be left in to the office. A Permission Form For Prescribed Medicines must be on file in the school office if student is to take medication at school.** The form is available in the office if you did not fill one out when enrolling your child.

### **Jackson County Middle School Policy**

Parents and Teachers:

Due to published reports from the Surgeon General and public concern for the proven health hazard contributed to the use of all tobacco products, our committee recommends the following policy:

- I. All certified and classified school employees are to conform to the following regulations which will ensure that a positive example be set for students at the Jackson County Middle School.
  - a. No school employee is to use tobacco products during school hours except in areas designated by the school principal or
  - b. No school employee is to use tobacco products in the presence of students while on duty.
  
- II. The Jackson County Middle School is deeply concerned for maintaining an orderly and healthy environment for its students and employees. The following new regulations are necessary to establish such an environment:

- a. Students may not use or be in possession of any tobacco product(s) anywhere on school grounds before or after during school hours on any school sponsored trip
  - b. The following disciplinary methods will be used in dealing with violators:
    - 1<sup>st</sup> Offense – 2 days suspension
    - Each offense thereafter will result in 3 days suspension
- III. School personnel will be on duty to prevent the use of tobacco by students on school grounds. The following is a list of some of these measures:
- a. Students will be dismissed from class during class time only when absolutely necessary.
  - b. Restrooms will be monitored by staff.
  - c. Bus loading and unloading will be strictly supervised under the direction of the Principal.
- IV. Athletics: Athletes may not be in possession or use tobacco products during practice or games.
- V. This policy does not include bus riding. The separate transportation policy will be used for violations on buses.
- VI. The policy does include extra-curricular activities. Some examples are band, club meetings, etc

### **In-School Time Out Program**

The In-School Suspension (ISS) Program is to be operated strictly according to these rules and regulations, and the students will be held accountable for them while serving their assignments:

1. No student will be permitted to choose the day he/she is to serve an In-School Suspension
2. Students who are absent on the day or days he/she is to serve, are to make up the day/days upon returning to school
3. Students in In-School Suspension will be permitted to make up any test or homework missed while serving in In-School Suspension
4. Students are responsible for all class work missed while in In-School Suspension. Students are encouraged to take with them books and materials from which they can work. It is the responsibility of the student to collect and turn in their homework assignments.
5. Students who come to In-School Suspension unprepared to work (no paper, pencil, book, etc.) may be assigned an extra day or days by the principal. Repeated violations of this type may be treated as refusing to cooperate with the teacher.

### **Refusal to Serve/Cooperate**

First Offense – 1 day Suspension

Second Offense – 2 days Suspension and each offense thereafter will  
Result in 2 days Suspension

## **Homework Policy**

### **A. Purpose**

The policy on assignment of homework to students has been developed to establish responsibilities and guidelines for minimum standards for the assignment, evaluation, and monitoring of homework and assignments.

### **B. Scope**

It does not apply to students receiving homebound instruction or whose instructional program is governed by individualized education plans when those plans exclude the prospect of homework.

### **C. Definition**

Homework is defined as assignments to be completed outside the classroom to reinforce class instruction, increase understanding and retention, transfer and extend classroom instruction, prepare for class discussion, and provide curriculum enrichment opportunities.

### **D. Commitment**

The development of study skills must be an integral part of Jackson County Middle School's educational policies. Jackson County Middle School strongly supports the philosophy that homework is a necessary adjunct to school life, which serves different purposes according to the student's grade level. The assignments of academically appropriate homework is an extension of classroom instruction and supports the teacher's instructional objectives. It is the Jackson County Middle School's policy that homework is assigned to students in Jackson County Middle School in accordance with their individual needs and abilities and in support of the learning objectives of the particular curricular area.

It should be recognized that not all homework needs to take the form of written assignments. Some homework, especially in the primary program, should involve students in reading to their parents and vice versa or in taking part in cultural and creative activities.

### **E. Policy**

1. Upon adoption of this policy by the Jackson County Middle School Council, copies shall be distributed to all students and their parents.
2. It is the policy of Jackson County Middle School that teachers will assign homework as appropriate on a regular basis to all students capable of completing assignments and that homework will never be used as part of a system of punishment and/or rewards.
3. The appropriate range of hours per week of homework to be assigned are as follows:

Grades	Hours/Week
Primary	1 – 3

- |  |        |         |
|--|--------|---------|
|  | 4 – 6  | 4 – 6   |
|  | 7 – 8  | 7 – 9   |
|  | 9 – 12 | 10 – 15 |
4. Homework assignments are reinforcements for classroom curricular areas and are assigned to support student learning as appropriate for the ability of the individual student.
  5. Assigned homework will reinforce instruction accomplished in class; it will not introduce new or unfamiliar concepts or skills.
  6. Homework will be accomplished outside class time, not during the instructional period.
  7. The burden that homework places on a student will be considered when assignments are made and in making homework assignments, consideration should be given to school events and other subject area requirements.
  8. The principal of Jackson County Middle School shall ensure that the Homework Policy is distributed to and understood by all teachers, parents, and students.
  9. The principal of Jackson County Middle School shall periodically compile information about best practices regarding homework and share these practices with all teachers in the school.
  10. Teachers shall evaluate and return homework assignments to students in a timely manner and shall periodically inform students and their parents of the student's academic progress and mastery of learning objectives.
  11. Teachers shall decide the degree to which homework affects the determination of a student's grade.
  12. Teachers shall provide clear, concise directions for the completion of homework assignments.

#### **F. Parental Support \***

Parents are urged to actively involve themselves with their children's schoolwork. Homework assignments offer an opportunity for valuable interaction between parent and child in support of learning. Parents can help in the following ways:

1. Showing interest in the schoolwork their children bring home.
2. Provide a suitable place to study, free from disturbance.
3. Supplying needed material for completing homework.
4. Offering to clarify instructions and answer questions.
5. Checking to see that work is complete.
6. Encouraging their children to do their best work and praising a job well done.
7. Assisting in use of time and monitoring the amount and type of television programming their children watch.
8. Staying in close communication with teachers.
9. Reward their children in appropriate ways for completed work.

#### **G. Student Responsibilities \***

Students are responsible for completing their homework and, with support from their parents may want to follow some of the following practical suggestions:

1. Write down assignments and due dates, ask questions and select necessary books and supplies before leaving school.
  2. Keep homework in the same place at home each day and take books and materials directly to the study area.
  3. Plan the best time to complete work.
  4. Complete work so that it is neat and legible.
- These suggestions were developed by the South Bay School District in Imperial Beach, California.

### **Youth Service Center**

The Youth Service Center provides information and referral services to students and families in need of assistance in the areas of health/social services, mental health, substance abuse and employment services. The Center also sponsors a variety of activities throughout the year that are open to all students. It is the Center's intent to help all Jackson County Middle School students be successful at school, home and in the community. Referrals are accepted from students, families, teachers, and other agencies.

For more information concerning the Youth Services Center or programs associated with the Center, please call 287-8355.

### **DRESS AND APPEARANCE**

**09.427**

The wearing of any attire, cosmetics, presentation of extraordinary personal appearance, or any unsanitary body conditions, which in the judgment of the Principal significantly disrupts schoolwork, interrupts scholastic endeavors or threatens the health of other pupils, is prohibited.

