

Jackson County Middle School Handbook

2012-2013

WELCOME FROM THE PRINCIPAL

Welcome to an exciting year of learning at Jackson County Middle School!!! I am looking forward to a rewarding year of working together with parents, our staff, and our community to provide wonderful educational experiences for your child. JCMS is planning a wonderful year, and we invite you to join us on a journey “powered by knowledge” and guided by engaging instructional opportunity.

As we strive to complete our mission, we want to provide the best and safest learning environment that we can for your child. In order to do this, we provide you and your child with this handbook, in which lie the procedures, policies, and information that help run the school. We ask that you carefully read and go over with your child the information contained in this handbook. We also kindly ask that you adhere to the information, guidelines, and rules contained herein

Hopefully, this handbook will provide answers and guidance to you as to what the expectations of Jackson County Middle School are in terms of services, procedures, safety, attendance, academics, and discipline. However, if you have any other questions or concerns about the information presented herein, please feel free to contact me at the school or visit our school website at www.jacksoncomiddle.net for further information.

I wish you the best as we move forward this year!!!!

Stephen J. Gabbard

No student, parent, faculty, staff, or any member of the general public shall be denied equal opportunity by the Jackson County Board of Education or Jackson County Middle School because of age, color, disability, parental status, national origin, race, religion, or gender.

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School and District Mission

School Mission Statement

We, the staff of Jackson County Middle School, seek to enable and assist all students in the acquisition of knowledge and competencies necessary to succeed as lifelong learners and function as productive members in a rapidly changing society.

School Vision Statement

We, the staff of Jackson County Middle School, envision all our students to become productive members of society through a sound educational background and strong preparation for social existence that will be passed from one student generation to the next.

District Mission Statement

We, the stakeholders of the Jackson County School District, accept the responsibility to create lifelong learners and successful citizens by providing an exemplary instructional environment characterized by high academic standards and expectations that accommodate the individualized learning needs of all students.

School Theme : JCMS “Rocks”

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

2012-2013 SCHOOL CALENDAR

ADMINISTRATION

Mr. Stephen Gabbard, 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

Robbie Thomas, Teacher
 Roxanne Vaughn, Teacher
 Jeff Bingham, Parent
 Rebecca Cunagin, Parent
 Brad Kerby, Teacher

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, STEM Education, Health/PE, and Practical Living/Skills.

FACULTY AND STAFF

Janet Allen – Reading
 Ronda Angel – Math
 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 – Social Studies
 Brad Kerby -Social Studies
 Sarah Melton – Math
 Rodney Morris – Humanities
 Martina Singletary – Science
 Jason Vaughn – Physical Education/Health
 Jean Spurlock - Reading
 Mary Thomas - Reading
 Robby Thomas – Science

Kim Witt – Math Coach
Nikki Browning – STEM
Lindsey Gasperic Wilson – Language Arts

Aides

Beverly Combs
Patricia Cornett
Sandra Flannery
LaDonna Combs
Sandra Huff
Barb Hundley
Jenna Allen
April Rader
Amanda Lainhart
Heather Clark – In School Suspension

Special Services

Cleo Gilbert
Christi Sizemore
Josh Ward
David Cunagin
Jetta Johnson
Michelle Jones
Kelly Whitt

Youth Service Center

Tammy Morgan – Director

Custodial Services

Tracy Farmer
Dudley Lynch
Bonnie Tincher
Sheena Blanton

Food Nutrition Services

Shelia Isaacs – (Manager)
Jean Allen
Georgia Creech
Francis Angel
Cheryl Grimes
Tammy Anderson (sub)

Externally Sponsored Services

Loretta Rose – GEAR-UP Academic Specialist
Grace McKenzie – Promise Neighborhood
Linda Potter – Parent Engagement

