

Metcalfe County Middle School



Metcalfe County Middle School

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Student Handbook

2018 – 2019



Message from the Principal:

Hello and welcome! My name is Allen Trotter, and I am the principal at MCMS. My assistant principal, Mr. Josh Hurt, our guidance counselor, and all faculty and staff are excited about the opportunities that await you.

You are set to embark on a journey that will shape your future as a middle school student, and contributing member of our community. This journey, based in large part on Personalized Learning, will allow students to gain the necessary skills that it takes to be successful not only in high school, but also in any post-secondary plans that our students may have. Whether you're planning for a career in mechanics, farming, food service, education, health care, and/or you plan to attend technical school or college, we have what you need to prepare, but you have to be willing to work and sacrifice in ways that perhaps you never have. With that in mind, all of us at MCMS are here to serve you and do whatever it takes to help you be successful academically, socially, and emotionally.

We want all interested parties to know that you are welcome to drop in on us at any time to experience what a difference our faculty and staff are making in the lives of tomorrow's leaders. Thank you, Metcalfe County, for sending us your best!

Please feel free to contact me personally with any questions or concerns that may arise.

Sincerely,
Allen Trotter, Principal
Metcalfe County Middle School
allen.trotter@metcalfe.kyschools.us
270.432.3359

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Allen Trotter, Principal
Josh Hurt, Assistant Principal

Guidance Counselor
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Pam Stearns, Family Resource Youth Services Center Assistant
Vickie Harper, Bookkeeper
Sondra Jennings, 21st CCLC Site Director

Absences and Attendance

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.

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 truant.

Any student who has been reported as a truant two (2) or more times is a habitual truant.

For the purpose 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. Death in the pupil’s immediate family – Immediate family shall mean mother, father, spouse, brother, sister, grandfather, grandmother, blood related aunts, uncles, nieces, nephews, or anyone living under the same household roof with the student,
2. Illness of the pupil – The student shall submit a physician’s statement, signed by the doctor. This statement is to excuse only the absence of the student being treated by the doctor. This statement must be submitted within five (5) school days of the student’s return to school or the absence shall be deemed unexcused,
3. Court appearance – A note of verification shall be required, to be turned in where sick and bus notes are,
4. College visitation for seniors limited to one (1) day, with principal pre-approval,
5. Religious holidays and practices,
6. Doctor and dental appointments,
7. One (1) day for attendance at the Kentucky State Fair,
8. Family emergencies approved by the Principal,
9. Documented military leave,
10. One (1) day prior to departure of parent/guardian called to active military duty,

11. One (1) day upon the return of parent/guardian from active military duty,
12. Visitation for up to ten (10) days with the student's parent, de facto custodian, or person with legal custody, or person with legal custody who, while on active military duty stationed outside of the country, is granted rest and recuperation leave,
13. 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 education 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.

The Principal will accept three (3) parent notes per semester, six (6) total for the school year, for excused absences. Please submit note within five (5) days of the absence. The Principal shall have the discretion to accept or decline the parent note as written.

Examples of Unexcused Absences:

Suspension from school, work, skipping school, vacations, missing the bus, car trouble, sleeping late, baby-sitting, visiting out of town relative, personal business, job hunting, other valid reason as determined by the Principal.

After a student has accumulated six (6) unexcused absences, the Director of Pupil Personnel (DPP) will notify the parent/guardian, by home visit or mail, that the student is a habitual truant. After the student has accumulated seven (7) unexcused absences, for students between the ages of thirteen (13) to seventeen (17), the DPP will file a Juvenile Complaint with the Court Designated Worker (CDW) for habitual truancy. For students from six (6) to twelve (12) years of age, the DPP will file a report of educational neglect on the parent/guardian with the County Attorney.

Make-Up Work

Students receiving an absence under these two (2) sections will 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 absence. This work should be turned in within five (5) days of the absence.

Attendance Incentive

Each school shall decide if it will provide attendance incentives and how such incentives will be administered.

Suspension

Projects or homework assigned prior to suspension will be accepted for credit. Students will 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 will be accepted. Work assigned and due during suspension will be accepted five (5) days after return to school.

References:

[720 KAR 007:125](#) [KRS 36.396](#), [KRS 38.470](#), [KRS 40.366](#), [KRS 158.070](#), [KRS 158.183](#), [KRS 158.293](#), [KRS 158.294](#), [KRS 159.035](#), [KRS 159.140](#), [KRS 159.150](#), [KRS 159.180](#), [OAG 79-68](#), [OAG 79-539](#), [OAG 91-79](#), [OAG 96-28](#)

Related Policies:

09.111, 09.122, 09.428109.126 (requirements/exceptions for students from military families) Adopted/Amended: 05/17/2010

Early Dismissal Policy

Students must have written permission signed by a parent or guardian in order to leave school before the regular dismissal time. This note must include a phone number at which the parent or guardian may be reached. Whether or not the student is dismissed early remains at the discretion of the Principal or his/her designee. Students will not be dismissed by phone calls.

Procedures on Returning to School after an Absence

1. Students who are absent the entire day must bring a note to school. Please submit note within five (5) days of the absence. The absence is considered unexcused after 5 days. The note should state the date(s) absent and the reason(s) for the absence(s).
2. Students must turn the note in to school officials early enough so they can be in the classroom by the time the tardy bell rings. Students who are late to their first period assignment will receive an unexcused tardy.
3. Students who do not bring a written excuse to school will be given an unexcused absence/tardy, regardless of the reason for the absence(s). The absence(s) will then be properly classified according to the policy. It is the student's responsibility to show the corrected absence slip to each teacher.

Asbestos

The Metcalfe County Board of Education has adopted an Asbestos Management Plan for all school buildings. This is in accordance with the Asbestos Hazard Emergency Response Act (AHERA) of 1987 – 40 CFR – 763 – subpart E. A copy of this plan is maintained at the Metcalfe County School Bus Transportation Office by the district's AHERA designated person, Herby Bunch, and may be reviewed Monday through Friday during regular business hours. Phone 270.432.4634 for additional information.

Assault Policy

Any student found to be guilty of assault in school, on campus, or at any school function will be suspended, and the proper authorities will be notified. After investigation, the principal will recommend the student return to school or be recommended to the superintendent for expulsion from school. Assault is defined as physically hitting another student or person without cause or provocation.

Students making verbal or written threats, or any action deemed to mean physical harm toward any student or staff member will immediately be placed in In School Suspension (ISS). The student, depending on the case, can also be recommended for expulsion.

This includes, but is not limited to, remarks referencing *killing, shooting, or capping* another individual. The remarks will not be considered as jokes and will be dealt with in a swift and severe manner. Students are expected to report any information to school officials, parents, or law enforcement officials concerning anything they have heard or witnessed which may cause harm or cause an unsafe environment at school.

Athletic Policy

Athletic Rules and Regulations

1. If a student is taking six classes and makes two Fs, he or she is ineligible for one calendar week, including practice. For instance, if an athlete's grades are checked on Monday and the athlete is failing two classes, an athlete may practice the following Monday if the F is raised to a passing grade. If the F is not raised to a passing grade, the athlete will be ineligible each subsequent week until those grades are raised to passing grades.
2. Progress reports are checked each Monday. Students with two failing grades when grades are turned into the athletic director are ineligible for one week, including practices. Students failing 1/3 or more of their core classes will not be permitted to play or practice until they are passing. Students are permitted to play with one failing grade; however, coaches are expected to discuss the situation with the student-athlete and arrange for tutoring or study hall sessions to help the athlete with academics. If after school tutoring is offered, athletes with failing grades will attend these sessions until the grade is raised.
3. Report cards of student-athletes with failing grades will be given to the Principal or Athletic Director.
4. While coaches are to keep up with student-athlete's grades, the athletic director will notify coaches and athletes of failing grades and their eligibility status.
5. Any student who participates in any extra-curricular activity who is absent from school ½ day will not be allowed to play or practice that day or night. Extenuating circumstances may occur and will be administered by the Principal or designated agent. Students who arrive after 11:30 a.m., or who leave before 11:31 a.m., will not be allowed to practice or play.
6. Any student possessing, using, or under the influence of illegal or nonprescription drugs or alcohol during the school year or school sponsored summer event will be subjected to the following depending upon the nature, severity, and circumstances of the offense: 1st Offense: Loss of extra-curricular activities for two weeks and recommended counseling; 2nd Offense: Loss of extra-curricular activities for one calendar year.
7. Schedules of individual sports will be coordinated and prepared by the Athletic Director after consultation with the head coach of each sport. A copy of each schedule will be presented to the Principal immediately upon completion.

