

**Todd County Middle School  
STUDENT HANDBOOK 2016-2017**

**INTRODUCTION**

**WELCOME TO TODD COUNTY MIDDLE SCHOOL**

Dear Parents/Guardians and Students:

Welcome to a new school year at Todd County Middle School. The staff at Todd County Middle School looks forward to working with and assisting each of you in every learning experience. Our school has a proud tradition of excellence dedicated to quality education for all of our students, and we are sustained in this ideal by support from our parents/guardians and community. Many opportunities are available at TCMS to help students develop their interests and abilities. These many student services complement the teaching of knowledge and skills, while providing our students the chance to become informed, responsible, and contributing members of society. A wide range of programs are also offered to expand our students' physical, social, and intellectual development. We also realize the importance of developing in each student an attitude of self-respect and self-worth, while providing opportunities for students to form meaningful and responsible relationships.

This Student Handbook/Agenda is an alphabetized collection of topics, policies and procedures that have been prepared to provide parents/guardians and students information concerning the day to day operation of the school. It is also our hope this handbook will enable all school personnel to have answers to those reoccurring questions that come up during each school year. ***Please read this handbook carefully*** and keep it available for reference during the school year. Any recommendations for the improvement of this handbook will be appreciated. We invite our parents/guardians to visit us during the school day. The foundation of an effective middle school is the partnership between dedicated educators and caring parents/guardians. Parental support is vital. With your help, the 2016-2017 school year will be our very best.

**VISION OF TODD COUNTY MIDDLE SCHOOL**

*The vision of Todd County Middle School is Together, Creating opportunities for Mastery and Success for all.*

**MISSION OF TODD COUNTY MIDDLE SCHOOL**

*The mission of Todd County Middle School is Teaching, Caring, Mentoring & Serving.*

**BELIEFS OF TODD COUNTY MIDDLE SCHOOL**

1. We believe all stakeholder decisions should be based on student achievement.
2. We believe in providing each student with values that foster positive contributions to society and cultivate lifelong learning.
3. We believe students must share the responsibility for their learning and behavior.
4. We believe students must be offered a quality education program that addresses the educational needs of all students in a safe and supportive environment.
5. We believe in a commitment to student engagement and success while utilizing diverse teaching strategies.
6. We believe each student is a unique and valued individual.

**MIDDLE SCHOOL RATIONALE**

Our purpose is dedicated to the unique needs of the early adolescent student in grades six, seven, and eight.

**Todd County Middle School will:**

1. Offer programs which foster physical, social, emotional, and intellectual development and well-being of the student.
2. Continue to focus on the development and evaluation of basic skills, critical thinking, and learning skills.
3. Recognize different learning styles, abilities, and maturity levels of students and provide appropriate teaching methods.
4. Provide opportunities for exploration and broad learning experiences.
5. Emphasize integration of information within and across subject areas.
6. Be organized into interdisciplinary teams using flexible scheduling to implement the instructional program.
7. Supply an instructional program that develops self-understanding, self-acceptance, and self-management.
8. Provide opportunities for shared decision-making on the part of both students and staff.

9. Offer a curriculum and instruction designed to provide a smooth transition for students moving from the dependency of the elementary school to the independence of the high school.
10. Develop a plan to ensure school-community interaction.

The implementation of the middle school program will result in an educational experience that is most effective for students in grades six, seven, and eight. Todd County Middle School will be involved in a continuous program of evaluation and improvement as a means of fulfilling our obligation to the Todd County community and our students.

**OBJECTIVES OF TODD COUNTY MIDDLE SCHOOL INSTRUCTION**

1. To provide a balanced program with experiences wherein each student can participate and attain academic success in relation to his/her individual abilities.
2. To provide opportunities for the expression and development of creative talents and interests in recreational areas through the exploratory programs.
3. To guide students in assuming increased responsibility for their behavior and accept appropriate responsibility for their learning.
4. To provide the direction and environment that encourages students to develop abilities in problem solving and decision making.
5. To provide for the development of citizenship and respect for the rights and privileges of others.
6. To involve parents/guardians and other community leaders in the middle school program in striving for academic excellence.

**COMMUNICATION PROCEDURES**

An open line of communication between home and school is extremely important. Therefore, parent/guardians are asked to report any changes in address, or emergency numbers that would change our telephone listings. Questions, problems, or concerns related to the school operation and/or this handbook should be directed to the school principal. The administration will be happy to respond to your inquiry. Snow days and other important announcements, will be provided using our Blackboard all call system. This system will use the current primary number listed, therefore, it is important that numbers stay up to date. Parents and guardians can also check the daily morning report out at [tcms.todd.kyschools.us](http://tcms.todd.kyschools.us) to stay up to date on current information and events regarding our school.

**TODD COUNTY MIDDLE SCHOOL SITE BASED DECISION MAKING COUNCIL**

Todd County Middle School is a Site Based Decision-Making (SBDM) School. There are three certified staff members, two parent/guardian members, and the principal on the SBDM committee. For the 2016-2017 school year the SBDM members are:

Les Broady	Principal/Chairperson	Josh Watkins	Teacher
Nikki Andrews	Teacher	Eric Harris	Parent
Jessica Lear	Teacher	Catherine Holt	Parent

**PRIVACY ACT**

"In accordance with the Family Education Rights and Privacy Act, parents/guardians shall have the right to inspect and review all education records relating to their child by making request to the principal of each school or other designated official. This right shall be passed on to the student at age 18. Written policies have been developed which describe the types and locations of these records and the specific procedures available to parents/guardians for the review of the records, the amendment of or hearing concerning education records believed to be inaccurate, misleading, or otherwise in violation of the privacy or other rights of the child, and for the disclosure and destruction of records. Copies of these policies and procedures may be obtained upon request from the office of the principal or of the superintendent."

**GENERAL INFORMATION**

**ACTIVITIES**

Co-curricular activities are available for our students' participation: National Junior Beta, Rebels 4 Christ, Student Council, drama-annual play, extended school services, 4-H Club, academic team, basketball, football, cheerleading, dance team, softball, soccer, and intramural activities (and other school sponsored clubs that meet student needs). We encourage our students to participate in these activities. These activities are geared toward fostering student success. Students will have an opportunity to join the various clubs and try-out for the sports related activities prior to the sports/club season. Students will receive activity responsibilities and requirements/guidelines for joining through their coach.

## **AFTER-SCHOOL INSTRUCTIONAL ACTIVITIES**

**ESS (Extended School Services)** – ESS is intended to provide assistance after school for students who are struggling or who are in need of help on certain assignments. If offered, there will be a certified teacher who stays to assist the students. Students staying for ESS will be required to provide their own transportation. ESS runs from 3:05 – 4:00 on Tuesday and Thursdays when funds are available.

**21<sup>st</sup> Century Grant Services** – This grant is intended to provide an opportunity for students to engage in activities, instructional as well as recreational, that are not offered during the school day. Students will participate in a variety of activities from archery to Zumba (physical fitness activities), as well as have the opportunity to receive instruction and assistance in areas that they might be struggling in academically. This program will begin in September for 25 weeks and will run Monday thru Thursday from 3:00 – 5:30 and students will be bussed home and/or designated locations or may be picked up at the school at 5:30.

Homework help is available through this program on Tuesdays and Thursdays.

## **ATTENDANCE**

### **ATTENDANCE REGULATIONS AND PROCEDURES**

Kentucky State Law requires that students attend school on a regular basis. Student absences or tardiness may be excused by a parent/guardian note as well as documented doctor appointments, legal appearances, and funerals of family members. **A maximum of five (5) parent notes will be accepted for excused absences including tardies.** After five (5) parent notes, only documented doctor appointments, legal appearances, and funerals of family members will be excused. Other reasons for absences must be approved in advance by the principal. The excuse note is to be given to attendance personnel, Amie Watkins, at the beginning of the school day within three (3) of the absence. After the 3 days, the note will be coded late unexcused late note.

If a student is absent and/or tardy from school without a valid excuse, parents/guardians will be sent a phone call after two unexcused absences stating the student is truant. If a student accumulates four (4) unexcused absences or tardies, a referral to the truancy mediator will be made. The parents/guardians of a student that accrues six (6) or more unexcused absences or tardies will be issued a final notice from the Director of Pupil Personnel, and be required to appear before the Court Designated Worker or District Court Judge.

Students will be given make up work for all excused absences. However, the student is responsible for requesting the work from the teacher the returning day. Make up work is to be completed within three days. Students expected to be absent for three or more consecutive days may obtain assignments by notifying the front office within 24 hours to obtain assignments. **To have perfect attendance, a student must be present at school 100% of the school day all year long.**

### **Transportation Change Procedure**

Transportation shall not be changed after 2:00 p.m. Monday-Thursday, nor after 12:15 p.m. on early release Friday's. This is to ensure there is no confusion in regards to transportation and that students arrive at their correct destination safely. Any changes in transportation are to be sent with the student in the form of a note or letter or an email to Amie.watkins@todd.kyschools.us. If there are any further questions or emergencies that require a sudden change, please call (270)265-2511.