**JACKSON COUNTY MIDDLE SCHOOL
DAILY SCHEDULES**

8TH GRADE

7:50 – 7:55 HOMEROOM - 5 MINUTES

7:55 – 9:00 1ST PERIOD

9:03 – 10:00 2ND PERIOD

10:03 – 11:00 3RD PERIOD

11:03 – 12:00 4TH PERIOD

12:03 – 1:30 5TH PERIOD

LUNCH – GROUP 1 – 12:10 – 12:33

GROUP 2 - 12:35 – 12:58

1:33 – 2:50 6TH PERIOD

BREAK – 2:30 – 2:45

7TH GRADE

7:50 – 7:55 HOMEROOM - 5 MINUTES

7:55 – 9:00 1ST PERIOD

9:03 – 10:00 2ND PERIOD

10:03 – 11:00 3RD PERIOD

11:03 – 12:27 4TH PERIOD

LUNCH – GROUP 1 – 11:18 – 11:41

GROUP 2 – 11:45 – 12:08

12:30 – 1:30 5TH PERIOD

1:33 – 2:50 6TH PERIOD

BREAK – 2:10 – 2:25

6TH GRADE

7:50 – 7:55 HOMEROOM - 5 MINUTES

7:55 – 9:00 1ST PERIOD

9:03 – 10:00 2ND PERIOD

10:03 – 11:26 3RD PERIOD

LUNCH – GROUP 1 – 10:27 – 10:50

GROUP 2 – 10:52 – 11:15

11:29 – 12:27 4TH PERIOD

12:30 – 1:30 5TH PERIOD

1:33 – 2:50 6TH PERIOD

BREAK – 1:45 – 2:00

GENERAL INFORMATION

SCHOOL HOURS

The school day at JCMS begins promptly at 7:50 AM and concludes at 2:50 PM. The building is open for students starting at 7:15 AM in the morning. Students arriving after 7:55 AM must report to the office for an admit slip from the attendance clerk before reporting to class. The school office hours are from 7:30 AM – 4:00 PM throughout the school year.

SCHOOL VISITORS

A person visiting the school for any reason must make his/her presence known in the administrative office. All visitors must check in the office upon entering the building. Upon signing in at the front office you will be given a temporary guest pass which must be worn the entire time that the guest is in the building. **Note: Students will not be permitted to bring visiting relatives and/or friends to school.**

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. Persons not on the emergency sheet will not be allowed to pick up the child. Appropriate ID including picture is required when a person checking out a student is unknown. **Students leaving the facilities must be checked out through the front office.**

ARRIVAL AND DEPARTURE PROCEDURES

Please do not bring your child to school before 7:15 AM. When students arrive, they will go to breakfast before being released to Homeroom.

Everyday Pickups

Students who are everyday pickups will be released to parents after all early buses are dismissed (3 PM). Parents must either wait in the library or remain in their car. Students will be delivered to the car by a staff member. For the safety of our students, parents, and staff, cars must stay in line at all times. Please take note that pickup procedure may change according to the best interest of safety for the child.

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.

SCHOOL NUTRITION SERVICES

Breakfast and lunch are available each day at no cost to all students. However, A'la Carte items will be available to purchase each day. If you would like for your child to purchase extra items, please send extra money with them to school. Also, please send extra money for any snacks that your child might wish to purchase.

TEXTBOOKS AND SUPPLIES

Textbooks are provided at no cost to students. Textbooks are to be kept clean and handled carefully. A replacement fee will be charged if a student loses a textbook or damages a textbook at any point throughout the year. Also, 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.

ONE-CALL NOW AUTOMATED PHONE SYSTEM

The Jackson County Public School District utilizes an automated phone system called One-Call Now in order to promote better communication among all stakeholders. Various announcements such as school closing and delay information, activity and sports events, and public service announcements can be delivered to your telephone number of choice free of charge if you wish to sign up. In order to sign-up for this service, please contact either the school or central office.

INCLEMENT WEATHER

In cases of bad weather, a one-call now phone message will be sent out regarding either a closing or a delay. You can also find information via local radio and TV outlets. The superintendent and transportation director make the decision to close or delay school. Please do not call the central office or school.