8. Coaches of individual sports will be consulted by the Athletic Director concerning the following matters: postponement of games, rescheduling of postponed games, homecoming, banquets, and all games scheduled if the district is out for illness. The final decision for these matters rests with the Principal and the Athletic Director.
9. All purchases made through the athletic account require a purchase order with the Athletic Director's approval before the request is presented to the Principal. Failure to do so will result in the booster club or the coach paying the bill.
10. Uniforms will be purchased by the school for athletic teams. Each participating athlete will be furnished a uniform in all sports. At times, booster clubs may help with that purchase. Students may be required to purchase some equipment that individuals use in particular sports.
11. Students serving multiple days of In School Suspension (ISS) will be ineligible to play or practice during their ISS assignment. If a student-athlete is serving one full day of ISS, when the athlete is released to go back to regular classes, the athlete regains their eligibility to practice and participate in athletic events.
12. Above is a minimum requirement. Coaches may implement a stricter policy (ex., All athletes must maintain a C or higher in all core classes to remain eligible), but will provide that policy to athletes/parents in writing, and in advance of the season.

Seasons

Fall: Boys and Girls Cross Country, Football, Boys and Girls Golf, Volleyball, Cheerleading, Dance, Girls Basketball, and Band
Winter: Boys Basketball, Weightlifting, Cheerleading, Archery, and Band
Spring: Baseball, Softball, Boys and Girls Tennis, Boys and Girls Track, Volleyball

Awards

Students in middle school spend their three years becoming prepared for high school. The focus is on all students eventually engaging in successful graduation from high school and becoming productive citizens ready for college and career. An awards ceremony will be held at the end of the school year to recognize the accomplishments of students at all grade levels.

Book Bags

Book bags, drawstring bags, gym bags or any other large tote bags will be kept in the student's locker or locker room during the school day. They will not be carried in the hall between class periods. Students will retrieve bags at the end of the school day. See-through and/or mesh bags are preferred, but not required.

Bus Notes and Regulations

Riding the bus is a privilege, not a right. If student behavior on the bus does not conform to state and local school safety laws, students will be assigned a bus monitor and/or be denied the privilege of bus transportation.

- Do nothing to disturb the bus driver
- Respect and follow the directions of the bus driver
- Be on time for your stop
- Help your driver keep the bus clean
- No vulgar language, shoving, fighting, or hazing
- Remain in the seat you are assigned by your driver
- Stay in your seat until the bus comes to a complete stop
- Do not throw any objects of any kind while on the bus
- Be careful when crossing in front of the bus, never in the back of the bus
- No eating or drinking on the bus
- Learn how to get off the bus in case of an emergency

Bus notes are to be turned in before 7:45am and parents should provide a number where they can be reached. Approval must be granted in order for students to be transported to a location other than his/her usual drop off point. Approval of the bus note will remain at the discretion of the school administration. **Please note: MCMS reserves the right to deny transportation changes over the phone, except in the event of true emergencies.**

Bullying/Hazing

House Bill 91:

Kentucky House Bill 91, sometimes referred to as the “Golden Rule Bill” or the “Bullying Bill,” was enacted during the 2008 legislative session. Through the provision of HB 91, it will be possible for school and district employees to report serious safe-school incidents, including bullying (rising to a felony offense), to the Principal so that quick and effective actions can take place to ensure the safety and well-being of all students. Specific school requirements for completion of HB 91 include the following: All school employees shall be informed of the requirements of the District Code of Acceptable Behavior and Discipline, as well as receive any necessary training. If encountered, any school employee shall report to the Principal any suspected felony offense listed below. If the Principal is in doubt if the offense under consideration is a felony, she/he will consult with local law enforcement and the school board attorney. Within 48 hours, the principal will file a written report to the local board of education through the Superintendent. If when investigating the Principal finds evidence of a felony offense, ONE of the following will be contacted: a local law enforcement agency, the Kentucky State Police, or the county attorney (If a Principal does not find evidence of a felony offense, she/he does not have to file a report to the agencies listed). The Principal will notify parents or guardians of the alleged victim and alleged perpetrator. Law enforcement agencies receiving the Principal’s report will conduct an investigation. 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 towards students, staff, and visitors at the school.

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, intimidation, 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 educational process or intrude upon the rights of others. Students who violate this policy shall be subject to appropriate disciplinary actions.

Reports

As provided in the District Code of Acceptable Behavior and Discipline, students that believe they are victims of bully/hazing shall be provided with a process to enable them to report such incidents to district personnel for appropriate action.

Other Claims

When a complaint is received that does not appear to be covered by this policy, administrators will review other policies that may govern the allegations, including but not limited to Metcalfe County School Board Policy 09.426 and/or 09.42811.

Harassment/discrimination allegations shall be governed by Metcalfe County School Board Policy 09.42811.

References: KRS 158.150; KRS 158.148: A New Section of KRS Chapter 158. KRS 160.290. Bethel School District No. 403 v. Fraser 478 U.S. 675, 106 S. Ct. 3159, 92 L.Ed.2d 549 (1986). Tinker v. Des Moines Independent School District, 393, U.S. 503, 89, St. Ct. 733, 21 L. Ed. 2d 731 (1969). Related Policies: 03.162; 03.262; 09.13; 09.421; 09.425; 09.426; 09.4281; 09.42811; 09.438; 09.2211 (regarding reports required by law).

Cafeteria

Metcalfe County Schools have well-equipped cafeterias. Breakfast and lunch are available to all students, or students may bring either or both from home. Breakfast is served from 7:10am – 7:40am. Additional information will be included in the first day packet.

While using the cafeteria, students are expected to:

- Pick up after themselves
- Get all items needed before being seated
- Remain seated until dismissed by cafeteria monitor (lunch)
- Engage in no horseplay at any time
- Be respectful to others at all times
- Report to gym after eating (breakfast)
- Exhibit good table manners (use proper voice levels, keep hands to self, refrain from yelling across tables, etc.)
- Sit three students per bench, filling in seats as they are available without skipping seats

Cell Phones

Students will have access to cell phones before 7:45 a.m., during class change, during lunch, and after 2:50 p.m. When cell phone policy violations occur, there will be consequences. Other than during specified times, cell phones should be in silent mode or turned off, and kept out of sight. Metcalfe County Middle School is not responsible for any unauthorized device that is damaged, lost or stolen. School authorities reserve the right not to investigate lost or stolen cell phones. Cell phone use is discouraged on buses to and from school.

Cheating/Plagiarizing

Cheating is defined as knowingly copying another person's work and presenting it as your own. Plagiarizing is defined as knowingly using copyrighted material without identifying its source. Students who are guilty of either of these offenses will receive a zero on their particular quiz, test, project, paper, etc. They are also subject to disciplinary action including suspension, detention, and expulsion.

Checking out of School

Students should only check out of school early for emergencies. Checking out of school early for reasons other than emergencies is detrimental to the educational process. We ask that parents and families restrict early dismissals to true emergencies. Please schedule routine checkups, dental appointments, and other non-emergencies outside of school hours whenever possible. Anyone picking up a MCMS student must be on the student's pick-up list. For safety reasons, permission by phone can only be granted by the principal, or designee. The office phone line will be limited to school business and true emergencies. Students will not be called out of class to talk on the phone and will receive messages at the end of the school day.

Chromebooks

All students will be assigned a chrome book in each class. Students are responsible for taking proper care of the chrome book, and informing the teacher of any damage that might occur to their assigned chrome book. Students will receive a bill for damaged or lost chrome books.

