



BLUEGRASS MIDDLE SCHOOL

www.bgmsdawgs.org

STUDENT HANDBOOK

2016-2017

Welcome

The faculty and staff of Bluegrass Middle School wish to take this opportunity to welcome each of you back to what we anticipate will be an exciting, fulfilling, and beneficial year for you.

This is your student handbook. Read it carefully. It will help you to know what is expected to make the process of becoming an active part of the school easier. In this handbook are the answers to many questions, which you and your parents may ask, and many items of information which will help students develop a better understanding of the operation of the school. There is a signature page at the end which must be signed and returned. Both you and your parent/guardian need to sign this page to show you received a copy of our school policies and procedures.

We urge you to become involved in the total school program this year. We would hope that you would actively participate in some extracurricular activity during this school year and lend your support to the development of the school unity. In whatever you do, strive to make this a most memorable and worthwhile year.

Sincerely,

Faculty and Staff
Bluegrass Middle School

Table of Contents for the Student Handbook

Academic Eligibility for Extra Curricular Activities.....	25
Academic Detention.....	16
Addendum to District Suspension, Expulsion, and Due Process.....	23
After School Activities During State Testing Policy.....	25
After School Detention Policy.....	19
Anti-Bullying and Harassment Policy.....	21
Athletics.....	24
Attendance Policy.....	7
Authority of Faculty and Staff Members Policy.....	18
Birth Certificate.....	27
Bluegrass Middle School Vision/Mission Statement/Core Values/Motto - Slogan.....	5
Breakfast and Lunch Program.....	28
Budget Policy.....	26
Cafeteria Policy.....	19
Cell Phone Policy.....	31
Cheating Policy.....	17
Communication.....	30
Counselor's Office.....	15
Curriculum and Class Schedule.....	15
Discipline and Classroom Management Policy.....	11
Discipline Referral Process.....	13
Discipline Referral Agreement.....	41
Dress Code.....	13
Expected Behaviors for Students.....	12
Fighting During School Hours/School Sponsored Activities Policy.....	19
Grading Scale.....	27
Gum Policy.....	17
Hall Pass Policy.....	21
Hardin County Code of Conduct.....	10
Hardin County Board of Education Administration Policy to School Visitors.....	9
Homework Policy.....	16
Honor Roll.....	27
Immunization/Physical.....	27
Injuries/Illnesses.....	28
Kentucky Missing School Children Program.....	30
Late Arrivals / Leaving Early.....	8
Library/Media Center.....	10
Make-Up Work Procedure.....	15
Medications.....	28
Midterms/Report Cards.....	26
Ninth Period.....	16
Notification of FERPA Rights.....	34
Off Limits on School Grounds Policy.....	21
Participation in After School Activities for Students Assigned to the Brown Street Center.....	24
Parent/Guardian Agreement.....	39
Plagiarism Policy.....	17
Progress Reports and Grade Cards Policy.....	26
Promotion and Retention Policy.....	27
Public Display of Affection.....	31

SBDM Council Meetings.....	30
School Administrative Team Agreement.....	37
School Assemblies Policy.....	23
School Bus Safety Rules and Practices.....	29
School Calendar	6
School Closings and Resulting Cancellation of Activities	7
School Insurance.....	28
Search and Seizure Policy.....	23
Showing Movies Policy	16
Skipping Class or Skipping School.....	31
Student Agreement.....	39
Student Safety Telephone Hotline	31
Student Suspension Policy	23
Tardy Policy.....	9
Technology/Internet Safety and Acceptable Use Procedures	32
Textbooks.....	15
Title I Parent Involvement Policy.....	35
Tobacco Use Policy	24
Use of Utilities to Bypass Network Security	33
Use of School Telephone Policy	26
Youth Service Center	15
Withdrawal from School Policy	9
Zero Tolerance Policy for Alcohol and Drugs.....	31
Zone Policies and Procedures	20

Bluegrass Middle School Vision Statement

In a collaborative partnership with students, parents, staff, (business) community and campus schools, Bluegrass Middle School will bring rigor and relevance in differentiated instruction while securing relationships through a mutual respect of diversity between and among our student/staff population.