Specifically, The School Based Council established the following standards of dress:

1. A clean and neat appearance is required for all students.
2. All students shall wear shoes.
3. No hats, caps, hard scarves (including bandannas) or headdresses may be worn to school unless they are worn for health, safety, or religious reasons; prior approval of the Principal is required.
  - a. No student may wear as an external garment which has any of the following: see-through, transparent or nude looks without appropriate undergarments;
  - b. garments which expose the bare midriff or back; Clothing that displays scenes that promote fighting, wrestling, violence or other disruptive themes or that promote vulgarity, and/or endorse illegal activities. This includes concert shirts and other shirts with profanity.
  - c. Torn, ripped or ragged articles of clothing, garments purchased with holes, tears already in place
4. No tops which have low necks or expose bare backs. To measure for appropriate tops, begin by placing hand horizontally at the indentation at the base of the neck. All fingers must be touching one another. You may not separate fingers to create a larger space. With the fingers "closed" in this position, the garment must not be

- lower than the end of the four finger's width. This would be the end of the pinky finger.
5. Shorts must be no more than 3 inches above the top of the kneecap.
  6. Skirts and skorts shall adhere to the same degree of length as shorts.
  7. Jewelry and other forms of ornamentation may be worn as long as they do not make distracting noises, espouse violence, promote vulgarity or endorse illegal activities.
  8. Bikini apparel shall not be worn.
  9. Clothing designed to fit at the waist shall be worn at normal waist level (no sagging).
  10. Trench coats or coats longer than knee length shall not be worn to school.
  11. No pants/shorts shall be worn with graphic sayings or hand written language on them. Writing or slogans may not be displayed on the back of any pants or sweatpants.
  12. Students shall not wear tank tops, muscle shirts, or tops with straps less than 2 inches in width.
  13. Sunglasses shall not be worn inside the school building without a medical excuse; a doctor's note must be presented beforehand.
  14. Students shall not wear chains. This includes, but is not limited to chains on wallets, belts or attached to articles of clothing.
  15. Students are not to wear long shirts which extend beyond the length of fingertips.

**Principals shall enforce the dress code in their schools. They shall confer with students whose appearance does not conform to these rules.**

**Repeated violations of personal appearance code may result in suspension from school. Referral of the students to the Board of Education, or other disciplinary actions.**

**Should exceptions to dress code standards be necessary due to special occasions, such as plays, the Principal is authorized to grant the exception, provided he/she notifies the Superintendent in advance.**

#### RELATED POLICIES"

09.434 REFERENCES: OAG 73-23 OAG 73-284

#### **BOOK BAGS/BACK PACKS**

**09.172**

To promote the safety of students and staff, students in Grades K – 5 shall be permitted to bring back packs on to school property or to any location of a school-sponsored activity, including buses, only when they are constructed of “see through” materials, such as mesh or clear plastic.

Students in grades 6 – 12 shall not be permitted to bring book bags, backpacks, duffel bags, and other containers of similar size onto school property or to any location of a school-sponsored activity, including buses.

#### **EXCEPTION**

The only standing exceptions to this prohibition shall be student musical instrument cases and athletic bags necessary for carrying required equipment and clothing. In such instances, these items shall be stored immediately on arrival at school as directed by the Principal/designee and shall not be retrieved until needed.

Should special circumstances arise when students need to transport items (science projects, etc.) in a large transparent container, they shall first obtain permission directed by the principal/designee.

Authorized school personnel may search purses or other items carried by students when reasonable grounds exist to believe the search will reveal evidence that the student has violated or is violating either a school rule or the law.

Students who violate this policy shall be subject to appropriate disciplinary action.

RELATED POLICY:  
09.436

## **BULLYING**

### **HOUSE BILL 91 (KRS 158.156)**

House Bill 91 was enacted during the 2008 legislative session. During the legislative process, House Bill 91 was sometimes referred to as the “Golden Rule Bill” or the “Bullying Bill.” The legislation focuses on students who are victims of felony offenses (specified under KRS Chapter 508).

House Bill 91 (KRS 158.156) requires that any school employee who has reasonable cause to believe that a student has been the victim of a felony offense under KRS Chapter 508 by another student shall immediately make an oral or written report to the principal of the school attended by the victim. After receiving the initial report and determining that it is a reportable incident, the principal must notify the parents, legal guardians, or other persons with custodial control of the students involved in the incident. If the principal determines that there is a reportable incident, he/she shall file a written report within forty-eight (48) hours of the original report. The written report will be filed with the local Board of Education (through the superintendent), and one of three state agencies (local law enforcement or Kentucky State Police or the County Attorney).

Students who believe that they have been a victim of a felony offense under the provisions of House Bill 91 (KRS 158.156) may report it to the classroom teacher or any school employee. The teacher/school employee shall refer the report to the principal, so that effective and appropriate action can take place to ensure the safety and well-being of all students.

## **REPORTING OF CODE VIOLATION**

Students wishing to report a violation of the student handbook/code may report it to a classroom teacher, who shall take appropriate action as defined by the handbook/code. The teacher shall refer the report to the Principal/designee for further action when the report involves an offense that may warrant suspension or expulsion of a student, any

felony offense, or a report that may be required by law, including reports to law enforcement.

### **Retaliation Prohibited**

Employees and other students shall not retaliate against a student because s/he reports a violation of the student handbook/code, or assists or participates in any investigation, proceeding, or hearing regarding the violation. The Superintendent/designee shall take measures needed to protect students from such retaliation.

## **HARASSMENT/DISCRIMINATION**

**09.42811**

Harassment/Discrimination is intimidation by threats of or actual physical violence; the creation, by whatever means, of a climate of hostility or intimidation, or the use of language, conduct, or symbols in such manner as to be commonly understood to convey hatred, contempt, or prejudice or to have the effect of insulting or stigmatizing an individual.

### **Prohibition**

Harassment/Discrimination due to an individual's race, color, national origin, age, religion, marital status, political beliefs, sex, or disability is prohibited at all times on school property and off school grounds during school-sponsored activities. This prohibition also applies to visitors to the school who may come into contact with employees and students.

District staff shall provide for a prompt and equitable resolution of complaints concerning harassment/discrimination.

### **Disciplinary Action**

Students who engage in harassment/discrimination of an employee or another student on the basis of race, color, national origin, age, religion, marital status, political beliefs, sex or disability shall be subject to disciplinary action, including but not limited to suspension and expulsion.

### **Procedures**

Students who believe they have been a victim of an act of harassment/discrimination or who have observed other students being victimized shall, as soon as reasonably practicable, inform their teacher, guidance counselor or principal of the incident.

The Superintendent shall develop procedures for:

Investigation of allegations of harassment/discrimination to commence as soon as circumstances allow, but not later than three (3) school days of submission of the written complaint. A written report of all findings of the investigation shall be completed within thirty (30) calendar days, unless additional time is necessary due to the matter being investigated by a law enforcement or governmental agency. The Superintendent/designee may take interim measures to protect complainants during the investigation.