### **EARLY DISMISSALS**

Students who find it necessary to be dismissed from school early are **required** to bring a note from parents/guardians or doctor and present it to the attendance personnel, the day following the absence. When the parent/guardian arrives, the student will be called to the office to be signed out. Students are not called out of class before the parent/guardian arrives. No students may leave school without permission during school hours. Students can only be signed out/in and taken off school property by parents or additional persons that are listed on their emergency sign-out sheet unless it was provided in writing the day of from a legal guardian. Board policy will be followed in dealing with excessive unexcused early dismissals.

### **WITHDRAWAL FROM SCHOOL**

IN ORDER FOR ALL NECESSARY RECORDS TO BE COMPLETED, IT IS REQUIRED THAT THE SCHOOL OFFICE BE NOTIFIED PERSONALLY BY THE PARENT/GUARDIAN. Parents/guardians will be required to visit the school to withdraw their child. **All textbooks and school materials must be returned to the front office (or reimbursement for lost/damaged textbooks) and a TCMS withdrawal form completed before records are forwarded.**

**Tardy to/From School**

Students who arrive to TCMS after 8:05 a.m. will be considered tardy to school. Students who sign-in late or sign-out early out of school will be considered tardy from school. A note is required from a doctor or parent for the tardy to be excused. **If a parent note is used for such tardies, it will count as one of five parent notes for the school year.**

**Attendance and After School Activities**

Students are to be in attendance on the school day where after-school related activities are scheduled to be held to be eligible to attend. Students must be present a minimum of 1/2 of the school day (one-half day would be represented at 11:30 a.m. on a regular school day).

**CAFETERIA**

Students are required to cooperate with the person/s in charge in the cafeteria to include the cafeteria workers. The following is a list of acceptable behaviors:

1. Talking in a moderate manner (level 3 or below)
2. Remaining seated until being dismissed
3. Keeping eating area clean
4. Not removing food, eating utensils, or straws from the cafeteria
5. Displaying proper table manners and etiquette

Students who fail to abide by these rules and other behavioral expectations in the cafeteria may lose the privilege of sitting with friends. An area will be provided on the stage for those students who disregard the behavioral expectations in the cafeteria.

The middle school has a lunch program available to all students. Parents/guardians are asked to encourage their child to participate. The Todd County Middle School is participating in the CEO (community eligibility option) and all meals, breakfast and lunch, are free to all students regardless of status for the 2015-2016 school year. A household information form (HIF) needs to be filled out by ALL households which will be sent home at the beginning of the school year.

**CURRICULUM**

The main purpose of our education program is to meet the needs of our youth. The purpose of our curriculum is to see that students are taught in such a way to make them productive citizens. Efforts are directed toward keeping the instructional program flexible, emphasizing creative learning and providing a climate that encourages independent learning on the part of the student. The following is a listing of our courses:

Language Arts/Reading	Practical Living	Social Studies/Geography	Band
Science	Physical Education	6 <sup>th</sup> , 7 <sup>th</sup> , 8 <sup>th</sup> Math	Health
American History	General Music	Algebra 1	Careers
Humanities	Art	Pre-Algebra	Vocation Skills
Academic Interventions	Related Arts classes		World Language

**Bullying**

Bullying has many serious consequences for the children who are bullied, for the bullies themselves, and for the bystanders who witness it. Bullying will not be tolerated at Todd County Middle School at any time. Bullying means "any unwanted verbal, physical, or social behavior among students that involves a real or perceived power imbalance and is repeated or has the potential to be repeated."

It is under the domain of the school to investigate and administer consequences if

1. It occurs on school premises, on school sponsored transportation, or at a school sponsored event; or
2. It disrupts the education process (including cyberbullying).

Employees are expected to take reasonable and prudent action in situations involving student welfare and safety for intervening and reporting to the school principal or their immediate supervisor those situations that threaten, harass, or endanger the safety of students, other staff members, or visitors to the school or district. This includes instances, but are not limited to, bullying or hazing of students and harassment/discrimination or visitors by any party.

Students will follow these procedures when a bullying situation has occurred:

1. Note who was around you and your surroundings.
2. Find an adult or teacher and report the situation.
3. Fill out a **Bullying Report Form**, which can be obtained from teachers, administration, Youth Service Center, or the front office, and turn in to a teacher or administrator.
4. Check in with an administrator if you have not heard from them in 24 hours regarding the bullying situation.

## **DISCIPLINARY REGULATIONS AND PROCEDURES**

### **CONDUCT PHILOSOPHY**

Todd County Middle School faculty and staff believe that providing a safe and orderly environment for every child is of the utmost importance in student achievement and success at school. TCMS operates on the premise that students shall behave in a manner appropriate to good citizenship and conducive to learning. Students are expected to adhere to the standards of good school behavior. The faculty and staff are charged with creating positive relationships with each student and assisting students to maintaining good school conduct. It is essential that requests made by TCMS staff members to improve behavior be honored by all students. It is our goal to have students develop self-respect, an understanding of others, and an acceptance of the rules governing our school and society.

A routine has been established for those students who have disciplinary difficulty. Since all regulations cannot be specific, students are expected to use good judgment at all times. School officials reserve the right to administer discipline for any violation whether or not it is specified in this student handbook and parents/guardians will be notified of the action. Generally, conferences are held between the student and faculty member or members concerned. Parents/guardians will be informed if the misconduct continues via phone or written notice. Parents/guardians should accept disciplinary conferences as a desirable and routine school procedure. Should problems persist after the parent conference takes place, additional disciplinary measures will be utilized.

The School Board expects everyday standards of conduct to be maintained in our schools and requires schools to follow the TCBOE "Code of Student Conduct and Behavior" policy. Learning to respect self and others is the cornerstone of good behavior. Pupil actions or behaviors which are detrimental to the school, its objectives, purpose, and functions will be subject to appropriate disciplinary action by school authorities.

**The best kind of discipline is self-discipline.** To help implement and ensure that the District/School-wide goal is met; we, as a school, have implemented a program called **Positive Behavior Intervention Supports, (PBIS)**, which offers positive responses to help change negative behaviors. We use the acronym **PRIDE** to showcase our schools positive outlook on what we believe our students can achieve with the "positive" influences our staff provides. **PRIDE** stands for **P = Positive Attitude; R = Respect; I = Integrity; D = Dependable and E = Effort**

Students are under the jurisdiction of the School Board during anytime they are present, on school property or attending a school affiliated event. When arriving at a school function, such as a dance, students are expected to stay until the conclusion, unless parents/guardians have contacted the school or made other arrangements. It is the responsibility of each staff member to correct any student misconduct regardless of grade level. This supervision includes school premises, on the way to and from school, on school trips, and any school sponsored activity, either during or after regular school hours.

### **CONDUCT PROCEDURES**

It is our goal at Todd County Middle School to be fair and consistent in holding students accountable for their actions. Outlined below are procedures that will be followed when dealing with student discipline.

1. Teachers will file the necessary discipline form when a student has not cooperated or has failed to follow the rules.
2. The school will keep documentation of classroom discipline infractions. Parents/guardians and students should be aware that an office referral can be issued depending upon the degree and seriousness of the offense.
3. Students must understand that the loss of school privileges, detention (either during lunch or after school), ISAP, out of school suspension, expulsion, alternative school placement or Beyond School Control may result if unacceptable behavior is displayed. This includes ballgames, dances, and other school related activities.
4. ASD (After School Detention) and ISAP (In-School Alternative Placement) are directed to students who have failed to cooperate with teachers and the administration. It is important for students to realize that if their behavior becomes so severe or persistent that ISAP is used, then the opportunity to attend the middle school could be terminated.

## ISAP Procedures

1. Report on the first day of the ISAP to Todd County Horizons Academy by bus or car.
2. Upon arrival at Horizon's, report to the front office.
3. While at ISAP students will follow all rules and procedures of the Horizons Academy.
4. Work that is given during ISAP must be completed to a proficient I. If it is not completed, they will return to ISAP.

**NOTE: While assigned to ISAP, there will be no interaction with other students. Attendance/participation in any Todd County School function/extracurricular activity is not allowed the day, evening or weekend of any days the student is in ISAP**

5. An After-School Detention (ASD) program has been approved by the Board of Education. Teachers as well as administration may assign after school detention.
  - A. Parents/guardians will be notified by a note sent or phone call with the student at least 24 hours in advance.
  - B. Detention is held on Tuesday and Thursday from 3:05 – 3:45 p.m.
  - C. Students will be closely supervised and must work on school assignments.
  - D. Parents/guardians will need to furnish transportation home from school at 3:45 p.m., but no later than 4:00 p.m.
  - E. Students who fail to serve after-school detention will be written up and placed in another detention or ISAP. If this continues stronger disciplinary actions will be taken.
  - F. In the event a student is unable to attend an assigned ASD, a parent may contact a school administrator prior to the assigned time to receive a one-time approval to change the assignment.