Bluegrass Middle School Mission Statement

Through collaborative partnerships, Bluegrass Middle School transforms youth into responsible citizens by providing academic, emotional and social standards of excellence.

Bluegrass Middle School Core Values

Respect
Responsibility
Integrity
Collaborative Partnerships (Teamwork)
Tolerance of Diversity

Motto/Slogan

B est
G reatest
M arvelous
S taff

D edicated
A wesome
W onderful
G ifted
S tudents

Hardin County Schools 2016-2017 School Calendar

JULY 26..... PROFESSIONAL DEVELOPMENT
JULY 27..... PROFESSIONAL DEVELOPMENT
JULY 28..... PROFESSIONAL DEVELOPMENT
JULY 29..... PROFESSIONAL DEVELOPMENT
AUGUST 2 OPENING DAY
AUGUST 4 FIRST DAY FOR STUDENTS
SEPTEMBER 2.....SCHOOL DISMISSED (PROF. LEARNING DAY)
SEPTEMBER 5..... LABOR DAY
SEPTEMBER 9..... FALL PICTURE DAY & FALL SPORTS PICTURES (BGMS ONLY)
OCTOBER 3-7..... FALL BREAK
OCTOBER 10.....SCHOOL DISMISSED (PROF. LEARNING DAY)
NOVEMBER 7 SCHOOL DISMISSED (FDEA)
NOVEMBER 8 SCHOOL DISMISSED (ELECTION)
NOVEMBER 15 WINTER BAND CONCERT (PAC)
NOVEMBER 23 SCHOOL DISMISSED
NOVEMBER 24 THANKSGIVING
NOVEMBER 25 SCHOOL DISMISSED
DECEMBER 21-JAN. 3 WINTER BREAK
JANUARY 4.....SCHOOL RESUMES
JANUARY 16.....SCHOOL DISMISSED (MARTIN L KING DAY)
FEBRUARY 6SCHOOL DISMISSED (PROF. LEARNING DAY)
FEBRUARY 20SCHOOL DISMISSED (PRESIDENT'S DAY)
MARCH 17 SCHOOL DISMISSED
MARCH 20SCHOOL DISMISSED (PROF. LEARNING DAY)
APRIL 3-7..... SPRING BREAK
APRIL 25SPRING BAND CONCERT (PAC)
MAY 5 SCHOOL DISMISSED
MAY 19 LAST DAY FOR STUDENTS
MAY 22 CLOSING DAY

MAKE-UP DAYS WILL BE TAKEN IN THIS ORDER: March 17; May 5,
May 22, 23, 24, 25, 26, 30, 31; June 1, 2, 5, 6, 7

School Closings and Resulting Cancellation of Activities

In the event of inclement weather, the district-wide One Call System will be utilized to call home as deemed necessary by the superintendent regarding school closings, early dismissals, delayed schedules or any other emergency situation. School cancellation will also be announced as soon as possible on the local and Louisville radio stations. School-related extracurricular activities such as ballgames may or may not be held depending on the weather at the time the activity is scheduled. Any student, whose parents feel that travel is unsafe during inclement weather, will not be penalized for not attending extracurricular activities. Parents and students should be aware that early dismissal due to changing weather conditions is always a possibility and should plan accordingly.

Attendance Policy for Middle School Students

1. Truancy Defined:

Any pupil who has been absent from school without valid excuse for three (3) days or more, or tardy without valid excuse on three (3) days or more, is a truant. A pupil who has been reported as a truant two (2) or more times is a habitual Truant. Absence for less than 59 minutes shall be considered tardy. "Full day" absence is defined as a pupil who is absent 59 or more minutes of a day. Once a student under twenty-one (21) years of age is absent or tardy six (6) or more days without valid excuse, this student's name shall be forwarded to the Division of Student Services as a habitual truant for a possible court action.