SAFE SCHOOLS DRILLS

Fire, severe weather, lock-down, earthquake, and bus evacuation drills will be practiced an appropriate number of times during the year. During the drills students are to proceed to specific, designated areas in an orderly fashion, using proper safety procedures. 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.

During lock-down drills, appropriate law enforcement and public officials will be notified. **No one will be allowed to enter or exit the building during a lock-down drill.**

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.

STUDENT LOCKERS

All students will be assigned a locker. No student may use a different locker unless authorized by the principal. 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.

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 or designee shall be called and an appointment will be scheduled with the teacher. Advance arrangements will limit interference with the instructional program.

GUIDANCE PROGRAM

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.

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. You can reach the JCMS Youth Service Center by calling the school or by e-mailing Mrs. Tammy Morgan, YSC Director, at tammy.morgan@jackson.kyschools.us.

STUDENT CODE OF CONDUCT

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. Examples include but are not limited to: fireworks, knives, laser pointers, iPod's, etc... Non-educational items that are disruptive to the learning environment will be taken away. On any violation the item will be returned only 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 or www.kycid.org

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.

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.

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.

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. Parents/guardians are contacted.

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.

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

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.

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.

BEHAVIORS/CONSEQUENCES

For the purposes of determining consequences for misbehavior, teachers shall be required to document student misbehaviors and keep them on file. From this file, a determination can be made as to which step of the discipline plan that particular student has reached. (See Jackson County Code of Acceptable Behavior)

Staff shall prepare and place documentation on file which shall include the following:

- a. Date and Time of Offense
- b. Nature of Offense (what the student did in written comments)
- c. Action taken (steps taken prior to sending the student to the office)
- d. Log of Parental Contact

Level I Behaviors (Classroom):

Examples:

1. Talking/disturbing class / tardy to class
2. 3 or more Unexcused Abs. or Tardies
3. Back-talking (minor)
4. Violate classroom rules
5. Lunch / Hallway Disturbance/Loitering (minor)
6. Other minor misbehaviors

Level II Behaviors (Office):

Examples:

1. Continual repetition of Level I Behaviors
2. Profanity, vulgarity, repeated back-talking
3. Aggressive behavior/Verbal Assault (minor)
4. Vandalism (Minor)
5. Public Display of Affection
6. Violation of AUP (internet agreement)
7. Failure to report where directed / Leaving classroom without permission / 6 or more Unexcused Abs./Tardies
8. Repeated violation of dress code/cell phone policy
9. Other serious behaviors

Level III Behaviors (possible suspension/expulsion):

Examples:

1. Continual repetition of Level II Behaviors
2. Vandalism – destruction of school property \$50 or more
3. Verbal assault (major) / Threatening
4. Physical assault/Bullying/Harassing/Fighting
5. Leaving School without permission
6. Theft of property value \$25 or more
7. Possession/Use of tobacco products
8. Other extreme behaviors

Level IV Behaviors:

Examples:

1. Weapons
2. Drug (Other than tobacco)
3. Fire/Arson
4. Assault / Abuse
5. Bomb Threat
6. Extreme Vandalisms/Theft
7. Other illegal activities

Level I Consequences(Classroom)

Response Options for any Level I:

- * Counseling
- * Loss of Privileges
- * Parental Contact/Conference
- * Verbal Reprimand
- * Special Assignment (Reflective)
- * Teacher/Student Behavior Contract

Level II Consequences (Office):

Response Options for any Level II:

- * Conference with Principal/Designee
- * Loss of Privileges (such as Internet)
- * Parent/guardian Conference (office visit)
- * ISS (1 – 2 days)
- * Involve Other Agencies / Coaches
- * Office Behavioral Contract
- * Counseling/Schedule Change
- * Involve Social/Government Agencies
- * Reflective Assignment
- * Peer Mediation

Level III Consequences:

(Automatic Parent/Guardian contact)

Response Options for any Level III:

- * Suspension (Possible expulsion)
- * ISS (1 – 5 days)
- * Involve Social / Government Agencies
- * Counseling/Schedule Change
- * Behavior Modification Program
- * Involve Law Enforcement / Judicial System
- * Involve Extra-Curricular Coaches

Level IV Consequences:

Response Options for any Level IV:

- * Involve Law Enforcement / Judicial System
- * Expulsion (According to Kentucky School Law 158.150)
- * Behavioral Treatment Program
- * Homebound Placement
- * Involve Social / Government Agencies

FEDERAL AND STATE OFFENSES

The following acts are Federal and/or State Offenses. School authorities may notify the proper authorities in resolving such problems: Because of the seriousness of these offenses, suspension or expulsion may occur.

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.

BULLYING AND HAZING

In order to effectively participate in the democratic process as adults, students must learn to respect the rights of others and to interact with them in a civil manner. Therefore, students are required to speak and behave in a civil manner toward students, staff and visitors to the schools.

Bullying of any kind is prohibited in our school, including on buses, field trips, and other school-sponsored functions. Should bullying occur, all pupils will be able to report incidents with assurance that the situation will be dealt with promptly and effectively. Anyone who knows that bullying is occurring must report it to faculty/staff.

What is Bullying?

Bullying is repeated and systematic abuse and harassment of another person. A person is being bullied when he or she is exposed, **repeatedly and over time**, to negative actions on the part of one or more persons. Bullying happens when someone with greater power hurts someone with lesser power repeatedly. A person who is bullying is trying to hurt someone on purpose. Bullying can take a number of forms, but the three main types are:

- **Physical** - hitting, kicking, inflicting bodily harm, taking belongings (ex. Money, food, homework), and damaging personal property.
- **Verbal**- teasing, taunting, criticizing, spreading rumors, racial or ethnic slurs, name calling
- **Social and Nonverbal**- ignoring or excluding, trying to harm a person's friendships

Actions Not Tolerated

The use of lewd, profane, or vulgar language is prohibited. In addition, students shall not engage in behaviors such as hazing, bullying, menacing, taunting, verbal or physical abuse of others, or other threatening behavior. **This policy extends to any/all student language or behavior including, but not limited to, the use of electronic or online methods.** Such behavior is disruptive of the educational process and interferes with the ability of other students to take advantage of the educational opportunities offered. These provisions shall not be interpreted to prohibit civil exchange of opinions or debate protected under the state or federal constitutions where the opinion expressed does not otherwise materially or substantially disrupt the education process or intrude upon the rights of others.

Students who violate this policy shall be subject to appropriate disciplinary action as outlined in the school and district discipline code.

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/designee of the school attended by the victim. After receiving the initial report and determining that it is a reportable incident, the principal/designee must notify the parents, legal guardians, or other persons with custodial control of the students involved in the incident. If the principal/designee 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/designee, 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 BOARD POLICY 09.42811

DEFINITION

Harassment/Discrimination is unlawful behavior based on race, color, national origin, age, religion, sex or disability that is sufficiently severe, pervasive, or objectively offensive that it adversely affects a student's education or creates a hostile or abusive educational environment.

The provisions of this policy shall not be interpreted as applying to speech otherwise protected under the state or federal constitutions where the speech does not otherwise materially or substantially disrupt the educational process, as defined by policy 09.426, or where it does not violate provisions of policy 09.422.

PROHIBITION

Harassment/Discrimination 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. (Acts of harassment/discrimination based on sex may be committed by persons of the same or the opposite sex.)

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 any of the areas mentioned above shall be subject to disciplinary action, including but not limited to suspension and expulsion.