A process to identify and implement, within three (3) school days of the submission of the written investigative report, methods to correct and prevent reoccurrence of

the harassment/discrimination. If corrective action is not required, an explanation shall be included in the report.

Annual dissemination of written policy to all staff and students.

Age-appropriate training during the first month of school to include an explanation of prohibited behavior and the necessity for prompt reporting of alleged harassment/discrimination; and

Development of alternate methods of filing complaints for individuals with disabilities and others who may need accommodation.

Student handbooks shall include information to assist individuals in reporting alleged harassment/discrimination. When sexual harassment is alleged, the District's Title IX Coordinator, as designated in the student handbook, shall be notified.

Within twenty-four (24) hours of receiving a serious allegation of harassment/discrimination. District personnel shall attempt to notify parents of both student victims and students who have been accused of harassment/discrimination.

### **Prohibited Conduct**

Examples of conduct and/or actions prohibited under this policy include, but are not limited to:

1. Name calling, stories, jokes, pictures, or objects that are offensive to one's gender, race, color, national origin, religion, or disability;
2. Unwanted touching, sexual advances, requests for sexual favors, and spreading sexual rumors;
3. Members of one gender being subjected to sexual remarks of the other gender in the context of the classroom;
4. Impeding the progress of a student in class by questioning the student's ability to do the required class work based on the gender, race, color, religion, national origin, or disability of the student;
5. Limiting student access to educational tools, such as computers, based on the student's gender, race, color, religion, national origin, or disability; and
6. Teasing a student's subject choice or assignment based on the gender, race, color, religion, national origin, or disability of the student.

### **Confidentiality**

District employees involved in the investigation of complaints shall respect, as much as possible, the privacy and anonymity of both victims and persons accused of violations.

### **Appeal**

Upon the completion of the investigation and correction of the conditions leading to the harassment/discrimination, any party may appeal any part of the findings and corrective actions to the Superintendent.

If a supervisor is an alleged party in the harassment/discrimination complaint, procedures shall also provide for addressing the complaint to a higher level of authority.

Failure by an employee, immediate supervisor, Principal, and/or Superintendent to initiate an investigation of alleged harassment/discrimination, to follow approved procedures, or to corrective action shall be cause for disciplinary action.

### **Retaliation Prohibited**

No one shall retaliate against an employee or student because he/she files a written grievance, assists or participates in an investigation, proceeding, or hearing regarding the charge of harassment/discrimination of an individual or because he/she has opposed language or conducts that violates this policy.

Upon the resolution of allegations, the Superintendent shall take steps to protect employees and students against retaliation.

### **False Complaints**

False or malicious complaints of harassment/discrimination may result in disciplinary action taken against the complainant.

## **STUDENTS GRIEVANCES**

Any student who wishes to express an educational concern or grievance shall observe the following order of appeal:

1. From student to teacher;
2. From teacher to principal;
3. From Principal to Superintendent;
4. From Superintendent to Board.

The order of appeal shall not be construed to mean that students are not free to confer with the Superintendent or Board whenever they do wish.

### **Council Decisions**

In accordance with policy 02.42411, students may appeal grievances pertaining to school council decisions.

### **Exception**

Sexual harassment allegations shall be governed by Policy 09.42811.

RELATED POLICIES  
09.42811  
10.2  
Adopted/Amended 4-21-92  
Order # 953  
5

CURRICULUM AND INSTRUCTION

2323.AP01

**ELECTIONIC ACCESS/USAGE PLAN**  
**Electronic Resources – Acceptable Use Procedures**  
**(Including all network (JCPS Net), Telephone, and Internet Access Privileges)**

## **Version 2.1**

### **Access Privileges to Electronic Materials**

In the Jackson County Public Schools (JCPS), access to electronic information resources can range from telephone usage, read-only access to instructional software, or full search capability of the Internet. For these reasons, the Jackson County Public Schools maintains the right to limit access to software and/or documents found either on JCPS Net or the Internet, via technical or human barriers.

This document replaces any previous acceptable use plan for Jackson County Schools.

#### **General Standards – Users**

The following standards are used as a general structure for student, staff, and community member access to electronic resources.

##### **Primary (P-3 Students)**

- ◆ Primary students are allowed to use network resources using a student login. This type of user login allows the student access to instructional software and a private storage directory for student work (i.e., portfolios)
- ◆ Primary students are not allowed to have unsupervised access to the Internet is only available under the direct supervision of a teacher, instructional assistant or other trained adult volunteer.
- ◆ Internet access software is installed only on the primary teachers' workstations. It is not installed on primary students' workstations.

##### **Elementary (4-5 Students)**

- ◆ Elementary students are allowed to use network resources using a student login. This type of user login allows the student access to instructional software and a private storage directory for student work (i.e., portfolios).
- ◆ Elementary students are not allowed to have unsupervised access to the Internet at school. Primary student access to the Internet is only available under the direct supervision of a teacher, instructional assistant or other trained adult volunteer.
- ◆ Elementary students can be given access to electronic mail if requested by a sponsoring teachers. Students with electronic mail accounts must attend a training/awareness session provided by the network administrator or designee prior to being given the account.

##### **Middle School (6 – 8 Students)**

- Middle school students are allowed to use network resources using a student login. This type of user login allows the student access to instructional software and a private storage directory for student work (i.e., portfolios)
- Student access to the Internet is only available under the direct supervision of a teacher, instructional assistant or other trained adult volunteer. Middle school students are permitted to have independent access to the Internet at school only if

- they have a release form signed by a parent or guardian. Student with Internet access must attend an Internet Ethics and Use training/awareness session provided by the network administrator or his designee prior to being given access.
- Middle school students will be given access to electronic mail. Students with electronic mail accounts must attend a training/awareness session provided by a network administrator or designee prior to being given the account. Attendance at the Internet Ethics and Use training/awareness constitutes completion of the Electronic Mail training. **Student E Mail can and will be read by staff at Jackson County Middle School.**

### **High School Students**

- ◆ High school students are allowed to use network resources using a student login. This type of user login allows the student access to instructional software and a private storage directory for student work (i.e., portfolios).
- ◆ Student access to the Internet is only available under the direct supervision of a teacher, instructional assistant or other trained adult volunteer. High school students are permitted to have independent access to the Internet at school only if they have a release form signed by a parent or guardian. Students with Internet access must attend an Internet Ethics and Use training/awareness session provided by the network administrator or designee prior to being given access.
- ◆ High school students can be given access to electronic mail if requested by a sponsoring teacher. Students with electronic mail accounts must attend an Electronic Mail training/awareness session provided by a network administrator or designee prior to being given the account. Attendance at the Internet Ethics and Use training/awareness constitutes completion of the Electronic Mail training.

### **Certified and Classified Staff**

For every staff person whose position requires network access, an account(s) with appropriate rights will be established. This account includes access to a private storage for files.

Certified and classified staffs access to the Internet and e-mail is available upon request. Staff with Internet access must attend a training/awareness session provided by the network administrator or designee prior to being given the account.