Code of Conduct

It is the expectation of the administration and staff that you, the student will:

1. Be prompt, prepared, and participate actively in your education
2. Respect self, all students, teachers, and others
3. Use appropriate language and behavior
4. Practice academic and social integrity
5. Be actively involved and maintain a positive attitude toward school
6. Be respectful of school materials and the appropriate use of school equipment
7. Demonstrate behavior that does not interfere with the learning of others
8. Work cooperatively in an effective and efficient manner
9. Strive for academic excellence

This code was developed to encourage all students to conduct themselves in such a manner that will be a positive reflection on Metcalfe County Schools. In addition to the expectations above, we also believe that appearance and dress should always be in good taste.

Defiance of Authority

All students are under the direct supervision of all employed adults in the school. This includes teachers, aides, bus drivers and monitors, and cafeteria workers. If at any time during the course of the school day or school event a teacher/staff member is directly cursed, threatened and/or slandered by a student, that student will immediately be removed from the classroom or school event. Said student may be suspended from school, and the charge of abuse of a teacher may be pursued through the Court Designated Worker (CDW).

Detention

Morning and/or afternoon detention can be assigned to students for inappropriate behavior. Failure to serve detention will result in one day of in-school suspension (ISS) in addition to the original assigned detention.

Dress Code for Students

As educators, we feel we are preparing our students to develop personal and professional standards of attire, which will often be required of them when they enter the work force. The educational process of all students at MCMS comes before any one student's individual right to freedom of expression. To promote a better educational and safer environment, we expect students to look their best and follow the dress code that has been established for MCMS. These standards are established by our School-based Council (SBDM) and implemented by the school administration:

- Pants should be worn at the waist with no sagging
- Cover form-fitting pants with a long shirt or tunic that falls to the mid-thigh. This includes leggings, yoga pants, etc.
- No pajama pants or house shoes except on designated days
- Slashes, cuts, or holes above the knee should be minimal in size. Students can be asked to cover or change.
- During the school day, shorts, skirts and dresses should be worn at or below the mid-thigh
- No spaghetti straps, or racer back tops. Factory cut tank tops are acceptable unless undergarments are visible.
- No shirts with tobacco, alcohol, or drug advertisements
- Shirts and blouses will cover midriff area
- No shirts displaying offensive material, vulgar language, immoral suggestions, or sexual innuendoes
- No clothing revealing any cleavage and undergarments will not be visible
- No hoods or toboggans
- No caps or hats worn in the building except on designated days. Place and leave caps/hats in a locker and leave for the day.
- No sunglasses worn on the face inside of the building
- No chains
- No spiked items
- Students will be asked to remove any jewelry deemed dangerous or inappropriate
- No theatrical or Halloween makeup

Students in violation of the dress code will be allowed to phone home and/or be referred to our Youth Services Center to obtain school appropriate attire.

Policy for dress down days/special events: The school administration reserves the right to alter the dress code for special events.

Drugs and Alcohol

The faculty and administration of Metcalfe County Schools are committed to maintaining an environment that is free of drugs and alcohol. Drug and alcohol use is defined to include the following acts in school, on school grounds, or while engaged in school sponsored or supervised activities:

- Illegal use of a controlled substance or counterfeit controlled substance
- Possessing controlled substances for illegal purposes or possessing illegal drugs
- Trafficking in illegal drugs, alcohol, or counterfeit controlled substances
- Possessing paraphernalia connected with the use or sale of illegal drugs, over the counter medications, or controlled substances

When a student possesses or has consumed an alcoholic beverage, controlled substance, counterfeit controlled substance, look-alike, non-controlled substance, or other intoxicant, the principal/designee will automatically place the student in ISS pending an investigation. Mandatory counseling will be completed on the part of the student, and an in-school assessment of the student will be conducted with consideration for timely return to the regular classroom setting. When it has been established that a student is involved in the distribution, possession with intent to distribute, or conspiracy to distribute alcohol, controlled substances, look-alike non-controlled substances or other intoxicant, the Principal will suspend the student with a request to the Superintendent for expulsion (subject to change by the Metcalfe County Board of Education).

Additionally, when school officials have reasonable belief that a violation has taken place, the Principal will 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.

Due Process

Before being punished at the school level with suspension or expulsion for violation of school regulations, a pupil has the right to the following due process procedures:

1. The pupil shall be given oral or written notice of the charge(s) against him/her.
2. If the pupil denies the charge(s), he/she shall be given an explanation of the evidence against him/her.
3. The pupil shall be given an opportunity to present his/her own version of the facts concerning the charge(s).

In cases which involve handicapped students, the procedures mandated by the federal and state law for handicapped students shall be followed.

Early Graduation

The Early Graduation regulation is a result of Senate Bill 61 (2013) and is a companion regulation to Senate Bill 97 (2013). To summarize the regulation, beginning in 2014-2015, Early Graduation will be possible for students who intend to move on an accelerated timeline through high school and graduate college ready in three academic years or less. Early Graduation is a deliberate pathway for students that wish to complete high school early, receive a diploma from the district and be eligible for acceptance into a two or four year Kentucky SACS accredited public or non-profit institution without remediation. The regulation provides a financial incentive, known as the Early Graduation Certificate, for the student to support this action.

* Students wishing to graduate early shall indicate that intent to the school principal at the beginning of grade 9 or as soon as the intent is known, but within the first thirty (30) school days of the academic year in which they wish to graduate.

Emergency Procedures

Fire Alarm Instructions

1. Walk. Do not run to the exit.
2. Close windows and doors as students leave the room.
3. Teachers should take their roster and check class roll after students have cleared the building.
4. Students should not stop to pick up books, coats, etc., and remain silent until they are out of the building.
5. Students are to stand no less than 150 feet from the building

Parents and families: In the event of an emergency at school, a One-Call telephone communication message will be sent as soon as possible to inform parents and families of the nature of the emergency and what they should do in order to be reunited with their child(ren).

Extra Curricular Activities

MCMS offers a wide variety of extra-curricular activities for students. Students are encouraged to participate and seek out those opportunities that interest them. Students may choose activities such as:

- Academic Team
- Archery
- Future Problem Solving Team
- Beta Club
- Junior Guard
- Kentucky Junior Historical Society
- Student Government
- 4-H Leadership Team
- Cheerleading
- Girls & Boys Basketball
- Baseball
- Cross Country
- Football
- Dance
- STLP
- Book Club

- Golf
- Softball
- Bass Fishing
- Tennis
- Track
- Volleyball

Any student that habitually breaks school rules and policies or violates the tobacco, drug, attendance, or fighting policies will lose the opportunity to participate in extra-curricular activities. Student grades are taken into consideration for participation in sports.

Field Trips

Middle school students have several opportunities for and are encouraged to participate in school related fieldtrips. Students are expected to notify teachers of proposed trips as soon as possible so that plans for completing class work can be made before the student leaves. Students are to make up all work missed either before the trip is taken or in accordance with the Metcalfe County Schools Make-up Policy.

Firearms

Any student having firearms in their possession on school property will automatically be suspended. Parents will be notified and the proper law enforcement agency will be contacted. Students will be suspended until the next board of education meeting, during which an expulsion hearing will be recommended.

First Aid and Medical Emergencies

Metcalfe County Middle School has the benefit of a full time nurse located in the administrative office area. It is important that parents and families return the *Consent for School Health Services* form (given at the beginning of school) in order for the nurse to have the most up-to-date information to serve each student appropriately when necessary. It is the responsibility of students and parents to make sure a current *Consent for School Health Services* form is on file to ensure the health and welfare of any student who may depend on the information. No medication of any kind will be given unless a *Consent for School Health Services* form is on file. All medication will remain in the nurse's office.