## CONDUCT STANDARDS

- It is the policy of the Todd County Middle School to maintain a learning and working environment that is free from harassment. **No student shall be subjected to any form of harassment or bullying.**
- **Students will preserve the school and keep it clean.** Expensive equipment and learning materials are provided by the Todd County School Board. Any form of vandalism or defacing school property will not be tolerated. Students will show appreciation by careful and thoughtful use of school property.
- Students will show courtesy in classes, assemblies, and other activities. Disobedience, disrespect, and defiance of authority are unacceptable.
- Any public display of affection is not acceptable.
- Sportsmanship, good manners, cooperative attitude, and desirable personal habits are contributions to our school's reputation. Stealing, cheating, and profanity are not considered appropriate behaviors and will be disciplined.
- Horseplay in any form is misconduct/inappropriate behavior.
- Students may not leave the school grounds without written permission from the school office.
- Skate boards, roller blades, computer games and other games, cameras, playing cards, trading cards, slam books, "rating sheets", "toys" in general or any other such items/devices deemed inappropriate by administration will **NOT** be brought to school since they detract from the school program.
- Cell phones/electronic devices must be **turned off** and be **kept out of sight** until after school. This means phones must not be seen hanging out of pockets or used during class, in restrooms or any areas of school. Use of phone includes listening to music, texting (receiving or sending), etc. **If items are confiscated, they will be turned over to administration and only returned to the parent/guardian. The student will also receive an office referral. The school is not be responsible for the loss, theft, or destruction of these or any other items while on school property.**
- **Items of value should not be brought to school. IT IS NOT THE RESPONSIBILITY of the school to replace or search for lost/stolen items.**
- Students may not bring or create items that may disrupt or distract to the educational process. Items such as blankets, stuffed animals, gift items, and other related items should be kept in the lockers and not carried from class to class unless pre-approved by administration.
- Students may not bring any materials/items that disrupt class work or have potential to cause disorder or invade the rights of others.
- Gum/candy/snacks – teacher discretion. GUM – Gum will be allowed but it cannot be distracting (can't see it or hear it). SNACKS/CANDY – No snacks or candy unless given by the teacher and eaten during that class period. It is not to be taken out of the room, and it isn't to be eaten in the hallway, cafeteria, labs, etc. When

these items are seen in other parts of the building when permission has not been granted, it will be dealt with as a minor infraction.

- Possession of *fireworks, matches or lighters, nonprescription or prescription drugs* is not permitted at school, school sponsored event or on the school bus.
- Water guns or any kind of toy gun are not permitted at school. Disciplinary action for the possession of a **real** gun, knife, or other type of weapon on school property is governed by Federal law as well as Kentucky law which states possession may result in a \$10,000 fine and/or 5 years in prison and may result in an expulsion hearing and **Beyond School Control (BSC) will be filed.**
- The proper authorities will be notified regarding any student involved in a criminal act such as: assault, vandalism, breaking and entering, theft, possession of weapons/drugs/alcohol, illegal activity, destruction of school property and leaving school grounds without permission. In addition, ***Beyond School Control (BSC) will be filed*** with the Department of Juvenile Justice (DJJ).
- Fighting/physical aggression on school grounds is prohibited. Strong measures will be taken with students engaged in fighting or provoking a fight. **Participation in a fight shall result in strong disciplinary action.**
- **Participation in field trips, extra-curricular activities and after school activities such as clubs, football/basketball games, and dances are a privilege which requires the same conduct standards as during school hours. Noncompliance may result in removal of this privilege and disciplinary actions taken.**
- Any other type of conduct that is disruptive to the educational process or is abusive to any student or staff member will not be tolerated.

**CONDUCT CONSEQUENCES (Major)**

Since all regulations cannot be specific, school officials reserve the right to administer discipline for any violation whether or not it is specified in this student handbook. If the infraction is not listed below, then the Todd County Board of Education Policies will be followed. All students will receive “due process” and all infractions will be carefully investigated before disciplinary actions are taken.

Any infractions listed in the chart may be written as an office referral and reported to the administration. According to our PBIS policy, these infractions are considered “Major” infractions. To remain consistent, all common area (hallway, restrooms, cafeteria, assembly, etc.) infractions will be written on Major Infractions forms. Administration will make the decision whether the infraction should be dealt with as a minor or major infraction.

Listed below is the behavior matrix that school administrators will use to determine appropriate punishments for Major Infractions. There are many factors that administrators must use to determine what is appropriate including the severity of the infraction, the number of times the student has committed the infraction, and the number of infractions that the student may have already accrued during the school year. Therefore, it is extremely difficult to classify punishments as 1<sup>st</sup> offense, 2<sup>nd</sup> offense, and so on.

Although the categories are described as Minimum and Maximum consequences, “Minimum” should not be confused with 1<sup>st</sup> offense. A person’s first infraction does not necessarily mean they will receive the Minimum Consequence. Possible disciplinary actions to be used by administrators would be as follows in order of least to most severe: Warning/Conference, Lunch Detention, Peer Interaction Detention, After School Detention, ICE, Suspension, ISAP, Suspension, Filing Beyond School Control (BSC), Academy Assignment, or Expulsion Hearing. Administrators may also use any other consequences that may not be listed if it is considered appropriate. All behavior expectations apply to all school activities.

Infraction	Minimum Consequences	Maximum Consequences
Abusive Language / Profanity/ inappropriate language	Conference/Warning	ISAP
Alcohol-possession and/or use	Will follow TCBOE policies	
Arson	Expulsion Hearing & BSC	
Bomb Threat	Expulsion Hearing & BSC	
Cheating/Plagiarism	ICE	ISAP
School Disruption/ Horseplay	Warning	ISAP

Combustible items- possession/use/ lighters	ICE	Expulsion Hearing &BSC
Defiance/willful disobedience/insubordination/ non-compliance	ICE	Academy &BSC
Disrespect to staff/student	ICE	Academy & BSC
Dress Code Violation	Warning	ISAP
Drugs-possession/use of illegal drugs/substances or imitations (including prescription drugs)	Will follow TCBOE policies	
Electronic/Technology Devices & CELL phone, etc. use/disruption during school hours and activities	Warning --Taken up, returned to parent	ISAP
Failure to Attend ASD	ICE	ISAP
Failure to pick students 30 minutes after a school activity/function has ended	Warning	ISAP
Fighting/provoking a fight/ Physical aggression/Assault (On all school property, including transportation)	ISAP	Expulsion Hearing & BSC
Forgery	ICE	ISAP
Gambling	ICE	Academy
Harassment/bullying (verbal, racial, sexual/religious, or other)	ICE	Academy
Misconduct in ICE/ISAP	Additional ICE/ISAP	Academy
Public Display of Affection (PDA)	Warning/conference w/student	Academy
Technology Violation	Warning	*restitution if damage has occurred/Academy
Theft/Stealing/ possession of stolen property	ICE	Academy & BSC
Leaving School Grounds without Permission	ISAP	Academy & BSC
Tobacco products- use/possession	ISAP	Academy & BSC
Vandalism/property damage (destruction of school property)	ICE/cleaning and restitution if necessary	Academy & BSC
Weapons--possession or use	Will follow TCBOE policies	

NOTE: i-Pad violations are reported as Major.

**NOTE:**

- ✓ PARENT CONTACT will occur for each office referral by staff member or administration will take place by phone call and by parent/guardian signature on the office referral. The office referral must be signed by a parent or guardian and returned by the student the following school day.
- ✓ All discipline dispositions are at the discretion of the school administration and will adhere to the TCBOE Student Code of Conduct Policy.



**CLASSROOM PROCEDURES - Minors**

Classroom discipline procedures are to be used by classroom teachers/staff for minor student's failure to follow classroom rules or behavior/misconduct infractions. This is a time for students to learn the expectations of the classroom while holding students accountable for their actions. However, if the misconduct is of a severe nature, teachers and staff may complete an office referral as warranted. For incidents that teachers deem to be minor infractions, a Minor Infractions Report will be issued to the student. Outlined below are procedures (steps) that will be followed when dealing with student infractions in the classroom.