### **Community Members**

- ◆ Community members may have access to the Internet available upon request. Community members with Internet access must attend a training/awareness session provided by the network administrator or designee prior to being given the account.
- ◆ The standards listed for middle and high school students apply to parents of students, parents of non-students, and community members over the age of 18. The same restrictions regarding training prior to access apply as well.

### **Internet Access Software**

JCPS Net shall utilize the latest available filtering technology to make it more difficult for objectionable material to be received or accessed. Logs of Internet activity shall be examined to detect access to sexually explicit or other objectionable material.

### **JCPS Network Access Terms and Conditions (Including Internet Access)**

**Acceptable Use** –Use of other organization’s networks or computing resources must comply with the rules appropriate for that network. Transmission of material in violation of and U. S. or state regulation is prohibited. This includes, but is not limited to copyrighted material, threatening or obscene material or material protected by trade secret. Use for product advertisement or political lobbying is not consistent with the purposes of the JCPS network and is inappropriate. Illegal activities are strictly prohibited.

**Rights, Responsibilities, and Privileges** – This document of the terms and condition for use of JCPS network access must be signed by all students and adults to receive an individual user account. It is designed to enable all users to understand clearly their responsibilities as users of the Internet via the JCPS network. The required form shall be kept on file as a legal, binding document. In order to modify or rescind the agreement, the student’s parent/guardian (or the student who is at least 18 years old) must provide the Superintendent with a written request. If you have any questions about these responsibilities, please contact your network administrator or the District Technology Coordinator.

### **Telecommunication Regulations**

Violation of the following terms and conditions will result in the immediate loss of telecommunication services including but not limited to the Internet, telephone, and electronic mail.

The use of your account must be in support of education and research and consistent with the educational objectives of the Jackson County School district.

Violation of the following terms and conditions will result in the immediate loss of telecommunication services including but not limited to the Internet, telephone, and electronic mail.

The use of your account must be in support of education and research and consistent with the educational objectives of the Jackson County School District.

You may not send or display offensive messages or pictures.

You may not use obscene language.

You may not give your password to anyone.

You may not use or alter anyone else’s account.

You may not offer Internet access to any individual via your JCPS account.

You may not break in or attempt to break in to the computer network.

You may not create or share computer viruses.

You may not destroy another person's data or trespass in another user's files.

You may not monopolize the resources of JCPS network by running large programs and applications over the network or sending large amounts of mail to other users.

You may not play games over the network.

You may not violate copyright laws.

You are not permitted to get from the network or put onto the network any copyright material (including software), or threatening or obscene material.

You may not use MUD (multi-user games) network via the JCPS network.

You may not purposefully annoy other Internet users, on or off the JCPS system is prohibited. This includes continuous talk requests.

You may not use electronic mail systems which do not meet state standards (e.g. hotmail or other free e-mail services)

As a user of this system, users should notify a network administrator of any violations of this contract-taking place by other users or outside parties. This may be done anonymously.

No illegal activities may be conducted via the network.

All communications and information accessible via the network should be assumed to be private property.

Do not reveal your personal address or phone numbers of students or colleagues.

Note that electronic mail and other files are not guaranteed to be private. People who operate the system do have access to all data. Messages relating to or in support of illegal activities may be reported to the authorities.

- I. **Loss of Network Services** – A network administrator may suspend or close an account at any time as required. The administration, faculty, or staff of JCPS may also request the administrator or District Technology Coordinator to deny, revoke, or suspend, specific user accounts. Revocation of network privileges and/or Internet access will be for a period determined by the appropriate building level administrator. Users (students, staff, or community members) whose accounts are denied, suspended, or revoked have the following rights:

To request (in writing) from the District Technology Coordinator a written statement justifying the actions.

**To submit a written appeal to the Superintendent.**

Pending the decision of this committee, a user can make a final appeal to the board of education. The decision of the board is final.

- II. **Reliability** – Jackson County Public Schools will not be responsible for any damage or any loss of data. This includes but is not limited to delays, non-deliveries, or service interruptions caused by data provider negligence or user errors or omissions.
- III. **Security** – Security of any computer system is high priority, especially when the system involves many users. If any user can identify a security problem on JCPS network, s/he must notify a system administrator or send e-mail to [nthomas@jackson.k12.ky.us](mailto:nthomas@jackson.k12.ky.us). Do not demonstrate the problem to others.
- IV. **Vandalism** – Vandalism shall result in cancellation of privileges. Vandalism is defined as any attempt to harm or destroy data, hardware, operating systems, or applications of another user.

**Picture/Video Policy**

On various occasions you may be videotaped or photographed. The videos could be used for special events, classroom activities, news casts. They could be broadcast to the student body. If you object to this policy, please contact the supervising teacher or the principal.

**ADMINISTRATIVE PROCEDURE**

**AP 09.123**

**STUDENT ATTENDANCE**

**In 2005 the Kentucky legislature amended KRS 159.150. That law now reads as follows:**

- (1) Any student who has attained the age of six (6) years, but has not reached his or her eighteenth birthday, who has been absent from school without valid excuse for three (3) or more days, or tardy without valid excuse on three (3) or more days, is a truant.
- (2) Any student enrolled in a public school who has attained the age of eighteen (18) years, but has not reached his or her twenty-first birthday, who has been absent from school without valid excuse for three (3) or more days, or tardy without valid excuse on three (3) or more days is a truant.
- (3) Any student who has been reported as a truant two (2) or more times is a habitual truant. A local board of education may adopt reasonable policies that:
  - (a) Require students to comply with compulsory attendance laws;
  - (b) Require truants and habitual truants to make up unexcused absences; and
  - (c) Impose sanctions for noncompliance.

**KRS 159.990 (5) establishes the penalties for violation of KRS 159.150 as follows:**

- (5) Any of the following who intentionally fails to comply with the requirements of KRS 159.150 shall be fined one hundred dollars (\$100) for the first offense and two hundred fifty dollars (\$250) for each subsequent offense:

- (a) A student enrolled in a public school who has attained the age of eighteen (18) years, but who has not yet reached his or her twenty-first birthday, for whom a guardian has not been appointed by a court of competent jurisdiction, whether or not that student is identified as an exceptional child or youth under KRS 157.200(1) (a) to (m).
- (b) A parent, guardian, or custodian of a student enrolled in a public school who has not reached his or her eighteenth birthday; or
- (c) A guardian appointed by a court of competent jurisdiction of a student who is enrolled in a public school, has been identified as an exceptional child or youth under KRS 157.200(1)(a) to (m), and has attained the age of eighteen (18) years, but who has not yet reached his or her twenty-first birthday.

Any person described in paragraph (a), (b), or (c) of this subsection shall be informed by personnel of the local school district that a public school student who has not reached his or her twenty-first birthday shall be subject to truancy laws.

**ADDITIONALLY beginning with the first attendance day of the 2006 – 2007 school years the Kentucky Department of Education will begin determining tardies and absences under a new formula. That formula is as follows:**

- (1) A student will be counted TARDY when he or she reports to school after the first bell of the school day BUT within the first 61 minutes after that first bell OR if the student leaves school before the last bell of the school day BUT within the last 61 minutes before that last bell.
- (2) Any student who arrives more than 60 minutes and 59 seconds late or leaves more than 60 minutes and 59 seconds early will be counted ABSENT for the percentage of the day for which he or she is gone. **Percentages will accumulate to produce whole days and fractions thereof.**
- (3) The district attendance computers will calculate and track attendance and upload daily to the state computers in Frankfort.