Illnesses or Injuries: If a student becomes ill or is injured while at school, while using school transportation, or while engaging in school activities, these procedures are followed:

1. Minor injuries such as cuts, bruises, scratches, etc., are given only treatment that can be administered from the first aid kit. (Plain water may be used to irrigate the eye if a foreign object is to be removed.)
2. In the event of serious illness, or serious injuries such as dislocation, fracture, burn, sprain, or other conditions such as a foreign object in the eye, nose or ear that cannot be easily removed, the parent/guardian will be notified immediately.
3. If the parent/guardian cannot be located, or if the injury or illness is so potentially dangerous as to require immediate treatment, the student will be taken to the family physician, or to the most feasible source for emergency treatment and care. (In this event, school personnel will continue attempts to locate the parent until she/he is notified.)

MCMS has automated electronic defibrillators (AED). Several staff members are trained in their use and a list of their names is posted next to each AED.

All medications, including ibuprofen and acetaminophen, will remain in the Nurse's Office in a sealed container with the student's name on it. Visits to the Nurse's Office will be granted for emergencies only.

Food and Drink Policy

Students who bring food or drink to school in the morning will report directly to the cafeteria and consume their breakfast there before transitioning to class. Students may not have food or drinks in class. Exceptions will be granted for rewards and/or special events. Students will not be allowed to remove open containers of food or drinks from the cafeteria.

Grading

Metcalfe County Schools are split into 2 semesters. Classes begin daily at 7:45 a.m. and end at 2:50 p.m.

90-100	A
80-89	B
70-79	C
60-69	D
0-59	F

Grading Periods and Report Cards

The school year is divided into two 18-week grading periods. Grades will be available on Infinite Campus (IC) and Mastery Connect. Grade reports will be sent home every 9 weeks, with the final grade report being sent home at the end of 36 weeks. All progress and grade reports can be accessed via IC. If you need assistance accessing Infinite Campus (IC), please call the Metcalfe County Tech Office at 432-0600.

Harassment/Discrimination

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

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

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

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

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

1. Name calling, stories, jokes, pictures, or objects that are offensive to one's gender, race, color, national origin, religion, or disability.
2. Unwanted touching, sexual advances, requests for sexual favors, and spreading sexual rumors.
3. Members of one gender being subjected to sexual remarks of the other gender in the context of the classroom.
4. Impeding the progress of a student in class by questioning the student's ability to do the required class work based on the gender, race, color, religion, national origin, or disability of the student.
5. Limiting student access to educational tools, such as computers, based on the student's gender, race, color, religion, national origin, or disability.
6. Teasing a student's subject choice or assignment based on the gender, race, color, religion, national origin, or disability of the student.
7. Cyber bullying that occurs during school hours may be pursued by the school system and/or Court Designated Worker. Upon the resolution of allegation, the Superintendent shall take steps to protect employees and students against retaliation. False or malicious complaints of harassment/discrimination may result in disciplinary action being taken against the complainant.
8. Sexual harassment means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

Homebound Program

This program is designed to provide individual home instruction for students who cannot attend a regular school day due to a physical, mental, emotional, or social condition which prevents attendance at school. A student is eligible for this program when she/he provides a signed statement from a licensed physician, psychologist, psychiatrist, or public health official stating that the student's condition prevents attendance at school. The primary delivery of services will be through the electronic/digital medium. Students will be expected to stay connected with their class work on a regular basis. There will be an expectation for assignments to be submitted on a daily and/or regular basis. School officials will work with students to ensure the best delivery method is in place for each individual situation. Students in the homebound program may not work; if so, they lose their homebound status. Homebound students will not participate in extracurricular activities. This includes sports.

Homework

Homework is a valuable way to increase student's opportunities to learn. It can provide added opportunity to practice new skills, engage new information, and explore topics using varied learning styles and interests. Homework increases student achievement levels, prepares students for future study, and teaches responsibility for completing assigned tasks in a timely manner. Students who miss any work because of an absence will make up missed work in a timely manner. It is the responsibility of the student to get work missed due to illness or absence.

Major Projects: Major Projects (research reports, book reports, major essays, and other assignments teachers designate as major projects) may be assigned as is appropriate per content area.

Responsibilities of Staff:

- Assign relevant, challenging and meaningful homework that reinforces classroom learning
- Give rubric and clear instruction and make sure students understand the purpose
- Give feedback and/or correct homework
- Communicate with other teachers
- Involve parents and contact them if a pattern of late or incomplete homework develops

Responsibilities of Parents:

- Set a regular, uninterrupted study time each day
- Establish a quiet, well-lit study area
- Monitor student's organization and daily list of assignments
- Help the student work to find the answer, not just get it done
- Be supportive when the student gets frustrated with difficult assignments
- Contact teachers to stay well-informed about the student's learning process

Responsibilities of Students

- Be sure all assignments are clear; don't be afraid to ask questions for clarification.
- Set aside a regular time for studying in a quiet, well-lit area.
- Work on homework independently whenever possible so that it reflects student ability.
- Produce high quality work.
- Make sure assignments are completed according to the rubric and submitted on time.

Honor Roll

Honor Roll students must have all A's or all A's and B's. All 'A' students will be honored by being on the Principal's List. Honor Roll students cannot have an incomplete to be honored at the time lists are announced. Other academic awards are offered as well. They include, but are not limited to; all A's and B's, various content-specific academic awards, and perfect attendance. Note: perfect attendance will not be awarded to students who are tardy to, and/or check out early from school at any time during the school year, for any reason.

Library Services

Most of the materials in the library may be checked out for two (2) weeks. Items may be renewed if no one else has reserved them. If a book or any other item you wish to borrow is not on the shelf, you may put in a reserve request and an attempt will be made to obtain the material as soon as possible for your use. Please be responsible with the books and materials so that all students may use

them. All lost or damaged materials must be replaced at the expense of the borrower. Books, magazines, newspaper, computers, NOOKs, and audio/visual aids are available for school use in the library. Students are encouraged to take advantage of this service.

Lockers

The principal and/or assistant principal will inspect the student lockers with or without student permission or knowledge. The student is responsible for ensuring her/his locker is secure at all times. Marking and stickers are not allowed on lockers. Students are discouraged from sharing lockers.

Long and Short Term In-School Suspension

Metcalfe County Middle School will utilize both short-term and long-term in-school suspension programs.

Metcalfe County Hornet Academy

Criteria: Students are offered an opportunity to participate in the Academy based on Measurement of Academic Progress (MAP), early completion of core content class in previous school year, progress data from the previous school year, and Gifted and Talented program.

Requirements: Students must maintain on track or ahead status in all classes. If a student is behind at school-wide academic progress checks, he or she will be placed in a regular 7 period day schedule, which does not include the Academy.

Students are required to create, design, propose, and put into action an independent learning project based on their interests, once a nine weeks. Students will present these projects to the school/community.

Money and Valuable Articles

Students should not bring large amounts of money to school. All valuable articles should be in possession of the owner at all times or safely locked in lockers. Metcalfe County Middle School administration and staff will not accept responsibility for stolen money or other articles such as iPods, cell phones, laptops, tablets, game players, or any other devices. All are the responsibility of the student and if lost or stolen, it is not the responsibility of the school staff or administration to retrieve or investigate.

Non-Resident Students

1. Any student enrolling in the Metcalfe County School District while residing in another school district shall conform to the following policies in order to remain as a student in the Metcalfe County School System:
 - a. Clear all financial obligations to the Metcalfe County School System at the end of the school year.
2. Any student enrolled in the Metcalfe County School District while residing in another school district shall have the privilege revoked at any time if the following occurs:
 - a. Fail more than two classes during one semester grading period
 - b. Suspended from school or expelled from school
 - c. Accumulate more than four unexcused absences in a semester
3. Any student not residing in the Metcalfe County School District who wishes to enroll in the Metcalfe County School District shall enroll no later than two days after the start of the school term, or two days after the start of the second semester. If a student changes residence to a school district other than Metcalfe County School District and desires to enroll in the Metcalfe County School District, the student must enroll within five days after the residence change.
4. Any student who is currently suspended or expelled from any school district shall not be enrolled. Additionally, if suspension or expulsion conditions are pending in any school district, that student shall not be enrolled in the Metcalfe County School System.

Pest Management Plan

All Metcalfe County School Facilities have implemented a program of Integrated Pest Management (IMP) in order to control pests in a way that minimizes economic, health, and environmental risks.