GUIDELINES

Students who believe they or any other student, employee, or visitor is being or has been subjected to harassment/discrimination shall, as soon as reasonably practicable, report it. In each school building, the Principal is the person responsible for receiving reports of harassment/discrimination at the building level. Otherwise, reports of harassment/discrimination may be made directly to the Superintendent. Additionally, if sexual discrimination or harassment is being alleged, reports may be made directly to the District Title IX Coordinator. Complaints of harassment/discrimination, whether verbal or written, shall lead to a documented investigation and a written report. Without a report being made to the Principal, Superintendent or Title IX/Equity Coordinator, the District shall not be deemed to have received a complaint of harassment/ discrimination.

Employees who believe prohibited behavior is occurring or has occurred shall notify the victim's Principal, who shall immediately forward the information to the Superintendent.

The Superintendent shall provide for the following:

1. Investigation of allegations of harassment/discrimination to commence as soon as circumstances allow, but not later than three (3) school days of receipt of the original 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.

2. 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.
3. A process to be developed and implemented to communicate requirements of this policy to all students, which may include, but not be limited to, the following:
 - written notice provided in publications such as handbooks, codes, and/or pamphlets; and/or
 - such other measures as determined by the Superintendent/designee.

Method(s) used shall provide a summary of this policy, along with information concerning how individuals can access the District's complete policy/procedures and obtain assistance in reporting and responding to alleged incidents. Students, parents or guardians, as appropriate, will be directed to sign an acknowledgement form verifying receipt of information concerning this policy as part of the Board-approved code of acceptable behavior and discipline.

4. 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
5. Development of alternate methods of filing complaints for individuals with disabilities and others who may need accommodation.

When sexual harassment is alleged, the District's Title IX Coordinator, as designated in the student handbook/code, shall be notified.

NOTIFICATIONS

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.

In circumstances also involving suspected child abuse, additional notification shall be required by law. (See Policy 09.227.)

In applicable cases, employees must report harassment/discrimination to appropriate law enforcement authorities in accordance with law.¹

PROHIBITED CONDUCT

Depending on the circumstances and facts of the situation, and within the definition of harassment/discrimination contained in this policy, examples of conduct and/or actions that could be considered a violation of this policy include, but are not limited to:

1. Any nicknames, slurs, stories, jokes, written materials or pictures that are lewd, vulgar, or profane and relate to any of the protected categories listed in the definition of harassment/discrimination contained in this policy;
2. Unwanted touching, sexual advances, requests for sexual favors, and spreading sexual rumors;
3. Instances involving sexual violence;
4. Causing a student to believe that he or she must submit to unwelcome sexual conduct in order to participate in a school program or activity or that an educational decision will be based on whether or not the student submits to unwelcome sexual conduct;
5. Implied or overt threats of physical violence or acts of aggression or assault based on any of the protected categories;
6. Seeking to involve students with disabilities in antisocial, dangerous or criminal activity where the students, because of disability, are unable to comprehend fully or consent to the activity; and
7. Destroying or damaging an individual's property based on any of the protected categories.

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 in writing 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 employees to report, notify, and/or initiate an investigation of alleged harassment/discrimination as required by this policy, or to take corrective action shall be cause for disciplinary action.

RETALIATION PROHIBITED

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

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

FALSE COMPLAINTS

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

IN-SCHOOL SUSPENSION 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 complete work that they would have in the regular classroom setting.
4. It is the responsibility of the ISS Teacher to collect and turn in their 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

DRESS AND APPEARANCE

The wearing of any item that materially or significantly disrupts the educational process or threatens the health or safety of other students or staff members is prohibited. If a school/council chooses to develop a dress code, it shall be consistent with Board standards set out in the District's Code of Acceptable Behavior and Discipline, which shall include, but not be limited to, the following:

1. A clean and neat appearance is required for all students.
2. All students shall wear shoes.
3. No hats, caps, head scarves (including bandanas) or headdresses may be worn in school unless they are worn for health, safety or religious reasons; prior approval of the Principal is required.
4. No student may wear as an external garment any of the following:
 - a. see-through, transparent or nude looks without appropriate undergarments;
 - b. garments which expose the bare midriff or back;
 - c. shirts that display scenes that promote violence or other disruptive themes or that promote vulgarity and/or endorse illegal activities;
 - d. torn, ripped or ragged articles of clothing above the knee.
5. Shorts and skirts should touch the top of the knee. Those of a shorter length which are worn in physical education classes or athletic events shall be acceptable when students engage in such activities.
6. Sunglasses shall not be worn inside the school building without a medical excuse; a doctor's note must be presented beforehand.
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. Biking 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. Students shall not wear chains. This includes, but is not limited to chains on wallets, belts or attached to articles of clothing
12. 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.
13. Students shall not wear tank tops, muscle shirts, or tops with straps less than 2 inches in width.

Repeated violations of the personal appearance code may result in suspension from school and referral of the students to the Board.

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

USE OF ALCOHOL, DRUGS AND OTHER PROHIBITED SUBSTANCES

DRUGS, ALCOHOL AND OTHER PROHIBITED SUBSTANCES

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. Alcoholic beverages;
2. Controlled substances, prohibited drugs and substances and drug paraphernalia; and
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.

DEFINITIONS

Controlled substance means any substance or immediate precursor listed in Chapter 218A of the Kentucky Revised Statutes or any other substance added by regulation under [KRS 218A.010](#).

Prohibited drugs include, but are not limited to, any substance that an individual may not sell, possess, use, distribute or purchase under Federal or Kentucky law.

Prohibited substances include:

1. All prescription drugs obtained without authorization, and
2. All prohibited substances however taken or used, including but not limited to, inhaling, ingesting, and/or injecting. These include, but are not limited to, prescribed and over-the-counter drugs and prohibited volatile substances as defined in [KRS 217.900](#) that are used or intended for use for an abusive and/or intoxicating purpose.

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 and suspension or dismissal from athletic teams/extracurricular activity and/or other school-sponsored activities.

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 (1,000) feet of school premises, on a school bus, or at a school sponsored or sanctioned event. 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. Also the Principal may request a reasonable suspicion drug screening be done by school officials.

CARE OF SCHOOL AND PERSONAL PROPERTY

Pupils shall be held responsible for damage to school property. Any pupil, organization, or group of pupils participating in activities that destroys, defaces, damages or removes school property shall be subject to disciplinary action and liability for the cost of restoring the property. 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 damage to school property. For the purposes of determining when to make this report, damage to school property shall refer to instances involving:

1. Intentional harm, and
2. Damage beyond minor loss or breakage, excluding normal wear and tear.

Any pupil, organization, or group of pupils who steals or willfully or wantonly destroys, defaces, or damages the personal property of school personnel on school property, off school property, or at school-sponsored activities shall be subject to suspension or expulsion from school.

Any pupil, organization, or group of pupils participating in activities who destroys, defaces, damages or steals the personal property of students shall be subject to disciplinary action.

Parents shall be liable for property damage caused by their minor children.

TOBACCO/SMOKING

Students shall not be permitted to use or possess any tobacco product on property owned or operated by the Board, inside Board-owned vehicles, on the way to and from school, and during school-sponsored trips and activities. The use and/or possession of tobacco or tobacco products are prohibited and any student who violates this rule is subject to in-school or out-of-school suspension.

BUS EXPECTATIONS

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.** 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/vandalizes a bus shall be required to pay for the damage.** In addition to other disciplinary actions, the principal may deny riding the bus for more than one (1) day but not more than ten (10) days consecutively.

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 your OWN safety, DO NOT distract your bus driver through misbehavior.
11. No can or bottle drinks are permitted on school buses.

LUNCHROOM/CAFETERIA EXPECTATIONS

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 monitor.

HALLWAY EXPECTATIONS

The hallways are wide and spacious. There is enough room for two-way traffic if each student will walk to the right of the hallways. **Gray guidelines are painted on the floor. When passing as groups (break, lunch, or assemblies), all students are to travel on these lines when walking in the hallways.** 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. Students are not permitted in the halls during class periods unless they have a signed hall pass or student journal. **VERBAL PERMISSION OR OTHER FORMS OF PASSES ARE NOT SUFFICIENT FOR STUDENTS TO BE IN THE HALL.**

RESTROOM EXPECTATIONS

Many misbehaviors in a school setting occur in the restroom areas. Students should follow these expectations when using school restrooms.