**The District Director of Pupil Personnel or his or her designee will:**

- (1) Closely monitor attendance.
- (2) Send warning letters to those who have **accumulated unexcused** absences and/or tardies. Those letters will be sent when a student has **accumulated** 3, 6 and 9 days of unexcused absences and/or tardies.
- (3) After 6 days of unexcused absences and/or tardies additional follow-up will be initiated that may include home visits, parent and student conferences, counseling services, FRYSC or YSC contacts and the involvement of other agencies.
- (4) After 9 days of accumulated unexcused absences and/or tardies a certified letter will be sent advising that any additional unexcused absences and/or tardies will result in court action.
- (5) The Director of Pupil Personnel will file a **charge of educational neglect** with the Family Court against the legal guardian(s) of those students ages 6 to 18 who have failed to resolve their unexcused absences and/or tardies after having gone through steps 3 and 4 above.
- (6) The Director of Pupil Personnel will file a **truancy charge** with the District Court against any student enrolled in school who has attained the age of eighteen (18) years, but who has not yet reached his or her twenty-first birthday, for whom a guardian has not been appointed by a court of competent jurisdiction, whether or not that student is identified as an exceptional child or youth under KRS 157.200(1) (a) to (m).
- (7) **Those students who are under a prior order from Family Court of “No Unexcused Absences or Tardies” are expected to abide by that order.** The Director of Pupil Personnel is under NO obligation to accomplish steps 2, 3 and 4 above before initiating a new court action in those instances.

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Superintendent

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Date

The parent/guardian will be notified by mail when the student has accumulated five unexcused absences. An initial effort will be made to notify the parent/guardian by telephone after three unexcused absences. Once the student has accumulated seven absences, one final letter will be mailed.

## ATTENDANCE POLICY

09.123

Pupils are required to attend regularly and punctually the school in which they are enrolled.

### **TRUANCY DEFINED**

Any pupil. Who has been absent from school without a valid excuse for three (3) days or more, or tardy without a valid excuse on three (3) days or more, is a truant. A pupil who has been reported as a truant three (3) or more times is an habitual truant. Absence for less than half a day shall be considered tardiness. Truants shall be reported to the Principal and then to the Director of Pupil Personnel, both of whom shall take appropriate action.

### **EXCUSED ABSENCE**

An excused absence or tardiness is one for which work may be made up, such as:

1. Severe illness in the pupil's immediate family.
2. Illness of the pupil/Elementary and Middle School students – Only three (3) days per semester shall be excused with a note from home. One (1) doctor's statement will be sufficient for students who are sick for three (3) or more consecutive days and have a doctor's statement/hospital slip.

Illness of the Pupil/High School students - See handbook.

3. Death in the pupil's immediate family (limited to three [3] days except for extenuating circumstances which may be approved by the Principal.)
4. Medical and/or dental appointments that cannot be made after school. Such appointments shall be verified by physician's or dentist's statement confirming date and time.
5. College or vocational school interviews which are pre-approved by a school official. Verification of interview shall be required.
6. Driver's license permit or tests (limited to one-half [1/2] day ). Verification shall be required.
7. Court appearances. Verification shall be required.
8. Religious holidays and practices which are pre-approved by a school official.
9. One (1) day for attendance at the Kentucky State Fair.

10. Natural disasters beyond the student's control
11. Test administered by school or college personnel. Documentation of attendance shall be required.
12. Other valid reasons as determined by the Principal.

### **UNEXCUSED ABSENCES**

**All other absences shall be considered unexcused.** Verification of an absence for the purpose of determining whether or not it will be excused shall be presented to the Principal of the student's school no later than the second day after the student's return to school and shall include the date of and reason for the absence. The Principal of the Principal's designee shall determine whether the absence is excused. That determination shall be furnished to the student's classroom teacher(s) within one (1) school day.

When a pupil has accumulated three (3) unexcused absences the Director of Pupil Personnel shall send a letter to the pupil's parent/guardian stating the implications of additional unexcused absences.

When a pupil has accumulated six (6) unexcused absences the Director of Pupil Personnel or his/her designee shall make a personal contact to the pupil's home. The Director of Pupil Personnel shall document the personal contact and send a copy of the documentation to the Principal of the school the pupil attends. The Director of Pupil Personnel shall inform the pupil's guidance counselor shall counsel with the pupil about the implications of missing six (6) or more days, exploring ways to avoid future absences.

### **Amended Policy Concerning Absences and Excuses**

In addition, after a student has been absent six (6) times in a semester course without a valid excuse the Principal or Assistant Principal shall impose the following penalties:

1. Loss of parking privileges for twenty (20) school days, which may be carried over to the following school year if necessary.
2. Loss of the privilege to participate in extracurricular activities for the remainder of the school year.
3. Loss of eligibility for academic or other honors for the current school year.

Loss of privileges as outlined above may be appealed in accordance with the appeals process outlined below in the section entitled "Appeals of Unexcused Absences".

When a pupil accumulates nine (9) or more unexcused absences, the Director or Pupil Personnel shall send a certified letter or final notice to the pupil's parent/guardian in accordance with KRS 159.180. After sending the final notice, the Director of Pupil Personnel shall file habitual truancy charges against the pupil and or parent/guardian in the event the pupil has further unexcused absences for tardies during the school term. In

addition, students who are sixteen (16) or seventeen (17) years old shall be subject to revocation of their driver's license.

### **APPEALS OF UNEXCUSED ABSENCES**

A student or a student's parent/guardian may appeal to a School-Based Appeals Committee to waive and/or modify a loss of privilege(s) or to excuse an absence that has been ruled unexcused by either the Principal or the Principal's designee. A student or a student's parent/guardian who wishes to appeal must notify the Principal of the desire to appeal within three (3) school days of receiving notice that an absence has been determined to be unexcused by the Principal or his/her designee.

The School-Based Appeals Committee shall be composed of the school's Principal and two (2) teachers. The School-Based Appeals Committee shall meet periodically to consider appeals in a timely fashion. The Principal shall chair the committee and determinations of the committee shall be appropriately distributed within one (1) school day of its actions.

### **MAKE-UP WORK**

**Make-up work for credit shall be permitted for excused absences only.** The student shall be responsible for making arrangements with his/her teacher(s) to make up and turn in work missed.

The teacher(s) shall notify the Principal or the Principal's designee if the student's make-up work was not completed. This notification shall be furnished by the teacher(s) within one (1) day of the deadline set for completion of the make-up work.

### **SUSPENSION**

Days missed due to suspension shall be considered unexcused and no make-up of daily work for credit shall be permitted. Projects or work assigned prior to a suspension may be accepted for credit. Students shall be responsible for submitting assignments due during the time of the suspension and due at a later date shall be accepted.

### **EARLY DISMISSAL**

Early dismissals shall be approved in accordance with policy 09.1231 and shall be excused only for the valid reasons listed above for excusing absences.