<p><b>Step 1</b> Verbal Warning</p>	<ul style="list-style-type: none"> <li>• Verbal Warning does not have to be documented until step 2. Parents do not have to be notified in this step.</li> <li>• Group warning may be sufficient if all students are made aware the teacher is giving it.</li> </ul>
<p><b>Step 2</b> Documentation on Minor Report – Report Sent Home with Child for Signature with parent contact Lunch Detention</p>	<ul style="list-style-type: none"> <li>• Student and teacher will sign report</li> <li>• Teacher will explain expectations to the student</li> <li>• Parent Contact (Phone Call) must be made by teacher.</li> <li>• Document all interventions that were used.</li> <li>• Lunch Detention Assigned for the following school day</li> </ul>
<p><b>Step 3</b> Documentation on Minor Report – Phone Conversation w/ Guardian After School Detention</p>	<ul style="list-style-type: none"> <li>• Parent phone contact must be made by teacher</li> <li>• Student and teacher will sign report</li> <li>• Teacher will explain expectations to the student</li> <li>• Assign After School Detention</li> <li>• In the conversation, be sure the parent understands that the child has ASD and is one step away from a Major Referral which will most likely result in additional consequences.</li> </ul>
<p><b>Step 4</b> Major Office Referral</p>	<ul style="list-style-type: none"> <li>• Fill out Major Referral Form. Check box for Deliberate Class/School Disruption or Disrespect/Insubordination.</li> <li>• In the description, put 4<sup>th</sup> minor and indicate which letter. Brief description of the 4 and any interventions, phone call, or meetings that took place.</li> <li>• Parent Contact by teacher.</li> <li>• Administrator will contact the guardians as well as discipline the child.</li> </ul>
<p><b>Step 5</b> Documentation on Minor - Automatic Parent Conference</p>	<ul style="list-style-type: none"> <li>• Either teacher or guidance will notify parent and a conference will be set up with the parent.</li> <li>• An administrator will be present if necessary.</li> <li>• If need be, the meeting may take place with the entire team.</li> <li>• Parents and Child will understand that this is the final step in the Minor process</li> </ul>
<p><b>Step 6 and Beyond</b> Major Office Referrals Only</p>	<ul style="list-style-type: none"> <li>• To be written on Major Office Referral.</li> <li>• Assistant Principal or Principal will give appropriate punishment</li> </ul>

## **BUS VIOLATIONS DISCIPLINE STEPS and PROCEDURES**

As with school discipline infractions, school bus infractions must first be determined to be either major or minor violations. A driver's focus must be on the safety of all students and not constantly on re-teaching bus expectations to students. Therefore, fewer opportunities will be given to students to correct minor behaviors before being referred to school administrators.

For **Minor Behavior Infraction** on the bus, drivers will follow these procedures:

- Conference with the child
- Send home a bus report to the parent for their signature. It is the responsibility of the child to get this to the parent and return it to the driver.
- Fill out a Major Bus Referral for Noncompliance/Insubordination

For **Major Behavior Infractions** school administration will follow:

1. Verbal/written warning – signed by parent and returned to assistant principal's office.
2. Bus suspension for **one (1)** school day for the a.m. and p.m. – letter sent with student to be signed and returned.
3. Bus suspension for **three (3)** school days for the a.m. and p.m. – letter sent with student to be signed and returned.
4. Bus suspension for **five (5)** school days for the a.m. and p.m. – letter sent with student to be signed and returned.
5. Suspended from the bus for the **remainder of the school year** - letter sent with student to be signed and returned.
6. Any and all physical altercations (fights) which take place on the school bus, bus stop or any school property will result in a minimum of **three (3) days of ICE/ISAP and three (3) days bus suspension** (5 days or removal from bus if it step 4 or 5)

**Note:** Loss of school bus privileges for any bus disciplinary infraction means removal from riding the bus to any/all extra-curricular activities until the infraction time has been served.

- These steps will be followed if deemed necessary by the bus driver and administration.
- Any steps may be skipped if the infractions warrant stronger action.
- Parent contact will be made by administration upon any suspension of a student.
- Appeals of suspension will be directed to the Director of Transportation and/or Superintendent.

## **DRESS AND GROOMING CODE**

The dress code is intended to promote a positive self-image through a neat, clean-cut appearance. To prepare and promote our students for a collegiate and/or career setting is the basic criteria for student dress at Todd County Middle School. Adolescence is a time of rapid change and growth due to physical development. Items purchased for school wear at the beginning of the year may not remain appropriate due to growth. Parents/guardians will be contacted to bring in a change of clothes if a student wears clothing that is in violation of our dress code policy. **Students who come to school dressed inappropriately will be detained in an alternative setting until proper clothing can be secured or brought from home.** If unsure about the appropriateness of a garment, students should ask before wearing it. **Because of fashion and current trends in style, no lists can be conclusive.**

### **1. Shirts**

- No cleavage; bare chest or back. Shirts that are revealing when hands raised or bent forward will not be allowed. Undergarments may not be exposed or seen at any time
- Any apparel that denotes gang membership; advocates drugs or alcohol (use or advertisements); violence; vulgarity; ethnic slurs; lewd writing or markings; profanity or suggestive language; inappropriate symbols; obscene pictures or jesters; sexual suggestions or innuendos; degrading; offensive; or reference to bullying or harassing language or any other symbols, messages, or writing that is deemed disruptive to the educational process are not allowed.
- Shirts/Sweaters of any kind must be **no longer** than student's fingertips.
- Sleeveless shirts must come out to the shoulder (no wide arm cuts or cut - off sleeves).
- No strapless tops or spaghetti straps tops; no halter tops; sheer; midriff tops; tank tops or tops that are revealing.
- Winter coats are not to be worn in the classroom—must be placed inside your locker.
- Arm sleeves, wristbands and gloves are prohibited.

## 2. Pants

- Leggings, or any other form fitting clothing (jeggings, spandex, yoga pants, etc.) may **ONLY** be worn under skirts/shirts/dresses/tunics that come down to the beginning of the thigh in the front **AND** back.
- Pants/shorts should be worn at the waist and stay at or above waist without assistance; should not be low cut. No slogan on the seat of pants.
- No sagging, pants hanging on the floor or covering shoes. Belts must be worn!
- Any holes, frays, or tears ABOVE the knee must have a patch attached (ironed on or sewn in) behind; or shorts, tights/leggings, pockets, etc. worn behind them.
- Dresses/Shorts/Skirts, etc. must be no shorter than 2 inches above the knee.
- Hanging chains from belts or wallets are not acceptable.
- No sleepwear or pajamas except on school approved special occasions

## 3. Jewelry, Hair and Other

- No hats, caps, wave caps, hair rollers, combs, picks, rakes, hoods or head dresses. Bandanas shall not be worn or carried. No extreme hairstyles are acceptable.
- No sunglasses worn inside school building.
- Body piercing (examples: nose, brow and tongue) jewelry, with the exception of earrings in the ears, is prohibited at school and school functions.
- Animal collars, spikes, bike chains are not acceptable jewelry.
- Obscene Tattoos, stickers, glitter or writing on the body are prohibited. No extreme makeup!
- Permanent tattoos should not be visible.
- No decorative dental accessories to be worn (such as grills for teeth).

## 4. Shoes

- Shoes should be worn, laced, or fastened at all times and be kept on the feet. *No house shoes.*
- No roller shoes!
- Sandals must be secured in both front and back with non-slip soles. Flip flops and slides will NOT be allowed.

## 5. Book bags and back packs

- Book bags, purses, and backpacks remain in lockers with the exception of the last period of the day. Rental of locks are strongly recommended.

Note: A dress code check will be conducted school wide during first period every day. Major dress code infractions; however, shall be addressed when identified. A ***dress code check*** may be done school wide during anytime of the school day or during school functions. Students who purposefully alter approved dress throughout the day will follow infraction steps.

**NOTE: School officials may address dress code issues that interfere with the educational process or safety of TCMS. The administration decision on all matters will be final.**

## **DUE PROCESS**

In the event of disciplinary action, the fundamental criteria at Todd County Middle School are fairness and action beneficial to the student. Students will have any accusations and the consequences of those accusations explained to them. Students will be heard. One of the fundamental elements of due process is apprising students of the rules and that violations of those rules may result in disciplinary action. ***Reading and discussion of this handbook can prevent discipline problems.*** It is a basic belief at Todd County Middle School that discipline problems should be prevented, that parents/guardians and school can work together when there is a discipline problem, and that care shall be taken to protect the rights of students.

## **EMERGENCY DRILLS**

Regularly scheduled bomb threat, fire, earthquake, lockdown, and Severe Weather drills will be held to prepare the students and faculty for such emergency situations. Explanation of procedures will be posted and discussed in each classroom. Students are to become familiar with all drills and follow the designated set of procedures outlined. Students are expected to move quickly and quietly to predetermine locations for their utmost safety. Responsive and responsible behavior combined with knowledge of procedures will insure a high measure of protection for students and teachers. Order, control, and practice for actual situations are the main purpose for these drills.

### **A. Bomb Threat Drill**

A school wide announcement will sound the signal to evacuate the building. Doors and windows will be closed and lights turned off as students quietly exit their classrooms and move a minimum of 200 feet from the building.