Pupil Information/Change of Address

If a student's last name, street address, or telephone number changes at any time during the school year, the school office should be notified immediately. Having up-to-date information is very important in the event of an emergency at school, for field trips, transportation, and extra-curricular activities.

iPhones, iPads, iPods, & Other Electronic Devices

Outside of the times designated, all student-owned electronic devices should be kept out of sight. Metcalfe County Middle School employees are not responsible for any unauthorized item that is lost, damaged, or stolen. The school reserves the right not to investigate lost, damaged, or stolen items.

Restrooms

Metcalfe County Middle School is striving to eliminate any behavior that compromises the safety of our students. Our hallways and restrooms are closely monitored during class change. All students have sufficient time between classes to take a restroom break. Students who demonstrate inappropriate restroom etiquette will be escorted during class time. Students who need frequent access to restrooms because of a medical problem must provide a note from a doctor stating the necessity.

Retention

Retention will be utilized for any student who chooses not to apply themselves and make adequate academic progress in all classes throughout the course of the school year. Simply "putting in time" will not suffice for advancement to the next grade. Students must put in quality work, every day across content areas, in order to progress at an academically adequate pace. Students will master grade level content standards, or will be retained before advancing to the next grade level.

Adequate academic progress is defined by, and monitored through, the mastery of content standards. Once monthly, parents of students not making adequate academic progress will be contacted via telephone, or some other mutually agreed upon method, by teachers and/or administrators to discuss ways we can help individual students improve academically. Our Personalized Learning approach is such that all students, and their parents/guardians, will know at all times the areas of strength, and the areas of weakness, in each academic area.

Students needing extra academic support outside of the regular classroom setting may find that support in any of the following ways: Level Up class; 21st CCLC after school program; morning tutoring; summer learning, etc.

In an effort to best meet the needs of all students, MCMS faculty and staff follows individual student learning plans (ILP), and/or individual education programs (IEP).

Searches

All lockers, book bags, drawstring back packs, and persons on school property are subject to search with reasonable suspicion.

Student Conduct at Athletic and Social Events

Students are expected to display proper conduct at all athletic and social events. Athletic events, both home and away, and social events are school functions and all students are held accountable for policies and regulations covering their behavior and are subject to the authority of school officials. Any violation of school policy that warrants disciplinary action in school will apply at all athletic and school sponsored off-campus events (conventions, field trips, etc.), and are governed by the policies and regulations of Metcalfe County School District and subject to the authority of school officials.

Student Drop-Off and Pick-Up

Metcalfe County Middle School has separate bus and car drop-off areas. All buses drop students off at the front of the middle school. Parents and families must drop their students off and pick them up at the back of the middle school. The doors open at 7:10 a.m. and students will report immediately to the gym, or the cafeteria for breakfast. Due to lack of proper supervision prior to the beginning of the instructional day, students will be discouraged from going to their lockers, or any other parts of the building until being dismissed for the instructional day to begin.

Tardies

Students reporting to school after 7:45 a.m. are counted tardy. In order to have the tardy excused, students are expected to bring a doctor's excuse or a note from a parent (maximum of 3 parent notes per semester). Tardy to class means the student is not prepared for instruction at the start of class.

Telephone Messages

School personnel will cooperate fully in the delivery of messages to students; however, students will not be called to the office for phone calls unless it is an emergency. Messages will be delivered after class, or at the end of the day.

Tip Line

The school District has added a tip line button on each school's web page where instances of bullying may be reported anonymously.

Tobacco

Students will not possess or use tobacco of any nature or possess or use any smoking paraphernalia, including e-cigarettes, in or around school buildings and grounds, on a school bus, or at any related activities. Items will be confiscated and discipline will be administered, including but not limited to educational videos to be viewed by the offender.

Vandalism

Any student apprehended defacing school property, drawing, carving, or vandalizing in any way will be required to clean up and pay for damages. Parents will be notified and sent a bill. Criminal charges will be pursued when appropriate. Writing on student desks is also considered vandalism and will be punished appropriately (**Kentucky School Law 158.150**).

Visitors

All visitors must report to the school's administration office, sign in, receive, and prominently wear a visitor's tag when in the building. **Visitors should be prepared to leave proper identification (ex., driver's license) in the front office during their visit.** Students are not allowed to bring or visit with friends who are not enrolled in Metcalfe County Middle School.

Weapons

The Metcalfe County School District has a strict policy for possession of any item deemed to be a weapon at school. For carrying, bringing, using or possessing any firearm, other dangerous or deadly weapon, dangerous instrument, knife (students are not to carry pocket knives), destructive device or facsimile thereof (example: toy handgun), the student will immediately be removed from general student population and placed in In-school Suspension (ISS). Consideration for a timely return to the regular classroom setting will be given.

Weather Related School Closings

If school is called off because of inclement weather, it will be announced on 99.1 radio station, our District webpage, Channel 13 television, and/or through the One Call Now automated phone service system.

Family Educational Rights and Privacy Act (FERPA)

Although this listing is not intended to take the place of the complete FERPA law and regulation, the following definitions shall apply when implementing Metcalfe County School Board Policy 09.14 and to procedures that follow.

Education Records – Refers to records directly related to students that are maintained by the District or by a party acting for the District. A "record" shall include any information recorded in any way, including, but not limited to, handwriting, print, computer media, video or audiotape, film, microfilm, and microfiche. Staff should refer to federal regulations for examples of documents that are not considered education records. Student records shall include disciplinary records with regards to suspension and expulsion.

Personally Identifiable Information – Includes, but is not limited to, the following:

1. Student's name;
2. Name of the student's parent or other family member;

3. Address of the student or student's family;
4. Any personal identifier, such as the student's social security or student number;
5. Personal characteristics that would make the student's identity easily traceable, including biometric records (measurable biological or behavioral characteristics that can be used for automated recognition of an individual, such as fingerprints, retina and iris patterns, voiceprints, DNA sequence, facial characteristics, and handwriting); or
6. Other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty.

NOTE: Unless the parent/guardian or secondary school student requests in writing that the District not release information, the student's name, address, and telephone number (if listed) shall be released to Armed Forces recruiters upon their request.

Student -- Except as otherwise specifically designated by law, "student" shall mean any individual who is or has been in attendance in the District and for whom the District maintain education records.

Attendance – District "attendance" includes, but is not limited to, attendance in person or by paper correspondence, video conference, satellite, Internet, or other electronic information and telecommunication technologies for students who are not physically present in the classroom; and the period during which a person is working under a work-study program.

Disclosure – Refers to permitting access to, or release or transfer of, personally identifiable information contained in a student's education record to any party except the party identified as the provider or creator of the record, by any means, including oral, written, or electronic.

References:

34 CFR Parts 99, 20 U.S.C. 1232g P.L. 107-110 (No Child Left Behind Act of 2001)

The following rules and procedures shall be complied with relative to disclosure of student records:

1. The District shall annually notify parents of students currently in attendance, or eligible students currently in attendance, of their right under the Family Educational Rights and Privacy Act (FERPA). The notification also shall be furnished to parents of all new students and to all new eligible students by the Principal at the time of enrollment.
2. Unless the parent or secondary school student requests in writing that the District not release information, the student's name, address, and telephone number (if listed) shall be released to Armed Forces recruiters upon their request. Subject to federal opt-out rights, directory information shall be made available to Armed Forces recruiters on the same basis as it is provided to the public.
3. Parents or eligible students who wish to review education records may make a request on the appropriate form. Forms are available at the school and in the Central Office. Access shall be provided within a reasonable time frame, not to exceed forty-five (45) calendar days of District receipt of the request. Because a shorter timeline is required in certain situations involving IDEA students, staff shall adhere to the District's special education procedures for responding to such requests.
4. School authorities shall make a documented effort to notify the parent or eligible student prior to complying with a court order or subpoena that directs the disclosure of information concerning the student unless a court order provides that the parent/eligible student is not to be notified. As noted in the District's annual FERPA notice, parent consent/notification is not required to release student records to another school district or post-secondary institution in which a student seeks or intends to enroll or is already enrolled.
5. The District shall disclose personally identifiable student information to an organization designated to conduct a study for or on behalf of the District only when a written agreement has been established with the organization. Such disclosure does not require parent/eligible student consent.
6. The parent or eligible student must sign a request and consent form before a student's records are to be transferred to an agency or individual not authorized under law to receive them.
7. A log shall be maintained of student records requests and disclosures, including emergency disclosures in response to an actual, impending, or imminent articulable and significant health/safety threat. The log requirement does not apply to the following:
 - a. Disclosures made to parents or eligible students,
 - b. Records released pursuant to written consent,
 - c. Access by school officials and others having a legitimate educational interest under FERPA,
 - d. Disclosures of directory information, or
 - e. Disclosures of records made pursuant to a subpoena or court order where a court order or other law provides that the parent or student are not to be notified.
8. Upon request, the Superintendent/designee shall arrange for a record amendment hearing in compliance with 702 KAR 1:140. Related Procedures: All 09.14 procedures