### **EXTENDED ABSENCE**

If possible, when an extended absence is anticipated, prior arrangements for continuation of schoolwork should be made through the Principal/Counselor.

## **Use of Alcohol and Other Controlled Substances**

### **Drugs and Alcohol**

No pupil shall purchase, possess, attempt to possess, use, be under the influence of, sell, transfer any of the following on or about school property, at any location of a school-sponsored activity, or en route to or from school or a school-sponsored activity:

1. Alcohol beverages;
2. Controlled drug substances and drug paraphernalia;
3. Substances that “look like” a controlled substance. In instances involving look-alike substances, there must be evidence of the student’s intent to pass off the item as a controlled substance..

In addition, students shall not possess prescription drugs for the purpose of sale or distribution.

### **Drugs Defined**

Controlled substance means any substance or immediate precursor listed in Chapter 218A of the Kentucky Revised Statutes or any other substance which may be added by the Kentucky Department of Health Services under regulations pursuant to KRS 218A.010.

### **Authorized Medication**

Use of a drug authorized by and administered in accordance with a prescription from a physician or dentist shall not be considered in violation of this policy.

### **Penalty**

Violation of this policy shall constitute reason for disciplinary action including suspension or expulsion from school or dismissal from athletic teams/extracurricular activity and/or other school-sponsored activities. In addition, when they have reasonable belief that a violation has taken place, Principals shall immediately report to law enforcement officials when an act has occurred on school property or at a school-sponsored function that involves student possession of a controlled substance on school property in violation of the law.

### **Reporting**

Employees of the District shall promptly make a report to the local police department, sheriff, or Kentucky State Police, by telephone, or otherwise, if they know or have reasonable cause to believe that conduct has occurred which constitutes the use, possession, or sale of controlled substances on the school premises or within one thousand (1000) feet of school premises, on a school bus, or at a school-sponsored or sanctioned event.

### **Drug Testing Program Purpose**

In this day and time alcohol and other forms of drug abuse have grown to major proportions in our society. The middle- and high-school settings are not exempt from this phenomenon. Therefore, it is critical that educators and parents continually look for ways to institute programs that encourage a drug-free lifestyle for their students/children. It is to that end that this program is created to provide the appropriate action plan to address and foster a drug-free environment for the entire County middle- and high-school community.

The program consists of two components:

1. Education and Prevention Plan
2. Drug Testing Policy

### **Education and Prevention Plan**

***Educational Seminars.*** Each semester at least one (1) educational seminar on alcohol and drug abuse shall be conducted by qualified substance abuse educators. These seminars shall be **accessible to all** County middle- and high-school students but shall be **required for all** athletic anextracurricular team members and for students who will be driving or parking on school property. Each seminar participant shall be administered an assessment over the content of the seminar upon completion.

***Training in Drug Awareness.*** County middle- and high-school teachers will be given an opportunity to receive training in drug awareness. Part of the training will enable each teacher to incorporate drug awareness information into hi/her current curriculum. A keener teacher awareness of drug abuse signs and symptoms, as well as methods of referral, will be a direct result of the training. Instructional units on drug abuse, such as those currently taught in our health courses, will be enhanced by this teacher education component.

***Seminars for Parents/Guardians.*** Educational seminars for parents/guardians that will address alcohol and other forms of drug abuse will be established in conjunction with other school porgramming. The central purpose of these sessions will be to provide parent/s guardians with necessary inoformation to parent toward drug prevention.

### **Alcohol and Drug Safety Policy**

***All student /drivers and their parent/s guardians must read this policy and accompanying procedures and must acknowledge, in writing, that they have read the policy and procedures, understand the policy and procedures, and agree to be bound by the terms and conditions contained in the policy and procedures.***

***Statement of Need.*** All staff and students of Jackson County Middle School and high school recognize that the unlawful use of alcohol and other drugs seriously impairs the health, safety, education, and furure success of middle- and high-school students engaged in that use. It is also recognized that the unlawful use of alcohol and other drugs is a potential problem for all middle- and high-school students.

### **Refer to district drug policy.**

Delete these paragraphs.....

Students engaged in interscholastic athletics and extracurricular activities often are viewd\ed by fellow students as holding or enjoying positions of notoriety and are confronted by uniique pressures and risks that make them particularly vulnerable to the harms presented by that use. Because of the potential notoriety derived from athletic and extracurricular participation, students also potentially impact or influence the attitudes and actions of other members of the student body. Finally, in order to deal effectively with drug and alcohol pressures and health risks, we believe it is imperative to adopt a mandatory drug testing policy governing the illegal use of drugs by student participants in the County middle- and high-school athletic teams and extracurricular activities.

*Athletic teams and extracurricular activities* covered by this policy shall apply to all middle- and high-school varsity and subvarsity athletic and extracurricular activities, including, but not limited to, baseball, boys' basketball, girls' basketball, boys' cheerleading, girls' cheerleading, cross-country, football, softball, tennis, track and wrestling. The subsequent addition of any extracurricular activity, varsity or subvarsity sport shall immediately be subject to this policy.

**Statement of Purpose.** The policy is intended to support the comprehensive educational policies and programs of the District in educating students and their parents/guardians as the dangers inherent in the lawful use of drugs. The policy is further intended to provide encouragement to middle- and high- school students who voluntarily choose to participate on athletic teams, in extracurricular activities, and/or drive or park on school property to avoid such use and to strive to benefit from effective rehabilitation when such use has occurred.

Administrators shall not use information obtained in the course of administering the policy for disciplinary purposes other than those set forth herein. This policy is not designed to be used, nor shall it voluntarily be used in any manner, to provide a source of information for law enforcement agencies or for the prosecution of the student or to limit the student's participation in the school activities, other than the limitations imposed by this policy. Without a specific written authorization from the tested student or parent/guardian, if the student is under 18 years of age, the administrator shall not release any student's test results to any person other than those described within this policy or as required by law or a lawfully issued subpoena or court order.

In order to accomplish its purposes, this policy establishes a program for procedures to deter the unlawful use of drugs and alcohol and to provide for suspension and termination or participation on the teams when deterrence is unsuccessful. To determine compliance with the policy, it provides a testing program to identify student participants who are unlawfully using drugs. For these students this policy provides incentives for rehabilitation through possible reinstatement to the specific athletic team or extracurricular activity involved.

### **Related Policy**

09.2241

**Jackson County Public Schools**  
**P.O. Box 217, Hwy 421**  
**McKee, Kentucky 40447**  
**Phone: (606) 287-7181 Fax: 287-8469**  
**Mike Smith, Superintendent**

**August 01, 2008**

**Notification of Right to Request Teacher Qualifications**

Dear Parent or Guardian:

The educators in Jackson County Public Schools are committed to providing a quality instructional program for your child. This letter is just one of the ways of keeping you informed of the educational commitment of our schools and our district.

Our district receives federal funds for Title 1 programs as a part of the "**No Child Left Behind Act (NCLB).**" Under NCLB, you have the right to request information regarding the professional qualifications of child's teacher(s). If you request this information, the district will provide you the following:

- Whether the teacher has met the state requirements for licensure and certification for the grade levels and subject matters in which the teacher provides instruction;
- Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived;
- The college major and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree; and
- Whether your child is provided services by Para educators, and if so, their qualifications.