### **B. Fire Drill**

The fire alarm will sound the signal to evacuate the building. Doors and windows will be closed and lights turned off as students quietly exit their classrooms. There is a specific fire plan posted in each classroom. Students must know this plan for each class, and when the fire alarm sounds, quickly and quietly move to the designated area. The school bell will sound when students can reenter the building.

### **C. Earthquake Drill**

When notified, students who are inside will get under their chairs or tables. Students who are outside will move away from anything that will fall.

### **D. Lockdown Drill**

Procedures are in place to notify teachers to secure their students and classrooms if a lockdown becomes necessary.

### **E. Severe Weather/Tornado Drill**

Students will be directed to take shelter in the pre-designated area. All doors and windows will be opened if possible. Students will take cover in the corridors in a seated position, facing the lockers, legs doubled-up, with arms resting on the knees. When possible, a jacket or coat will be placed over the head for protection from flying glass. Students should try to remain calm and listen to the teacher's instructions. When there is imminent danger from a tornado, students will be held at school until it is safe to release them.

## **EMERGENCY SCHOOL CLOSINGS**

In making a decision to close schools, run late or dismiss early, the safety of everyone is the primary concern. Notification of school closing, early dismissal or running late will be broadcast on these local and regional electronic media and will be posted on the Todd County School District Web page:

WEKT Radio, Elkton – 1070 AM

WKRN TV (ABC) – Nashville

WHOP Radio, Hopkinsville – 98.7 FM / 1230 AM

WBKO TV (ABC) – Bowling Green

WHVO Radio, Hopkinsville – 1480 AM

WSMV TV (NBC) – Nashville

TV43 Hopkinsville

WTVF TV (CBS) – Nashville

WZTV – Channel 17

Media notification will be made as soon as possible before 5:30 a.m. In order to prevent fraudulent calls to media, a system of code words is in place. If we should open one hour late, the building administrator(s) will assume the responsibility for modifying the school's schedule. We will dismiss at regular time. If we run one hour late, the morning pre-school is cancelled.

## **EXTRACURRICULAR ACTIVITIES**

The principal and instructional staff shall prepare a list of extracurricular programs to be implemented in the school for the school council's approval. Additional extracurricular programs to be implemented shall be presented by the principal to the council for approval prior to their implementation. The chief extracurricular sponsor in conjunction with the Learning Environment committee shall determine student participation guidelines to be consistent with any criteria set by the local, state, or national sponsor of the program and consistent with state and federal statutes and regulations. The chief extracurricular sponsor shall present the participation standards and regulations to the TCMS SBDM Council for approval prior to distribution of the standards and regulations. This school council policy shall also be consistent with the School Safety Plan. All extracurricular guidelines and regulations will be distributed to all participants and a copy will be available for review in the school secretary's office.

**The following rules and standards were drawn up by the Todd County Middle School for all students participating in extracurricular activities including, but not limited to football, cheerleading, basketball, and dance.**

A. All eligibility rules and regulations of the Kentucky High School Athletic Association shall apply to athletics unless otherwise directed by the Todd County Middle School administration.

B. Beginning with the 2015-2016 school year and thereafter, require that no student enrolled initially in grade (5) through grade (8) during the 2015-2016 school year or thereafter who is repeating a grade for any reason be eligible to compete in interscholastic competition involving students enrolled in grades six (6) through eight (8) while repeating a grade.

**Beginning with the 2015-2016 school year, require that a student who turns:**

- (a) Fifteen (15) years of age prior to August 1 of the current school year shall not be eligible for interscholastic athletics in Kentucky in competition against students exclusively enrolled in grades eight (8) and below;
  - (b) Fourteen (14) years of age prior to August 1 of the current school year shall not be eligible for interscholastic athletics in Kentucky in competition against students exclusively enrolled in grades seven (7) and below;
  - (c) Thirteen (13) years of age prior to August 1 of the current school year shall not be eligible for interscholastic athletics in Kentucky in competition against students exclusively enrolled in grades six (6) and below.
- C. To be eligible to play or participate in any extracurricular activity, students' cumulative grades will be checked weekly.

*If any grade is below D- (60), the secretary will submit the student name to teachers and coaches by **9:00 a.m. on Monday** and the student will not be allowed to dress out for any games or performances for one (1) week. They must attend any After School Detentions, ESS, or Homework Helps that take place that week. Each team, in their team rule, will develop a plan to deal with ineligible athletes at practice that will most likely include more studying and extra conditioning for the athlete at the coaches discretion. After sitting out for two (2) weeks (consecutive or non-consecutive), the next time (3<sup>rd</sup> time) the student is declared ineligible due to grades may result in removal from the activity for the remainder of the season. The grade regulations will also apply when a student participates in any high school activity.*

D. Student athletic physicals will be offered at no cost, if clinic support continues, in the spring for athletes for the following school year. Any student who thinks he/she might participate in an athletic activity or try-out must get the physical at this time or the athlete will be responsible for his/her own physical.

E. Any 6<sup>th</sup>, 7<sup>th</sup>, or 8<sup>th</sup> grader may participate in any extracurricular activity at TCMS, provided the student meets all criteria set forth in this policy. Beginning with the 2014-2015 school year, students below grade seven (7) will not be permitted to play at any level (freshman, junior varsity or varsity) of high school athletics.

F. Middle school basketball team members will be allowed to participate in the high school basketball program AFTER the TCMS season is completed in the event that they are needed by either of the high school basketball staff to fulfill a role in their programs. This would occur on an as-needed basis and after agreement between the middle school coaches/administration and the high school coaches/administration has been reached. This is no way should be interpreted that all players will automatically be promoted to the high school team. Any players given this opportunity will be expected to remain in compliance with all TCMS athletic disciplinary and academic procedures. Exceptions can be made at the discretion of coaches/administration with parents permission.

G. The coach or sponsor of each extracurricular activity will prepare a list of responsibilities for all participants before the sport/activity begins. Students will be given a written list of expectations/regulations. Students will be expected to follow all rules and regulations governing that particular activity. Students will not participate until the team rules have been signed and turned into the coach.

H. Students are not to leave the school grounds while waiting for a practice, performance, competition, or a ball game. (The coach or sponsor may make arrangements).

I. Any student staying after school will be under the supervision of his/her coach or sponsor at all times.

J. Ballplayers are required to ride the team bus to and from all away games. Players may only be released from riding the team bus if their parent/guardian picks them up at the game. Parents/guardians should always inform the coach or sponsor if their child will not be riding the team bus home by completing a "**Release**" form with appropriate signatures after each game. Ballplayers and cheerleaders are encouraged to always ride the team bus unless there is a situation at home which requires their parent/guardian to pick them up at the game.

K. TCMS students may participate in only one activity at a time, to include high school sports and extra curricular activities, unless authorized by participating coaches/sponsors and school administration.

L. A participant may be placed on probation or removed from the activity any time at administrator's discretion.

M. Participants must be present and participate in all functions (i.e., practices, performances, games, competitions, etc.) unless excused according to school policy, administration, or the sponsor/coach.

N. Loss of school bus privileges for any bus disciplinary infraction means removal from riding the bus to any/all extra-curricular activities or participating in practices until the infraction time

The principal and instructional staff shall prepare a list of extracurricular programs to be implemented in the school for the school council's approval. Additional extracurricular programs to be implemented shall be presented by the principal to the council for approval prior to their implementation. The chief extracurricular sponsor in conjunction with

the Learning Environment committee shall determine student participation guidelines to be consistent with any criteria set by the local, state, or national sponsor of the program and consistent with state and federal statutes and regulations. The chief extracurricular sponsor shall present the participation standards and regulations to the TCMS SBDM Council for approval prior to distribution of the standards and regulations. This school council policy shall also be consistent with the School Safety Plan. All extracurricular guidelines and regulations will be distributed to all participants and a copy will be available for review in the school secretary's office.

#### **Other Activities**

**All debts must be reconciled including charges in the cafeteria, library, athletic equipment, locks, textbooks, and any other materials encumbered by students or they shall not participate in reward activities and school wide activities.**

#### **FIELD TRIPS**

Students will have opportunities to participate in field trips. A note or permission slip from a parent/guardian is required if a student is to be excused from school for attending a field trip. Field trip privileges may be denied for academic or discipline reasons with administration discretion.