Notification of FERPA Rights

The Family Education Rights and Privacy Act (FERPA) affords parents and “eligible students” (students over 18 years of age or students who are attending a postsecondary institution) certain rights with respect to the student’s education records. They are:

1) *The right to inspect and review the student’s education records within forty-five (45) days of the day the District receives a request for access.*

Parents or eligible students should submit to the school Principal/designee a written request that identifies the record(s) they wish to inspect. The Principal will make arrangements for access and notify the parent or eligible student of the time and place where the record(s) may be inspected.

2) *The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate, misleading, or in violation of the student’s privacy or other rights.*

Parents or eligible students may ask the District to amend a record that they believe is inaccurate, misleading, or in violation of privacy or other rights. They should write the school Principal, clearly identify the part of the record they want changed, and specify why it is inaccurate, misleading, or in violation of their privacy or other rights.

If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise her/him of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3) *The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorize disclosure without consent.*

Exceptions that permit disclosure without consent include:

- a. Disclosure to school officials with legitimate educational interests. A “school official” is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or assisting another school official in performing his/her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility to the District.
- b. Upon request, disclosure of education records without parent/eligible student notice or consent to officials of another school district or post-secondary institution in which a student seeks or intends to enroll or is already enrolled or to other entities authorized by law so long as the disclosure is for purposes related to the student’s enrollment or transfer.
- c. Disclosure of information to those whose knowledge of such information is necessary to respond to an actual, impending, or imminent and significant health/safety threat.

4) *The right to notify the District in writing to withhold information the Board has designated as directory information as listed in the annual directory information notice the District provides to parents/eligible students.*

To exercise this right, parents/eligible students shall notify the District by the deadline designated by the District. The Superintendent/designee is authorized to release Board-approved student directory information. Approved “directory information” shall be: name, address, phone number, date and place of birth, mayor field of study, participation in officially recognize activities and sports, photograph/picture, grade level, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and most recent educational institution attended. Any eligible student or parent/guardian who does not wish to have directory information released shall notify the Superintendent/designee in writing with thirty (30) calendar days after receiving notification of FERPA rights.

5) *The right to prohibit the disclosure of personally identifiable information concerning the student to recruiting representatives of the U.S. Armed Forces and its service academies, the Kentucky Air National Guard, and the Kentucky Army National Guard.*

Unless the parent or secondary or secondary school student requests in writing that the District not release information, the student’s name, address, and telephone number (if listed) shall be released to Armed Forces upon their request.

6) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-8520

Metcalf County Middle School Behavior Matrix

Offense	Description	Step 1	Step 2	Step 3
Arson/Attempted Arson Major-Infrequent Action	Deliberately trying to set a fire.	Out of school suspension pending investigation; law enforcement contact; ISS		
*Assault (verbal or physical) of school employee Major-Infrequent Action	Physically hitting; Student directly curses, threatens, or slanders any school/district employee	ISS pending investigation. Notification of Proper Authorities, possible expulsion; loss of extra-curricular activities		
Assault or malicious attack of another student Major-Limited Action	Physically hitting or verbally assaulting another student without cause or provocation	ISS pending investigation; possible long-term ISS placement, possible loss of extra-curricular activities		
Alcohol Usage or Possession Major-Infrequent Action	Alcohol use or possession at school and/or on school grounds	Parent contact Notification of Proper Authorities ISS Loss of extra-curricular activities for 2 weeks	Parent contact; Notification of Proper Authorities Loss of extra-curricular activities for one calendar year	
Bomb Threat Major-Infrequent Action	Calling in or leaving a note that indicates possible bomb on school grounds	ISS pending investigation; Contact law enforcement; possible expulsion		
Bullying/Hazing (non-tolerant behavior) Major/Amendable-Somewhat Infrequent Textbook Instances	Using actions such as menacing, taunting, intimidation, and threatening, verbal or physical abuse of others. Extends to all student language or behavior but not limited to use of electronic or on-line methods.	All bullying offenses will be reported to and investigated by the district Safe Schools Coordinator. Punishment shall be levied by the school district upon completion of their investigation including In School Suspension (ISS), suspension or expulsion.		
Cell Phones & Other Electronic Devices (iPod, iPad, etc.) Minor-Frequent Action Classroom Management	Use inside the building during designated times only	Redirect In Classroom	Office referral Parent Contact Educate	ISS
Cheating/Plagiarizing Major-Infrequent Action	Knowingly copying another person's work and using it as your own. Using copyrighted material without identifying its source as your own.	Redirect Parent Contact	Educate	ISS
Continuous Classroom Disruptions Minor-Frequent Action Classroom Management	Making noises; speaking out of turn; behaving in a way that makes it difficult for teachers to teach and other students to learn.	Redirect In Classroom Parent Contact at Teacher Discretion	Educate Parent Contact Office Referral	ISS
Computer misuse Major Action	Logging in under another student's name; accessing sites not school related; damaging equipment; erasing files	Parent contact; Loss of computer privileges pending investigation; 1 day ISS Office Referral	Parent contact; loss of computer privileges Office Referral Educate ISS	Parent contact; loss of computer privileges; Long-term ISS
Defiance of Authority; *This includes teachers, aides, bus drivers, cafeteria staff, custodians or any other district personnel. Major-Frequent Action Respect Issue Classroom Management	Not following rules and procedures as outlined	Redirect-Classroom Guidance Counselor Meets with Student Parent contact Office referral	Educate Office Referral Parent Contact ISS	ISS Parent Contact

Destruction of Property/Vandalism Major-Infrequent Action	Marking on desks and/or walls; Damaging furniture and/or any other property furnished by the school	Depending upon severity, student will serve detention, be assigned ISS, out of school suspension, restitution, and/or contact local authorities	Depending upon severity, student will serve detention, be assigned ISS, out of school suspension, restitution, and/or contact local authorities	Depending upon severity, student will serve detention, be assigned ISS, out of school suspension, restitution, and/or contact local authorities
Displays of Affection Minor-Somewhat Frequent	Acts of physical intimacy on school premises (kissing, embracing, hugging), including while on the school bus, at ballgames, other school activities	Redirect	Parent Contact Educate	ISS Parent Contact
Distribution of alcohol and/or drugs Major-Infrequent Action	Distribution and/or possession with intent to distribute alcohol, controlled substances, look-alike, non-controlled substances, or other intoxicant	Parent contact Office referral Notification of Proper Authorities ISS Loss of extra-curricular activities for 2 weeks	Parent contact Notification of Proper Authorities ISS Loss of extra-curricular activities for one calendar year	ISS
Dress Code Violation Minor-Somewhat Frequent Action	Wearing any type of clothing not in compliance with the dress code policy	Student will correct the problem by contacting parent or visiting Youth Services Center for proper attire	Office Referral Parent contact ISS	Office Referral Parent Contact ISS
Drug Usage or Possession Major-Infrequent Action	Drug use or possession, including prescription drugs, over the counter meds, look a likes or any substance that is being used in a manner for a purpose other than the prescribed or intended use by the manufacturer will be considered an illegal drug	Parent contact Notification of Proper Authorities Referral to guidance counselor Possible ISS/Suspension Notify safe Schools Coordinator	Parent contact Notification of Proper Authorities Referral to guidance counselor Possible ISS/Suspension Notify safe Schools Coordinator	Parent contact Notification of Proper Authorities Referral to guidance counselor Possible ISS/Suspension Notify safe Schools Coordinator
Failure to serve assigned punishments *Any student who misbehaves in ISS and is sent back to MCMS will automatically be suspended, and student will complete original consequences. Minor-Infrequent Action	Students chooses not to serve after-school detention, ISS, etc.	Parent contact Redirect Office Referral	Parent Contact Office Referral ISS	Parent Contact Office Referral ISS
Failure to turn in Prescription Drugs Major-Infrequent Action	Student forgets and/or fails to turn medicine in to school nurse.	School nurse notifies parent of proper procedure for dispensing prescription medications to students	School nurse notifies parent of proper procedure for dispensing prescription medications to students; 1 day ISS	School nurse notifies parent of proper procedure for dispensing prescription medications to students; 3 days ISS
False fire alarm Major-Infrequent Action	Calling in or leaving a note that indicates a fire on school grounds; pulling fire alarm wall unit	Notify Proper Authorities Parent Contact Office Referral ISS	Parent Contact Office Referral Suspension pending investigation	Refer to Superintendent for possible expulsion
Fighting Major-Somewhat Infrequent	One or both students throw a punch (or punches).	Parent Contact Office Referral ISS	Parent Contact ISS	Parent Contact Office Referral Referral to Safe Schools Coordinator Placement in Personalized Learning