If you would like to request this information please contact your school's principal. Please include your child's name the names of your child's teacher(s) and an address or email address where information may be sent. Thank you for your interest and involvement in your child's education.

Sincerely,

Ralph Hoskins, Superintendent

Office of the Superintendent

UNITED IN SERVICE FOR EXCELLENCE

The Board of Education of Jackson County does not discriminate on the basis of race, color, national origin, religion, age, creed, political affiliation, marital status, sex, or disabling conditions.

**CURRICULUM AND INSTRUCTION 08.132****Gifted and Talented Students****DISTRICT PROVIDES**

The District shall formally identify students in grades four through twelve (4-12) for participation in the District's Gifted and Talented program. Students in the primary program (P1-P4) who display gifted or talented characteristics shall be selected through an informal process, be placed in a talent pool, and receive services that allow continuous progress.

In compliance with applicable statutes and administrative regulations, the District shall provide appropriate multiple service options in an environment that addresses abilities, interests and needs of students eligible for services in one (1) or more of the following categories: general intellectual aptitude; specific academic aptitude; creative or divergent thinking; psychosocial or leadership skills; and visual or performing arts.

The definitions specified in [704 KAR 003:285](#) shall be used in the operation of the District's programs for gifted and talented students.

**IDENTIFICATION/DIAGNOSIS AND ELIGIBILITY**

In compliance with [704 KAR 003:285](#), the Superintendent/designee shall develop strategies to address identification and diagnosis of the strengths, behaviors, and talents of these students. Determination of eligibility for gifted and talented services shall be based on the student's individual needs, interests, and abilities and shall be designed to address environmental and cultural factors that may contribute to the student being overlooked such as whether the student is economically disadvantaged or underachieving, is a member of a racial or ethnic minority, or has a disability.

The District's plan for identifying gifted and talented students shall:

1. Employ a multifaceted approach and utilize ongoing and long-term assessment;
2. Be based on a variety of valid and reliable measures to include both informal and formal techniques and other data specific to each category of giftedness, consistent with standards established by Kentucky Administrative Regulation;
3. Screen students for all areas of giftedness as defined by [KRS 157.200](#).

Based on data gathered by the Gifted/Talented Coordinator or gifted education teacher, a selection/placement committee shall determine those students who are eligible for gifted education services and the level of the services to be provided. This committee shall consist of the Principal or designee, the Gifted/Talented Coordinator and/or the gifted education teacher, classroom teacher(s), teacher(s) of students with disabilities, counselor(s), and consulting professionals, as appropriate.

Prior to selection or formal identification and placement of a student, the District shall obtain parental or guardian permission before administering an individual test to the student given as a follow-up to a test routinely administered to all students and used in formal identification. If it is determined that their child is eligible for gifted education services, parents/guardians also shall be notified, at least once annually, of the services included in the gifted and talented student services plan and shall receive a copy of the procedures to be followed should they wish to appeal the appropriateness of services.

**CURRICULUM AND INSTRUCTION 08.132**  
**(Continued)**

**Gifted and Talented Students**

**SERVICES**

Gifted and talented students shall be provided with a student services plan that meets requirements set out in administrative regulation.

Each school shall adjust its curriculum to meet the needs of gifted and talented students. Gifted and talented students shall be served in a manner that:

1. Extends learning beyond the standard curriculum;
2. Provides flexible curricular experiences commensurate with the student's interests, needs, and abilities; and
3. Helps the student to attain, to a high degree, the goals established by statute and the Board.

Procedures and strategies to implement this policy shall identify the following:

- A variety of appropriate options for grouping by ability, interest, and/or need,
- Multiple service options reflecting continuous progress through a logical sequence of learning,
- Means of obtaining parental input for use in determining appropriate services,
- A gifted and talented student services plan format that provides for matching a formally identified gifted student's interests, needs, and abilities to differentiated service options, and
- A plan for reporting to parents, at least once each semester, regarding their child's progress in services included in the student's services plan.

Neither the primary program nor any grade level shall be served by only one (1) gifted education service option.

**PERSONNEL**

The Superintendent shall appoint a Gifted/Talented Coordinator who shall oversee the operation of the District's Gifted and Talented program and assist schools in implementing the provisions of this policy. The Gifted/Talented Coordinator shall oversee the expenditure of funds for gifted education to ensure they are used to provide direct services to identified students.

Teachers of gifted and talented students shall meet requirements for certificate endorsement as established in Kentucky Administrative Regulation. Through professional development activities, all teachers shall receive training on identifying and working with gifted and talented students.

**PROGRAM EVALUATION**

The Gifted/Talented Coordinator shall coordinate the annual, ongoing process of evaluating all aspects of the gifted education program and make recommendations for upgrading those areas found to be deficient. Data collected in the annual evaluation shall be used in the comprehensive improvement planning process, and results of the

evaluation shall be presented to the council in SBDM schools for review of instructional progress and to the Board who shall determine if District goals are being accomplished.

## CURRICULUM AND INSTRUCTION 08.132

### Gifted and Talented Students

#### GRIEVANCES

Students or parents who wish to file a grievance or appeal concerning the following areas may do so under the process outlined in administrative procedures:

1. The District's process for selecting students for talent pool services;
2. The District's process for formal identification of gifted and talented students; or
3. The appropriateness and/or adequacy of talent pool services or services addressed in a formally identified student services plan.

This policy and the procedures to implement it shall be made available for public inspection.

#### REFERENCES:

[KRS 157.196](#); [KRS 157.200](#); [KRS 157.224](#); [KRS 157.230](#); [KRS 158.6451](#)  
[703 KAR 004:040](#); [704 KAR 003:285](#)  
[016 KAR 002:110](#), [016 KAR 004:010](#)

*A Framework to Provide Successful Learning Opportunities for Gifted and Talented Students*, Kentucky Department of Education

[KRS 161.052](#); [KRS 161.095](#)

Adopted/Amended: 08/20/2002

Order #: 11880

**CERTIFIED/CLASSIFIED STAFF & COMMUNITY MEMBER  
USER AGREEMENT  
Acceptable Use Policy Signature Form  
Jackson County Public Schools**

**Directions: After reading the Jackson County Public Schools' Acceptable Use Policy, please complete the appropriate portions of the following agreement completely and legibly.**

As a user of the Jackson County Public Schools' computer network, I hereby agree to comply with the district's **Acceptable Use Policy** and to communicate over the network in a responsible manner while abiding by all relevant laws and restrictions. I further understand that violation of the regulations is unethical and may constitute a criminal offense. In the event that I commit any violation, my access privileges may be revoked and school disciplinary action and /or legal action may be taken.

**User Information**

Last Name:	First Name:	Middle Initial:
Address:		
City:	State:	Zip:
Date of Birth:		Sex (Male or Female):
School/Location:		
Phone Number:	Signature:	Date:

**Jackson County Middle School  
Title 1 School Compact  
2007-2008**

Our philosophy as a middle school is that families, students, and school staff should work in a partnership to ensure each student reaches his/her highest potential.