#### **GUIDANCE AND COUNSELING**

The middle school has a full-time guidance counselor who will assist students with schedules, individual conferences, and development of social skills. The guidance office is open and available to all students. Students who are experiencing a problem should feel free to contact the guidance counselor. The guidance counselor also is the contact person for parents/guardians who wish to set up conferences with their child's teachers. The guidance program at Todd County Middle School is designed to help each student develop and become an active yet independent member of society. The counselor provides a variety of activities and services for students, teachers, and parents/guardians. The following activities are emphasized and are a focus of the middle school program:

- Individual and group counseling leading to a better social and school adjustment
- Consultation with parents/guardians, school staff, and outside agencies
- Providing assistance to students and teachers in coordinating interest related activities
- Sharing information about events, programs and agencies in the Todd County Community
- Pupil appraisal through interpretation of scores of standardized tests, and reviews of pupil records
- Orientation for parents/guardians and students new to the middle school

The counselor works with students in helping them select courses and set goals which prepare them for a smoother transition to the high school. In addition to course selections, the counselor may offer career information to students, helping each student to begin to plan for their future. In addition to working in the areas of academic and vocational guidance the counselor works with groups in counseling sessions where students are able to share their opinions, concerns, or suggestions on any aspect of school life. In other sessions, students may discuss questions or problems that would aid in their social and emotional development.

If students encounter any problems, they should always feel free to make an effort to talk with the counselor in resolving any conflict or concerns. In cases of emergency, the student may be excused from class to go to the counselor's office. The counselor requests that students bring a support services referral, signed by teacher, with them. If the door is closed, there is a conference in session. Please do not knock on the door or interrupt a conference in session unless there is an extreme emergency.

#### **HALL PASSES**

**All TCMS Students use a "personal" hall pass.** Students are not to be out of a classroom without a hall pass. Students must present a signed pass or school note when entering a class late. Passes must have a place, date, time, and teacher signatures.

The students will be required to log in and out of class by writing down time out, destination, and time back in to class, take a Classroom pass (with teachers name) and their "personal Hall Pass" to be in hallways during class time. This procedure is necessary for safety reasons.

NOTE: Planners may be used as a communication tool between school and home. Students may write their assignments in daily. Parents and staff are encouraged to make comments when needed.

#### **HALLWAY PROCEDURES**

Ample time is provided for passing between classes. Always keep to the right of the corridors; never run, but walk at a steady rate. There will be no time for students to loiter in the halls between classes. Student hallway behavior should be courteous, polite, and quiet. Students should enter the classroom as soon as they reach their destination.

## HEALTH SERVICES

### A. Immunizations Requirements

Immunizations against communicable diseases are required of all students actively enrolled in Todd County Public Schools. All children are required to be immunized according to the advisory Committee on Immunization Practices Recommended Immunization Schedules for DT/DTP/DtaP; OPV or IPV; Hep B; Hib; MMR; Td/Tdap, Varicella and Meningitis. **A Kentucky immunization certificate must be on file at the within the two weeks of the child's initial enrollment and kept updated according to schedule.**

### B. Physical Examination

All students enrolling in Todd County School for the first time, 6<sup>th</sup> grade entrance and out of state transfers must have a physical exam performed **within one year prior to entering school**. The physical must be on a Kentucky Medical Examination Form. Appointments for physicals can be obtained by calling Todd County Health Department at (270) 265-2362.

### C. Sixth Grade Requirements

- A physical examination **done within one year prior** to entering sixth grade. **A sports physical is not acceptable as a 6<sup>th</sup> grade physical.**
- A valid Kentucky Immunization Certificate including two MMRs administered after the first birthday.
- 3 dose Hepatitis B vaccine series given over a 4-6 month time span, or an alternate 2 dose series consisting of two 10-mcg doses of Merck's RecombivaxHB separated by 4-6 months.
- 1 dose Tdap at age 11-12.
- 2 doses of Varicella or proof of having chicken pox disease.
- 1 dose of Meningitis vaccine

### D. Out of State Transfer Students

- A valid Kentucky Immunization Certificate
- A physical examination performed **within one year prior** to entering school. Physical examination must be on a Kentucky Medical Examination Form.

### E. Medication

If a student is taking prescription or over-the-counter medicine that must be given at school, parents/guardians must contact the school nurse to obtain proper forms. A new permission/consent form must be completed yearly and returned to the school nurse before any medication can be given at school. **No medication** will be given without the proper forms signed and returned to school. If a student will be taking a regularly scheduled prescription medication while at school, the proper form signed by the doctor and parent/guardian must be on file before the medication can be given.

### F. Clinic Nurse

The TCMS clinic has a full time nurse that is an employee of the Todd County Health Department. The nurse is on duty to help with any health needs of students that may arise during the school day.

### G. Illness

**Do not send students to school who are ill.** If your child displays any of the following symptoms, please keep them at home and seek medical attention if symptoms continue or worsen. Symptoms include, but are not limited to:

- **Fever > 100.4**
- **Vomiting**
- **Diarrhea**
- **Sore throat with a fever**
- **Skin rashes**
- **Conjunctivitis, also known as Pink Eye**

*Your child must remain out of school until they are **fever free for 24 hours** without the use of fever reducing medications or until your doctor sends a note stating your child's condition is not contagious and is able to return to school.*

If a student becomes ill or injured, the teacher will allow the student to report to the clinic when they feel that a health problem is interfering with learning. The student must obtain a pass from his/her teacher before going to the clinic. The nurse or office personnel will contact a parent/guardian of a student who becomes ill or injured before they will be allowed to go home. The parent/guardian must sign the student out. If an emergency arises or a student has a health problem that needs further attention, every effort will be made to contact the parent/guardian. If parents/guardians cannot be reached and the illness or injury is such that further care cannot wait, the local emergency medical service (EMS) will be contacted to take the student to the nearest medical facility.

**HIGH SCHOOL SPORTS ELIGIBILITY**

Todd County Middle School students may participate in high school athletics when the following eligibility criteria are met:

- Academic performance and effort must be commensurate with ability while meeting Kentucky High School Athletic Association (KHSAA) and Todd County Middle School grade requirements.
- Regular attendance at school according to district policy
- Exhibit proper attitude and citizenship
- Meet physical, emotional and social requirements

**HOMEWORK**

**Philosophy**

- Homework is *practice* for students that *does not* include introduction of new concepts or skills.
- Homework is rigorous and relevant.
- Homework consists of concise assignments that are designed to address learning targets.
- Homework fosters self-discipline, organization, and responsibility.
- Homework is directly tied to the Kentucky Core Academic Standards developed by the Kentucky Department of Education.

<b>Homework should be:</b>	<b>Homework should not be:</b>
Practice	Introduction to new concepts/skills
Reinforcement	Punishment
Relevant	"Busy work"
Concise	Copied from another student/parent
Have a specific purpose and is engaging	Overwhelming
Academically appropriate	
Completed in a timely manner	
Your own work, completed to the best of your ability	

**Responsibilities for the student:**

- Complete homework and turn in on time (submitted on the due date)
- Write down assignments and due dates in your planner
- Complete work so that it is neat and legible
- Ask for missed assignments from the teachers
- All students are responsible for completing their own work
- Students who are suspended are required to complete the work they missed
- To practice any academic material that is provided to them and ask questions to clarify
- Take home needed books and supplies to complete the home work

**Responsibilities for the parent/guardian:**

- Make homework a priority
- Show interest in and participate as a mentor/tutor in the completion of homework (do not do the work for your child)
- Provide needed supplies to complete homework
- Stay in close communication with the teachers, check student’s planner, ask for notes and information from the school
- Provide an effective environment and establish a routine for the completion of home- work each night
- Responsible for picking up requested make-up work and ensure that it is completed when their child returns to school



### **Responsibilities for the teacher:**

- Establishes a clear purpose for the homework
- Create concise assignments
- Make sure homework is explained clearly
- Return graded/reviewed papers including feedback in a timely manner
- Include concise and specific directions for completing the work
- All students will be given the opportunity to make up missed work using a reasonable amount of time (1 day for every excused absent day)
- Grading, processing and record keeping of work is at the teachers' discretion

### **MAKE-UP WORK**

*Students are expected to make-up any work missed due to absences—excused or unexcused.* Students are responsible for acquiring their missed assignments from their teachers. Time for make-up work should be based on the number of days students were absent. Extended absences that are excused will be given special consideration. For excused absences, the students will turn in their work by the specified time according to the number of days the students were absent (up to 3 days). The assignments must be completed and graded without penalty. Extended time may be given. If assignments are more than two days late, points may be subtracted.

For unexcused absences, the students will turn in their work by the specified time according to the number of days the students were absent (up to 3 days). The teacher will have the discretion of subtracting points from the assignments. All students will have the opportunity to receive any missed work due to any type of absence. It is the responsibility of the students to complete and learn any academic material that the teacher provides for them.

Teachers are available to offer any assistance to the students for help with their work. Teachers are to follow the modification guidelines for all special needs students involving homework. Special needs students will be allowed the opportunity to make up any missed assignments for any type of absences. Grades will be received for assignments turned back in. Field trips, academic competitions, and other school-sponsored interscholastic events are not counted as absences, however make-up work expectations apply.