2. Valid Excuses:

- a. Illness that is verified by a doctor or medical agency (**parent notes will be accepted for up to six (6) absences – excused for only one (1) day per note.**);
 - b. Orders of the court. This applies to summonses and subpoenas;
 - c. Death or severe illness in the immediate family verified by a written statement from the pupil's parent or guardian. Immediate family shall mean father, mother, brother, sister, grandfather, grandmother, blood-related aunt, uncle, niece, nephew, or anyone living under the same household roof with the student;
 - d. Religious holidays and practices.
3. If a student is sent home for lice, one (1) day per instance will be excused with any additional days missed beyond this to be considered unexcused.
 4. If a student is not in attendance for the full day of school on a day the school has a dance, promotion ceremony, awards ceremony, athletic competition or any other "special event", then the student cannot participate in the event(s) unless they have a doctor's excuse. It is best for parents to check ahead of time before a student misses school.
 5. The principal or designee shall determine the validity of each excuse presented. Any excuse must be presented within (5) days after the student returns to school. If not presented in that time, the absence will remain unexcused. It is the student's responsibility to provide documentation to the appropriate school administrator in a timely manner.

6. Educational Enhancements:

If approved by the principal or his/her designee, educational enhancement opportunities qualify.

- a. Students shall be granted an excused absence for up to ten (10) school days to pursue an educational enhancement opportunity determined by the principal to be of significant educational value. This opportunity may include, but not be limited to, participation in an educational foreign exchange program or an intensive instructional, experiential, or performance program in one of the core curriculum subjects of English, science, mathematics, social studies, foreign language, and the arts.
- b. Unless the principal determines that extenuating circumstances exist, requests for date(s) falling within State or District testing periods shall not be granted.
- c. 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.
- d. Students receiving an excused absence under this section shall have the opportunity to make-up school work missed and shall not have their grades adversely affected for lack of class attendance or class participation due to the excused absence.

7. Notification:

- a. Parents will be notified when students have accrued three (3) unexcused absences.

8. Incentives and Awards for Attendance:

- a. Incentives and awards for perfect attendance are defined as missing no tardies or missed days excused or unexcused. Even if a student has a doctor's note for an entire day they will be ineligible for the incentive or attendance awards. However, the incentive cards are based on each nine weeks attendance; whereas the attendance awards are based on the entire school year. This means a student has a fresh start at the beginning of each nine weeks for incentive cards.

Late Arrivals or Leaving School Early

1. Students arriving at school after classes have started for the day will need to sign in at the office. Students arriving late will need a note of explanation as to the reason they are late signed by their parent/guardian for them to be excused. A parent note of this nature does count against the total six notes a parent may use to excuse absences.
2. No student shall be dismissed early from school unless picked up by parent or parent designee on pick up list. A written note for pickup for someone other than on the pickup list may be used with parent signature and a contact number to confirm permission.
3. No student will be released to any adult not on the pickup list without confirmation of parents' permission. We will always place the safety for your child first.
4. The parent/guardian or parental designee who picks up the student must report to the office.

Tardy Policy

A student will be considered tardy if he/she is not in his/her assigned room when they tardy bell stops ringing. Students dismissed early from school will fall under the same disciplinary rules as tardiness. If a student is tardy they will be marked in the tardy tracker by the teacher team. Tardies are per class period and not per day. For example, if a student is tardy for periods 1, 2 and 3 all in one day then he/she will be on disciplinary action three below. Students who are tardy will have the following disciplinary actions:

- 1st Tardy tracked by the teacher team of the student.
- 2nd Tardy tracked by the teacher team of the student, teacher entering the 2nd tardy is to send the attendance clerk an email concerning the 2nd tardy, and an automated call will go to parents.
- 3rd Tardy tracked by the teacher team, teacher entering the 3rd tardy is to send the attendance clerk an email concerning the 3rd tardy, automated call to parents, and lunchroom detention in the Zone to be entered into the lunch detention tracker.
- 4th Tardy tracked by the teacher team and an office referral sent to the assistant principal, , teacher entering the 4th tardy is to send the attendance clerk an email concerning the 4th tardy, automated call to parents, and loss of breaks for one day.
- 5th Tardy tracked by the teacher team and an office referral sent to the assistant principal, teacher entering the 5th tardy is to send the attendance clerk an email concerning the 5th tardy, automated call to parents, and loss of breaks for two days.
- 6th Tardy tracked by the teacher team and an office referral sent to the assistant principal, teacher entering the 6th tardy is to send the attendance clerk an email concerning the 6th tardy, automated call to parents, and Saturday School or depending on availability ½ day in the zone will be assigned.