				Environment
Fireworks/Smoke or Stink Bombs/Explosives Major-Infrequent Action	Students brings unauthorized fireworks and/or other explosive devices to school	Parent Contact Office referral ISS	Parent Contact Office referral ISS	Parent Contact Office Referral Referral to Safe Schools Coordinator Placement in Personalized Learning Environment
Forgery Minor-Infrequent Action	Signing someone's name other than your own for any purpose	Parent Contact Redirect	Parent contact Educate	Parent Contact
Harassment/Intimidation Major-Frequent Action Classroom Management	Name calling; Teasing; Sexual harassment/advances; Sexual remarks; Cyber bullying	Parent contact Redirect. Office Referral Provide Preventative Educational Support.	Parent contact Educate Office referral ISS Referral to Safe Schools Coordinator.	Parent contact Office Referral Referral to Safe Schools Coordinator. Punishment levied by school district upon completion of investigation including ISS and/or suspension.
Inciting others to violence including photos, videoing violent acts, assisting others to commit an act; making fun of others Major-Frequent Action	Encouraging others to engage in behavior that goes against school rules	Parent contact Office Referral ISS	Parent contact ISS	Parent Contact Office Referral Referral to Safe Schools Coordinator Placement in Personalized Learning Environment
Insubordination Minor-Somewhat Frequent Action	Failure to cooperate; leaving area without permission; walking out of class; disrespecting faculty or staff.	Redirect	Parent contact Office referral ISS	Parent Contact Office Referral ISS
Misrepresenting Facts	Lying	Redirect	Educate Parent Contact Office Referral	Parent Contact Office Referral
Multiple office referrals Major-Somewhat Frequent	Student is written up 4-5 times for same or different infractions in a 9-weeks period.	Parent Contact Student Provided With Personalized Learning Environment	Parent Contact Student Provided With Personalized Learning Environment	Parent Contact Student Provided With Personalized Learning Environment
Pornography Major-Infrequent Action	Student brings or accesses pornographic material (print or electronic media) to/at school	Parent contact Office Referral Refer to Guidance Counselor	Parent contact Office Referral ISS	Parent contact Office Referral ISS
Profanity Major-Frequent Action	Use of profane language for any reason during school or school activities	Parent Contact Classroom Redirect	Parent contact Office Referral ISS	Parent contact Office Referral ISS
Skipping Class Minor-Rare Action	Student knowingly/willingly misses class for any reason	Parent contact Redirect Office Referral	Parent Contact Educate Office Referral	Parent Contact Office Referral ISS
Tardy to class Minor-Somewhat Infrequent	Not in seat ready for instruction at sound of bell	Teacher Redirect	Parent Contact Office Referral Educate	Parent Contact Office Referral ISS
Theft Major-Somewhat Infrequent	The taking of any item that belongs to someone else	Parent contact Office Referral Educate ISS Possible Contact of Proper Authorities	Parent contact Office Referral Educate ISS Possible Contact of Proper Authorities	Parent contact Office Referral Educate ISS Possible Contact of Proper Authorities
Threats of violence, including	Threatening to beat up	Parent conference	Parent conference	Parent conference

social media (Face Book, Twitter, etc.) Major-Somewhat Frequent	another student or any other acts of violence that are to take place on school property	Redirect Educate Possible Contact of Proper Authorities Possible ISS	Redirect Educate Possible Contact of Proper Authorities ISS	Redirect Educate Possible Contact of Proper Authorities ISS
Tobacco Products Major-Frequent	Tobacco products and smoking paraphernalia	Parent contact Office referral Redirect	Parent Contact Educate	Parent Contact ISS
Weapons Major-Infrequent Action	Destructive device or facsimile thereof (toy handgun)	Parent notification; Referral to Safe Schools Coordinator; Contact of proper authorities	Parent notification; Referral to Safe Schools Coordinator; Contact of proper authorities	Parent notification; Referral to Safe Schools Coordinator; Contact of proper authorities

***Maintaining the dignity of each individual student is our main concern when it comes to disciplining our students. Administrators will look at each disciplinary occurrence with the understanding that every situation has its own unique set of circumstances. Discipline for a fight on Tuesday may look different when compared to discipline for a fight on Monday, for example. Administrators reserve the right to deny any parent the knowledge of how another student has been or will be disciplined.**

***In-School Suspension (ISS)** – Metcalfe County Middle School will utilize both a short and long-term In-school Suspension (ISS) setting as part of its disciplinary program. Any student participating in extra-curricular and/or co-curricular events that is assigned to multiple (more than one) days of ISS for any infraction will be ineligible for any practice or event for that organization or sport until the student is released by the ISS teacher. A student whose punishment carries over into the following week is ineligible for events during that weekend. All ISS assignments will be completed before the student is allowed to return to general population. Any student who misbehaves in ISS and is sent back to MCMS will automatically be suspended, and will complete original consequences before returning to general population.

***Lunch detention** – Students may be assigned lunch detention for misbehavior that occurs both outside and inside the cafeteria.

The following is important that you read all information and sign and date the signature page and return to your child’s school.

Student Publication Consent Form

09.14 AP.251

At some time during the school year, school/District personnel or other district-authorized persons may video or photograph classroom activities or special projects in which your child participates during or after the school day for public awareness purposes. Under 09.14 AP.12, the District has designate student photographs as “directory information.” Consistent with that annual notice, a photograph of an individual student may be released to others and/or reproduced in school yearbooks as long as the parent or adult student has not submitted written notice indication that they do not wish photographs of the student to be released. This covers permission for the District to record and use the recorded image, voice or work of the student (photographed, filmed, taped or digitally recorded) for public awareness purposes, including publication on the school and/or District’s Web site. Please review this form carefully, sign and date the form, and submit the form to the school. Once signed and dated, this form shall remain in effect for your child’s enrollment in the District’s schools. However, at any time during the school year, you may amend this form only for future uses/preferences by notifying the Principal in writing of your request.

Metcalfe County Middle School

**ACCEPTABLE USE POLICY AND FORM
Access to Electronic Media**

INTRODUCTION

The Metcalfe County School District and Metcalfe County Middle School support the use of varied technology as instructional tools and resources and expect every student to demonstrate age appropriate 21st century skills in the use of technology. We also support reasonable access to various information formats for students. It is important that students use this privilege in an appropriate and responsible manner.

We are pleased to offer Metcalfe County Middle School students network and Internet access as part of the instructional program. To gain access to the Internet and their e-mail account, all students must obtain parental or guardian permission. To do this, the attached form must be signed by a parent/guardian and the student, and returned to Metcalfe County Middle School before access can be given. Please keep the rest of this document at home for future reference and review.