As partners, we agree to the following:

**As a Student, I will:**

- Believe that I can learn and will learn.
- Read for at least 30 minutes a day, five days a week.
- Come to class on time, ready to learn, and with my assignments completed.
- Set aside time every day to complete my homework.
- Know and follow JCMS and class rules.
- Regularly talk to my parents/guardians and teachers about my progress in school.
- Respect the diversity and needs of JCMS students, parents, staff, and families.

**As a Parent/Guardian or Family member I will:**

- Talk to my child/children regularly about the value of education.
- Monitor TV viewing and make sure that my child/children read every day.
- Make sure that my child/children attend school every day on time and with homework completed.
- Support the discipline and dress codes of JCMS.
- Monitor my child/children's progress in school.
- Make every effort to attend school events such as open house, parent/teacher conference, etc.
- Make sure that my child/children get adequate sleep, regular medical attention, and proper nutrition.
- Participate in school, home, and community sponsored activities whenever I can.
- Respect the diversity and needs of JCMS students, parents, staff, and families.

**As a Teacher I will:**

- Communicate high expectations for every student.
- Endeavor to motivate my students to learn.
- Teach and involve students in classes that are interesting and challenging.
- Participate in professional opportunities that improve teaching and learning and support the formation of partnership with families and the community.
- Communicate regularly with families about their child/children progress in school.
- Provide assistance to families on what they can do to support their child/children learning.
- Participate in shared decision making with other school staff and families for the benefit of students.
- Respect the diversity and needs of JCMS students, parents, Staff, and families.

We make a commitment to work together to carry out this agreement.

Signed on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Student

\_\_\_\_\_  
Teacher

\_\_\_\_\_  
Parent

**Jackson County Middle School**  
**139 HWY 587**  
**P.O. Box 1329**  
**McKee, KY 40447**  
**Keith Bingham, Principal**  
**James Morgan, Asst Principal**

### **Jackson County Middle School, Title 1 Parent Involvement Policy**

A major goal of the Jackson County Middle School program is to encourage greater involvement of parents in the education of their children in partnership with Title 1 and their school. The following outline is in compliance with legal requirement (PL 100-297, Section 1016) and in accordance with our philosophy of nurturing parents toward recognizing and fulfilling that responsibility. Likewise, this statement represents input from parents and will be available to all parents of Title 1 children.

All parents will be invited to attend an annual meeting at their local school during 2009-2010 for discussion of specifics concerning the instructional objectives and methods of the program. The parents will also be encouraged to participate in the CSIP.

Responsibilities of parents and suggestions for projected home-school partnership will be presented through communications with parents during the year, through workshops or conferences designed following parents' needs. Home visits will provide an alternative follow-through contact by the Youth Resource Center.

Teachers will provide report cards every nine weeks and progress reports every four and half weeks to all students. Parents will be encouraged to visit Title 1 classes anytime during the year.

In awareness of parents lacking literacy skills, disabilities, or where the native language is not English; provisions will be made as far as practical for translators for printed material, as well as tapes for listening of provisions of attending translators by the Youth Resource Center. All adults who do not have a high school diploma will be referred to Adult Education classes and English as a second language.

The handbooks will provide descriptions of ways in which parents can support their children's learning, as well as, communications and high quality curriculum.

By August, all parents of students at Jackson County Middle School will be aware of the discipline code and school compacts as well as school curriculum academics through the handbook and school newsletter.

In-service training for Title 1 staff, some including classroom teachers and other school representatives will be directed toward more effectiveness in working with parents of participating children and toward building home-school partnerships. These opportunities may include conferences sponsored beyond our local level, and with Youth Service Center.

Each Title 1 school will select representatives parents of Title 1 students to comprise a forum held at least one time each year. Meetings will be with Title 1 personnel for purposes of consultation, advising, and evaluation and to insure on-going parental input toward achieving program objectives and developing a feeling of partnership. These forums will be conducted by Youth Service Center. Parents will have opportunities to voice opinions toward school-wide Title 1 progress through check list.

Communications with parents will consist of a newsletter distributed at the beginning of each year by the Youth Service Center. Notices, mailings, phone calls, conferences, E-newsletters and home visits will be on-going as well as progress reports. Parents will be encouraged to attend the annual Parent Advisory meeting to make changes to the Parent Involvement Policy.

This commitment to family involvement has been approved by the Jackson County School Board and will be coordinated through Title 1 staff leadership. Direct participation and initiative is deemed a requirement

of each Title 1 teacher's role. Building principals will assume leadership and promote cooperation and energy from all the school staff.

Board Approved 2010-2011 \_\_\_\_\_ July 20, 2010 \_\_\_\_\_

**Jackson County Middle School  
139 Hwy 587  
P.O. Box 1329  
McKee, Ky 40447  
Keith Bingham, Principal**

**Parent or Guardian,**

Throughout the school year students will **rewarded** with field trips, movies (**you may ask for information about the movie such as title rating etc**) etc in Jackson County for academic success. Such trips include, but not limited to, Sand Gap Park, Jackson County Area Technology Center and Jackson County High School. This permission form is for any and all in-county field trips. This will eliminate some paper work later and save time planning for such trips.

These trips will be during the school day with transportation provided on school buses. Students will be chaperoned by staff from Jackson County Middle School at all times. They are **expected to obey all rules** outlined in the student handbook and Jackson County Public Schools.

**Any trips that are outside Jackson County will require a separate permission form.**

This permission form will remain in effect for the school year 2009-2010 until cancelled by the Principal, teacher, parent or Guardian.

I give permission for \_\_\_\_\_ to attend any school sponsored activity in Jackson County.

Parent or Guardian \_\_\_\_\_

Date \_\_\_\_\_

**STUDENT USER AGREEMENT**  
**Acceptable Use Policy Signature Form**  
**Jackson County Public Schools**

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**User Information**

Last Name:	First Name:	Middle Initial:
Address:		
City:	State:	Zip:
Date of Birth:		Sex (Male or Female):
Phone Number:		If applicable, User's Grade
School/Location:	Student Signature:	Date:

**Parent/Guardian Signature for Student Internet/Electronic Mail Access**

As the parent or guardian of this student, I have read the Jackson County Public Schools Acceptable Use Policy for Internet and Electronic Mail access. I understand that this access is designed for educational purposes. I hereby give my permission for the student named to have Internet and electronic mail access.

Student Name (please print):	
Parent/Guardian Name (please print):	Date:
Parent/Guardian Signature(required for students under 18):	

THE RULES AND REGULATIONS OF THIS STUDENT/  
PARENT HANDBOOK HAVE BEEN READ AND DISCUSSED  
IN HOMEROOM.

HOMEROOM TEACHER \_\_\_\_\_ DATE \_\_\_\_\_

STUDENT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

I HAVE READ AND UNDERSTAND THE CONTENT OF THIS  
HANDBOOK.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

Students will be responsible for abiding by all rules and regulations of the Student & Parent Handbook. If there are any concerns regarding rules and regulations, direct them to Jackson County Middle School Administration. Revised, August 2000.

Please return this form to your homeroom teacher by September 1.