1. Respect the property. (No vandalism, graffiti, hanging from stalls, etc.)
2. Respect the privacy of others.
3. Always wash and dry hands.
4. **NO TOBACCO PRODUCTS.**
5. Keep water off of the floor.
6. Report any problems in the restroom immediately.

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 so wish. However, if the grievance concerns discipline of an individual student, the Board may, on a case-by-case basis, determine if it will hear the grievance based on whether the facts presented in the written grievance fall within its discretion or authority. If there is a question as to whether the grievance is within the Board's discretion or authority, the Board will consult with legal counsel.

SCHOOL AND DISTRICT POLICIES AND SERVICES

FIELD TRIPS

Field trips are an excellent way to enrich the educational experiences of our children and reward them for great effort. All students are expected to comply with the policies of JCMS and the Jackson County Board of Education. In order for a student to participate in field trips, a permission form must be returned to the teacher on the day before the trip. Field trips are a privilege. **Students may be excluded from trips based on behavioral problems or past issues at the teacher/principal's discretion.**

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 may be immediately removed from the area. Consider the appearance of a person on stage as a signal for immediate attention and silence.

SCHOOL PHONES AND CELL PHONES

Students may bring cell phones for after school programs. However, phones must be turned off and be put away during the school day. Failure to comply with this policy will result in the confiscation of the phone by the principal or designee. Parents/guardians will then have to pick up the phone from school. **Neither the school nor the district will be liable for lost or damaged cell phones.** During the school day, students must have permission from their teacher or office staff in order to use the school telephones. 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.**

PROTECTION OF INSTRUCTIONAL TIME

The **protection of instructional time** is of utmost importance to the staff of OCES. Research has shown that there is strong correlation among the deliberate protection of instructional time and increased student achievement. School secretaries/receptionists will not be allowed to interrupt teacher's rooms with outside calls unless there is an emergency situation. Messages will be relayed to the appropriate person, and your call will be returned in a timely manner if needed. Meetings with teachers shall occur during the teachers planning times or other times during non-instructional hours.

Quality teaching consists of flow, transition, and consistency. Interruptions to these affect the quality of education that your child receives.

EXTRACURRICULAR PROGRAMS AND SPORTSMANSHIP

Our school is proud to offer a wide variety of athletic and academic extracurricular programs for our students. We highly encourage participation in these as part of the educational experience. Our community judges our educational program, to a large extent, on the conduct of both students and adults 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.

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 by coaches every two weeks. 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:

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

And other violations deemed inappropriate by the coach or school administration.

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.

REPORT CARDS AND 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 is 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 using Infinite Campus at anytime. Call the school for directions and student PIN number.

Progress reports are sent out to parents at the end of every 4 ½ weeks. Report cards are given out every 9 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 6th, 7th, & 8th 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 9 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.

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.

HOMWORK 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 are 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.

BOOK BAGS/BACKPACKS

To promote the safety of students and staff, student shall be permitted to bring back packs onto 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.** 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, nontransparent container, they shall first obtain permission as 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.

ABSENCE AND ATTENDANCE POLICY

Pupils are required to attend regularly and punctually the school in which they are enrolled. Recording of absences and tardies shall be made in compliance with the requirements of [702 KAR 007:125](#).¹

TRUANCY DEFINED

Any student who has attained the age of six (6), but has not reached his/her eighteenth (18th) birthday, who has been absent from school without valid excuse for three (3) days or more, or tardy without valid excuse on three (3) days or more, is a truant.

Any student enrolled in a public school who has attained the age of eighteen (18) years, but has not reached his/her twenty-first (21st) 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.