### **HONOR ROLL/PRINCIPAL'S LIST**

The Honor Roll consists of A's and B's only. Students must have at least one A and no grades below B for all subjects for the nine-week grading period. The Principal's list consists of all A's.

### **INSURANCE**

Insurance covering school-time accidents is provided for students. Any students participating in athletics must be covered by some type of accident insurance; therefore, the board has each individual student insured for school activities at no cost to the parents/guardians.

### **INTERNET USE**

Each student at Todd County Middle School has the opportunity to use the internet as a powerful research tool. While we have made efforts to eliminate controversial material, it is not possible to do so completely. Therefore, it is each student's responsibility to adhere to the rules and guidelines. The terms and conditions of this agreement include Acceptable Use, Privileges, Internet Etiquette, Security, and Vandalism. Both student and parent/guardian must sign the agreement before the student will be allowed to use the internet.

### **LOCKS AND LOCKERS**

Students should realize lockers are a privilege and should be kept neat and clean. One (or two, if an athlete) school combination lock is available for **rent of \$5.00. These are the only locks permitted** on any TCMS lockers including athletic lockers. Teachers and/or administrators may conduct locker inspection at any time. For combination locks not returned at the end of the school year, there will be required a \$10.00 replacement charge. If an unauthorized lock is found on any school locker, it will be removed! Students are held responsible for the contents and condition of their lockers. **Items with self-adhesive backs (permanent stickers) are not to be placed on or inside lockers.**

Lockers should be used to store books, notebooks, book bags, and inexpensive school supplies. **Valuables should not be stored in lockers.** Students are required to use lockers assigned to them and must not share their locker combination with other students. **A student found using a locker other than the one assigned to him/her will be subject to disciplinary action.** The lockers have been provided at considerable expense for the convenience of students. Full benefit and enjoyment of the locker can be obtained only if all students in our school recognize the property rights of others and maintain high ideals in this regard.

Periodically, lockers will be checked for cleanliness and organization. Student lockers are the property of the Todd County School System and are intended for the storage of personal clothing, books, and instructional materials. The storage of illegal items or items that endanger the health, safety, or welfare of others is prohibited. **School personnel may examine lockers at any time if they have reason to believe that said items are present.**

### **LOST AND FOUND**

Personal items brought to school should be marked in such a way that the owner can easily identify them. No excuse will be accepted if a student has in his/her possession a lost or stolen item. Lost and found articles will be handled through individual teacher lost and found and through the office. Clothing will be stored with the gym, while monetary items can be placed in the safe or with the receptionist. Items of great value and large sums of money should not be brought to school. Valuable clothing should be labeled with student's name. Unclaimed clothing will be donated to the Youth Services Center at the end of each month.

### **MEDIA CENTER**

**Purpose** – The Media Center is the information resource center of the school, and it houses the best available information resources in print and electronic formats. The goal of the media center is to provide access to these information resources to students and staff.

**Scheduling** – The Media Center operates on a flexible schedule to best serve the needs of our students and staff. Teachers may make reservations for blocks of time in the media center by contacting the media specialist, and small groups of students (5) may visit the media center independently with a pass from their teacher. All appointments are recorded on a shared electronic calendar for easy viewing by all staff.

**Circulation of Materials** – Students are allowed to check out up to four (4) books at a time. Students are financially responsible for all lost or damaged books. All technology check outs are to be schedule by teachers with the media specialist via the shared electronic calendar. Reservations are made by contacting the media specialist after checking the e-calendar for availability.

### **NONDISCRIMINATION PRACTICE**

This is to notify all parties that Todd County Middle School does not discriminate on the basis of sex, race, color, national origin, or handicap in the employment of personnel, nor in the admission, treatment, or counseling of students in the educational programs or activities of the school system; nor does it knowingly place students in any situation where such discrimination exists.

### **PARENT-TEACHER CONFERENCES**

Parent-Teacher conferences are scheduled at various times throughout the school year to provide an opportunity for direct communication between the home and school. Planned parent-teacher conferences will be scheduled at the end of the first and third nine-weeks grading periods. In addition to the scheduled conference dates, teachers are available daily from 3:10 – 4:00 p.m. and during their planning periods by appointment. Conference appointments can be made by calling 265-2511 and talking with the Guidance Counselor.

### **RANDOM STUDENT DRUG TESTING**

According to District Policy 09.423, students participating in competitive extracurricular activities at the high school or middle school shall participate in the District's student random drug-testing program. Students who do not exercise the privilege of participating in extracurricular activities may participate in the random drug-testing program on a voluntary basis upon receipt of parental consent and completion of all appropriate forms. Competitive extracurricular activities include participation in school clubs or organizations not required by a class and athletic teams, including but not limited to baseball, basketball, cheerleading, cross-country, dance, football, softball, tennis, track, volleyball, swimming and golf. While not required, other students may voluntarily participate in the District's random drug-testing program upon receipt of parental consent and completion of all appropriate forms.

Required consent forms will be given to the student by their coach/sponsor and must be completed, signed and returned in order for the student to participate.

Voluntary consent forms can be picked up at your child's school or requested by contacting our district nurse.

### **REPORT CARDS, PROGRESS REPORTS AND PROMOTION**

Students will be evaluated according to their own abilities and the amount of growth achieved during the grading period. Report cards are issued at the end of each nine weeks. At the mid-point of each grading period a progress report will be sent home for all students. These progress reports and report cards must be signed by the parent/guardian and returned to school within 5 days so students can receive credit for their return.

If not returned, a written response should be sent within two days to acknowledge receipt of these school forms. The following grading scale has been adopted by Todd County Middle School:

A+	98-100		B+	88-89		C+	78-79	
A	93-97	Excellent	B	83-87	Above Avg.	C	73-77	Average
A-	90-92		B-	80-82		C-	70-72	
	D+	68-69						
	D	63-67	Below Average		F	0-59	Failure	
	D-	60-62						

I - Incomplete work due must be made up during the next nine weeks or an F will be issued.

M - Denotes missing assignments.

L - Denotes late assignments.

Procedures have been developed to provide the best educational opportunities for middle school students. ***If a student has more than one yearly average below a 60, the student can be retained at the present grade level for the next school year.*** Nine week and/or semester classes will be averaged together for a yearly average.

### **SCHOOL DAY**

The school day for students begins at 8:05 a.m. (warning bell is 8:04 a.m.) and ends at 3:03 p.m. during Monday through Thursday. Friday's are designated ERF and begin at 8:05 a.m. and end at 1:20 p.m. Students **should not arrive** at school **before 7:35 a.m.** School doors will open at 7:35 a.m. Any student arriving after 7:35 a.m. will report to the cafeteria to eat and then report to the gym area and sit with their grade level.

Students will be released to class beginning at 7:55 a.m. Students arriving to school after 8:05 a.m. will be considered tardy to school and will need to sign-in the front office and provide a note. Students will receive a note to enter class. Staff Supervision for students will begin at 7:35 a.m. each morning and until 3:25 p.m. each afternoon.

### **SCHOOL FEES**

Students will be assessed a school fee of \$30 per student. The purpose of the fee is to provide resources for curriculum materials for the classrooms, such as novels, labs supplies, reading materials, math materials, textbooks, etc. Payment full is expected no later than September 1 (but you can pay before). A payment plan is available upon request . . . \$10 per month on September 1, October 1, and November 1. Payments can be made to the bookkeeper (see Laura Cotton).

### **SCHOOL SUPPLIES**

**An updated version of the school supply list is available online at [tcms.todd.kyschools.us](http://tcms.todd.kyschools.us)** Students are responsible for bringing basic supplies such as pencils, pens, and paper to school. Occasionally, special projects may be assigned that require additional supplies. Each grade level will provide an additional supply list to parents and students at registration. **All TCMS students** will need the following items: 1 - 2 inch 3 ring binder, 6 folders with pockets, spiral notebooks, pencils, pens, paper, graph paper, composition journal, scientific calculator (TI-34II or TI-36 for 6<sup>th</sup> grade), a minimum of a 2 GB Flash Drive; a lanyard or a key chain to keep flash drive; and 1 pair of ear buds. There are other needed items as required by each teacher. **NOTE:** 7<sup>th</sup> & 8<sup>th</sup> grade students would benefit from purchasing a TI-84 graphing calculator instead of the TI-34II calculator. This calculator will take them through their high school years.

### **STUDENT SALES**

Students are not permitted to sell anything from outside sources during school hours. TCMS school wide fundraisers are to be sold before and after school hours.

### **TECHNOLOGY**

Students at TCMS will be permitted to use technology in their studies. TCMS has two computer labs, three laptops carts, digital cameras, calculators (and graphing calculators) and other devices that are used to engage students into the learning process. All students will sign a "Todd County Schools Acceptable Use Policy" as it pertains to the students accessing the internet and other uses of technology equipment. Students will maintain responsibility for the "care" of the technology equipment when in use and when damage occurs, restitution (payment of the damages) may be required.