USE OF PERSONAL TECHNOLOGY AT SCHOOL (BYOD)

Students should refrain from bringing personal technology to school for any reason. All such devices will be kept turned off and in lockers unless being used under the direct supervision of a staff member. The Metcalfe County School System, its staff, or employees, are not liable for any device lost, stolen or damaged on campus. Personal Internet connective devices with 3G or 4G data plans are not permitted to be used to access outside Internet sources at any time.

SCHOOL RESPONSIBILITIES

The faculty and staff of Metcalfe County Middle School will:

- Adopt a Technology Utilization Policy that provides procedures, rules, and guidance for the responsible and safe use of electronic media at school by both staff and students. A copy of this policy is available at the school and on the school web-site.
- Monitor and supervise all student technology use.
- Provide student education in critical evaluation of Internet and Web sites and the responsible and safe use of electronic media including but not limited to Internet and Web safety, ethical and appropriate online behavior including interacting with other individuals on social networking sites and in chat rooms and cyber bullying awareness and response.
- Working with the district, implement additional Internet and Web safety measures that effectively address the following:
 - Controlling access by minors to inappropriate matter on the Internet and the Web;
 - Safety and security of minors when they are using electronic mail, chat rooms, and other forms of direct electronic communications;
 - Preventing unauthorized access, including “hacking” and other unlawful activities by minors online;
 - Unauthorized disclosure, use, and dissemination of personal information regarding minors; and
 - Restricting minor’s access to materials harmful to them.

STUDENT RESPONSIBILITIES

Access to network services is offered to students who agree to act in a considerate and responsible manner. Parent permission is required before access is allowed. Based upon the acceptable use guidelines outlined in this document, the system administrators will deem what is inappropriate use, and their decisions are final. The administration and staff may revoke or suspend user access when these terms are violated.

Students are expected to:

- Use the district and school technology resources for educational purposes only.
- Use appropriate language, ethics, etiquette, and safety measures while accessing district/school technology resources.
- Know that the computers are the property of the Metcalfe County School District and any information stored on them is the property of the Metcalfe County School District.
- Know that the School Principal, Network Administrator, Chief Information Officer, or Superintendent has the right to access information stored in any user directory, on any current screen, in electronic mail, or computer storage device. Network monitoring of random student monitor screens and/or directories is done to ensure data security.
- Know that all Web sites viewed and the duration of the viewing will be recorded.
- Know there will be occasions when the Internet will be used for a whole class presentation. This will only happen under the direction of a staff member and will be for educational purposes only.
- Know that computers and related technology are the property of the Metcalfe County School Board of Education and any information stored on them is the property of the school district. Students and families are financially responsible for any malicious damage or vandalism, which is punishable according to local school, school district, and/or Kentucky Department of Education policies and procedures, as well as legal action.
- Report threatening or discomfoting materials to a teacher.
- Never distribute any private information.
- Avoid the following activities which will be considered violations of this policy and may result in student suspension of access and/or other disciplinary measures:
 - Violating copyright laws or plagiarizing (including software copyright laws);
 - Using any other email account other than KETS approved;
 - Installing software on individual or school workstations without permission;
 - Transmitting or receiving materials in violation of federal or state regulations pertaining to threatening or obscene materials, including sexually explicit materials;
 - Harassing, insulting, or attacking others using electronic media;
 - Using district/school technology for commercial activities, product promotion, political lobbying, or illegal activities;
 - Breaking into or attempting to break into another computer network (hacking);
 - Damaging or attempting to damage, moving or removing software, hardware, or files;
 - Using or playing non-educational computer games on personal technology during the school day or on any electronic media provided by the district or school;
 - Using unauthorized multi-user games;
 - Using unauthorized software products or monopolizing resources by running large programs which adversely affect network performance;
 - Creating or sharing computer viruses and/or maliciously attempting to harm or destroy data of another user;
 - Providing personal password(s) to anyone and/or using another person's password;
 - Trespassing in another student's folder, work, or files;
 - Downloading unauthorized music or streaming music, radio, or video for non-educational purposes;

- Attempting to bypass the proxy server via any means, or access newsgroups, chatrooms, or similar services;
- Blocking or attempting to block access of student files by district personnel; or
- Accessing any unauthorized sites.
- Communications and files stored in and activities performed on district/school technology resources are not private, and may be viewed by both district and school personnel.

RIGHT TO PRIVACY

Communications and files stored in and activities performed on district/school technology resources are not private, and may be viewed by both district and school personnel. The Metcalfe County School District reserves the right as a network administrator to access any folder or electronic mail account of any user. All Internet sites visited will be recorded and can be reviewed for compliance with acceptable use and with federal and state law.

PARENT RESPONSIBILITIES

Parents must sign, have their child sign, detach, and return the form below in order for their child to have access to the educational opportunities provided by the district and school technology resources.

In addition, parents are asked to:

- Review with their child all the information and expectations in this document.
- Ask school faculty or staff for explanations of anything in this document about which they may have questions or concerns.
- Keep the top portion of this document on file at home for future review/reference.
- Discourage your child from bringing personal technology devices to school. Remind them that all such devices will be kept turned off and in lockers unless being used under the direct supervision of a staff member.
- Encourage responsible and safe use of technology in and out of the home on personal electronic media and devices.

PERMISSION/AGREEMENT FORM FOR TECHNOLOGY ACCESS

Please sign, date, and return the form below to: Metcalfe County Middle School

The permission/agreement form below must be signed by the parent or legal guardian of minor students (under 18 years of age) and also by the student prior to the student being granted access to electronic media involving district or school technology resources. This document will be kept on file at the school during the school year indicated on this form. In order to cancel the agreement, the student's parent/guardian (or the student who is at least 18 years old) must provide the school administration with a written request.

The Outlook Live e-mail solution is provided to your child by the district as part of the Live@edu service from Microsoft. By signing this form, you hereby accept and agree that your child's rights to use the Outlook Live e-mail service, and other Live@edu services as the Kentucky Department of Education may provide over time, are subject to the terms and conditions set forth in district policy/procedure as provided and that the data stored in such Live@edu services, including the Outlook Live e-mail service, are managed by the district pursuant to policy 08.2323 and accompanying procedures. You also understand that the Windows Live ID provided to your child also can be used to access other electronic services that provide features such as online storage and instant messaging. Use of those Microsoft services is subject to Microsoft's standard consumer terms of use (the Windows Live Service Agreement), and data stored in those systems are managed pursuant to the Windows Live Service Agreement and the Microsoft Online Privacy Statement. Before your child can use those Microsoft services, he/she must accept the Windows Live Service Agreement and, in certain cases, obtain your consent.

School Year: 2018 – 2019

By signing this document, I agree that _____ has my permission to

Printed Student Name

access district and school technology resources.

Parent/Guardian Signature

By signing this form, I _____ agree to follow all district and school

Printed Student Name

rules and procedures concerning the use of district/school technology resources and I understand that access is a privilege not a right.

Student Signature

Please detach, sign and return to your child's school.

2018- 2019

Below, please sign and date to confirm that you have:

1. Received and understand the Metcalfe County Student Handbook
2. Received and understand the Student Publication Consent Form
3. Received and completed the student insurance form
4. Received and completed the Acceptable Use Policy for technology use

Printed Student Name

Date ___/___/___

Student Signature

Date ___/___/___

Parent Signature

The Metcalfe County Board of Education has purchased supplemental insurance for students while at school or participating in school activities. The coverage is limited and only pays after other insurance companies have fulfilled their obligations. The board paid insurance will only pay if we have this form is on file prior to any incident that may be covered. All possible claims must be reported to the school secretary within 24 hours of the accident. **There is no charge to the student or parent for this coverage but this sheet must be completed and on file in the school office.**

Student Name: _____ Age: _____

Parent Name: _____ Date: _____

Student Address _____

Phone # _____

Name of Insurance Company _____

Insurance Policy: _____ Name of Local Agent: _____