Any student who has been reported as a truant two (2) or more times is an habitual truant. Truants shall be reported to the Principal and then to the Director of Pupil Personnel, and both shall take appropriate action.

For the purposes of establishing a student's status as a truant, a student's attendance record is cumulative for an entire school year. When students transfer from one Kentucky district to another, attendance information from the previous district shall become part of their official attendance record for that school year.

EXCUSED ABSENCES

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 - 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;
3. Death in the pupil's immediate family (limited to three [3] days except for extenuating circumstances that 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 that 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. Tests administered by school or college personnel (documentation of attendance shall be required);
12. Documented military leave;

13. One (1) day prior to departure of parent/guardian called to active military duty;
14. One (1) day upon the return of parent/guardian from active military duty,
15. Visitation for up to ten (10) days with the student's parent, de facto custodian, or person with legal custody who, while on active military duty stationed outside of the country, is granted rest and recuperation leave, or
16. Other valid reasons as determined by the Principal, including trips qualifying as educational enhancement opportunities.

Students shall be granted an excused absence for up to ten (10) school days to pursue an educational enhancement opportunity determined by the Principal to be of significant educational value. This opportunity may include, but not be limited to, participation in an educational foreign exchange program or an intensive instructional, experiential, or performance program in one (1) of the core curriculum subjects of English, science, mathematics, social studies, foreign language, and the arts.

Unless the Principal determines that extenuating circumstances exist, requests for date(s) falling within State or District testing periods shall not be granted.

The Principal's determination may be appealed to the Superintendent/designee whose decision may then be appealed to the Board under its grievance policy and procedures.

Students receiving an excused absence under this section shall have the opportunity to make up school work missed and shall not have their class grades adversely affected for lack of class attendance or class participation due to the excused absence.

UNEXCUSED ABSENCES

All other absences shall be considered unexcused. Verification of the 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/designee shall determine whether the absence is excused. That determination shall be furnished to the student's classroom teacher(s) within one (1) 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 of the six (6) unexcused absences, and the guidance counselor shall counsel with the pupil about the implications of missing six (6) or more days, exploring ways to avoid future absences.

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 in the section entitled “Appeals of Unexcused Absences”.

When a pupil accumulates six (6) or more unexcused absences, the Director of Pupil Personnel shall send a certified letter of 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 even the pupil has further unexcused absences or tardies during the school term.

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/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/designee.

APPEALS OF UNEXCUSED ABSENCES

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, as required, 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 action.

MAKE-UP

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/designee if the student’s make-up work was not completed. The teacher(s) shall furnish this notification within one (1) day of the deadline set for completion of the make-up works.

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 shall be accepted for credit. Students shall be responsible for submitting assignments due during the time of the suspension. Long-term projects assigned during 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 the continuation of schoolwork should be made through the Principal/Counselor.

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.

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.**

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. 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.

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.

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.

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.

Student Medication

Internal medicine, including aspirin, shall not be provided by the school for the purpose of administering to pupils. Antiseptic and other appropriate emergency medications shall be maintained in the first-aid kit.

SELF-ADMINISTRATION

Under procedures developed by the Superintendent and once a completed authorization form from the parent/guardian is on file, pupils may take medicine which is brought from home.

Under procedures developed by the Superintendent, a student may be permitted to carry medication that has been prescribed or ordered by a physician to stay on or with the pupil due to a pressing medical need.

Provided the parent/guardian and physician files a completed authorization form each year as required by law, a student under treatment for asthma shall be permitted to self-administer medication.¹

Students shall not share any prescription or over-the counter medication with another student. Each year, the District shall notify students in writing of this prohibition and that violations shall result in appropriate disciplinary action, including but not limited to suspension or expulsion.

**Jackson County Middle School
139 HWY 587
P.O. Box 1329
McKee, KY 40447
Stephen Gabbard, 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 representative 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.

**Jackson County Middle School
Title 1 School Compact
2012-2013**

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
Stephen Gabbard, 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 2012-2013 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

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):	
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. .

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