### **TELEPHONE USE**

The **school telephone** is for school business and is not for student use except *in cases of emergency*. Social life is not considered an emergency. The student must have a note from the classroom teacher in order to come to the office for phone use, unless office announcements suggest otherwise. Students may not use the office phones unless school personnel are present and approves the phone call. ***Student phone calls will not be made for anything not school related.*** Students will be required to log their phone call, time, who they are calling and the reason. If a student needs to contact a parent/guardian, the office staff will assist them. ***All transportation changes must be made by 2:00 p.m. in writing by email, fax or handwritten note. No changes will be allowed after 2 p.m. daily.***

All personal business should be taken care of before coming to school. Parents/guardians are strongly encouraged to use restraint in calling students at school. Please make prior arrangements before school on student pick-up; who is picking them; going home with someone; bus notes, etc. Students are engaged in the business of learning and should be interrupted only for serious reasons. In the event a student is scheduled for an after school activity which has been canceled, the student will be allowed to call to inform the parent/guardian. If a student is going home with a friend that day, a note is required stating child's name, address of drop off for that day, and the parent/guardians signature and contact info.

***Cellular phones may only be brought to school by students for use after school ONLY with staff supervision. Cell phones must be "turned off" and out of sight during the school day (including all areas of the school building). This includes texting! Only in extreme emergencies and with administrative permission, student cell phones may be used to call parents during the school day.*** When student are found in violation, they shall be subject to disciplinary action (see discipline), confiscation of the phone, and losing the privilege of bringing the device onto school property. ***Also, use of a phone camera is prohibited while attending school and school functions.***

If the phone is confiscated, the phone will only be given back to the parent/guardian listed on the emergency card. The school and District shall not be responsible for lost, theft, or destruction of devices brought onto school property. Students are responsible for the appropriate use of the device and similar electronic devices that does not violate the District's Acceptable Use Policy and the Code of Acceptable Behavior and discipline of Todd County Schools.

### **TEXTBOOKS**

Classroom textbooks are loaned to students during the school year. Students are responsible for and required to take care of all textbooks that are issued to them. Basic textbooks are supplied without charge. The student is responsible for paying the cost of a replacement when textbooks or library books are lost, stolen or damaged. Each book is numbered and a complete record is maintained. Teachers will check periodically in the various classes to see that students have their names properly inscribed in ink. Lost books will be turned in to the office where they may be reclaimed before school each day. A student may not have a replacement or full clearance for transfer, until the lost textbook or library books have been paid for by the student or parents/guardians. The following scale will be used in determining the replacement value for books or equipment lost or damaged beyond use:

**Student Pays:** After the 1<sup>st</sup> and 2<sup>nd</sup> year of use - 100% of list price of the book  
After the 3<sup>rd</sup> and 4<sup>th</sup> year of use - 75% of list price of the book  
After the 5<sup>th</sup> and 6<sup>th</sup> year of use - 25% of list price of the book

Full replacement value will be paid by the student for library books and workbooks which are lost or stolen. Replacement cost for items which are only slightly damaged shall be assessed by the administration based on condition at issuance to student and present condition. **All debts must be reconciled including charges in the cafeteria, library, athletic equipment, locks, textbooks, technology and any other materials encumbered by students or they shall not participate in reward activities or the promotion ceremony.**

### **TRANSPORTATION**

#### **BUS LOADING (AFTERNOON)**

All students riding a bus will be dismissed at 3:03 p.m. Walkers and students riding with parents/guardians will remain in their last period class until the busses have departed.

#### **BUS NOTES**

Any student who plans alternative transportation must bring a parental note stating the alternative plan that includes the date, bus number, destination, and parent/guardian signature. The note must be presented to the students' first period teacher at the beginning of that school day. Students will receive a bus note during lunchtime to

give to the bus driver to board the bus. Students will not be allowed to ride the bus without prior permission and a note issued by school.

### **BUS UNLOADING (MORNING)**

Buses will arrive in front of the school between 7:35 a.m. and 7:55 a.m. Students should use the sidewalk to the entrance of the gymnasium.

### **TRANSPORTATION FROM AFTER SCHOOL FUNCTIONS**

Students are required to have parent/guardian transportation within 30 minutes of the end of a school function such as a ballgame, dance, or after school detention. If a student fails to have transportation within this time frame, then the student may have his/her extracurricular privileges removed and receive disciplinary actions.

### **BUS REGULATIONS**

Students are required to follow the Todd County Board of Education rules for riding a school bus. The privilege of any student to ride a Todd County School District School Bus is conditioned upon their good behavior and satisfactory observance of transportation policies, rules and regulations. The administration is in charge of all bus transportation and will deal with discipline problems through that office. ***The school bus driver is in charge of the bus.*** He/she has the responsibility to maintain order and the safe operation of the bus for the daily route or special trip in accordance with transportation policies, rules and regulations. Pupils who fail to cooperate with the driver in observance of school bus policies, rules and regulations will be reported to the assistant principal for disciplinary action.

### **Arrival at the Bus Stop**

- **Be on time.** Leave home in time to arrive at the bus stop five minutes before the bus arrives. The bus cannot wait on you.
- Never take dangerous short cuts to the bus stop.
- Students should not cross private property, cut through shrubbery or hedges, climb fences, or litter the area.
- Students should learn traffic signals and signs and obey these signals.
- Students should always look left, right, left before crossing roads or streets.
- Students should never accept candy, money or rides from strangers at the bus stop. Upon arriving at school, report these strangers' presence at the bus stop to your principal.
- Students should never play in the road or street adjacent to the bus stop. Never trust motorists. Look out for yourself.

### **Waiting for the Bus**

- The student should learn the meaning of the flashing lights on the school bus. Yellow or amber - the school bus is about to stop. Red - the school bus is stopped to load or unload students and all traffic should stop.
- The student should await the school bus driver's signal and then cross in front the bus at a distance of approximately ten (10) feet in front of the bus. NEVER cross behind the bus.
- The student should remember that flashing red lights and an extended stop arm are no guarantee that motorists will stop. Await the bus driver's signal and look both ways before crossing.
- Students should form a single line when boarding the bus.

### **Riding the School Bus**

- Students shall ride their assigned bus unless a note signed by the parent/guardian and approved by the principal is presented to the driver.
- Students shall get on and off at their regular designated place unless a note signed by the principal/designee is presented to the bus driver.
- Upon boarding the bus, the student should be properly seated promptly and remain seated. Keep hands, arms, heads etc. inside bus at all times.
- The student should avoid any activity that might divert the bus driver's attention away from his/her bus driving duties and possibly lead to an accident - loud talking, loud laughing, and unnecessary confusion. The bus driver determines the acceptable noise level of the bus.
- Additional activities prohibited on the school bus: disobedience or exhibiting improper behavior; fighting; smoking; eating and drinking; possession of fire arms, explosives, knives or weapons; foul or vulgar language; marking or defacing the bus - restitution required.
- Other disruptions that are prohibited by each school's student handbook and/or would be considered to have the potential to affect the health and safety of the student and/or driver.

### Leaving the Bus

- Students should remain in their seats until the bus comes to a complete stop.
- Students should take their time and watch their step when leaving the bus. Use the handrail.
- Students who must cross in front of the bus should await the driver's signal to cross. Look both ways and proceed to cross approximately ten (10) feet in front of the bus. **Make sure that the bus driver can see you. Never cross behind the bus.**
- Students should leave the bus stop area immediately and should not wait around to meet friends, etc.

### PARENT TRANSPORTATION (Pick-up) and WALKING

Students may travel to school via parent transportation or walking to and from school. Any student who changes their mode of transportation (or is going home with someone else) **MUST** have a parent note. If a student is going home with another student, **BOTH** students **MUST** bring a note to ensure that parents are aware of the change and are in agreement with the transportation change. All notes are to be turned into the front office by 8:00 a.m. and the students will receive a transportation pass.

NOTE: For students riding bikes, the bikes are to be walked while on sidewalks and parked in the bike racks.

### VISITORS

Parents/Guardians are always welcome at Todd County Middle School. However, if you wish to see a teacher, meet with the administration, or visit a classroom, please call ahead for an appointment. **ALL visitors must report to the main office to receive a school visitor's pass and sign in.** ALL visitors **must** enter through the main entrance, present identification, sign the visitor's log located in the front office, wear the visitor's tag so that it can easily be seen, and leave an item of value with the secretary. Students are not allowed to bring school-age visitors at any time during the school day unless the principal gives special permission.

An administrator may refuse to issue a visitor's pass anytime he/she feels it is in the best interest of the school to do so. **Any person found on the school grounds without permission is trespassing and is subject to arrest by police authorities**