On the 7th and subsequent violations of the tardy policy, administration will continue with Saturday School and/or Zone days and will continue asking for parental involvement.

Withdrawal from School Policy

Any student who is transferring or withdrawing from school for any reason must notify the principals' office in order to obtain the proper release form. The student/guardian returns the release form to the assistant principal to sign off as complete. All fees and debts must be paid before a proper release can be given. All withdrawal procedures will be handled by the attendance clerk, assistant principal and Hardin County Board of Education.

Hardin County Board of Education Administration Policy to School Visitors

- All school visitors shall first report to the office, identify themselves, and state the nature of the visit. A visitor's pass will be issued if the visit is deemed important and approved by the principal.
- At no time shall any individual or group disrupt classroom instruction. Although parents are encouraged to visit the school and the rooms of their children, such visits should be announced to the school at least three days in advance and not interrupt the orderly work of the classroom.
- The principal shall have the authority to permit or deny any individual, or group of individuals the right to go through the building or to remain on school grounds.

Library/Media Center

The school library/media center will be open each day from 8:00 AM to 3:00 PM. Students are allowed to check out two books for a period of two weeks at a time. Fines are not charged for overdue books; however, lost books will be paid for by the patron. Students who do not turn in lost books will be denied participation in school dances, the 8th grade promotional ceremony, the mega rally as a floor participant, and any other activities deemed by administration.

All books have Lexile numbers assigned. Your child will be tested throughout the year to accurately determine your child's Lexile number in order to adequately assist your child in choosing books on his/her reading abilities. Please preview these books with your child especially if your child is reading books with Lexile numbers above 1000. You know your child's maturity level and we monitor closely books which can be offensive. Please contact the Media Specialist with any concerns about mature books.

This Media Center is fully computerized with an automated catalogue and circulation system, CD-ROM information retrieval, and word processing stations linked with the computer lab. Students may use the library before and after school and during the day with teacher permission.

Our library/media center receives local newspapers daily, plus weekly and monthly publications for our students. The library/media center also serves as the audio-visual center for our teachers. BGTV, the in-school television station, is housed in the center.

Daily announcements/productions involving students and KET programs are broadcast on BGTV channels. Many of the productions will involve students appearing on television. **If a parent /guardian do not wish to have his/her child appear on the in-school television channels, or any other taping, please inform us of this in writing.**

Most students want the library/media center to be quiet and orderly. That means all students must be thoughtful of other people and keep the room a quiet place to work and study. Those students who abuse their library privilege in any way will be sent out of the library. Students are responsible for the care of the materials they use. If materials are lost or damaged, the student who checked them out will have to pay for them. Students who consistently create problems and who refuse to return materials will be barred from the media center.

Hardin County Code of Conduct

It is the student's and parent's/guardian's responsibility to be knowledgeable of the policies outlined in both the Parent/Student Handbook of Bluegrass Middle School as well as the Hardin County Code of Conduct.

A. Student Conduct: HC Board Policy 09.42

Good order, propriety of deportment and attire, and cleanliness of person and attire are required of every pupil. Every pupil is expected to obey the directions of the teachers, to be diligent in study, and to be respectful to teachers and school mates.

B. Care of School and Personal Property: HC Board Policy 09.421

Pupils shall be held responsible for damage to school property, subject to disciplinary action and liability for the cost of restoring the property.

C. Assault: HC Board Policy 09.425 and 09.4251

Any pupil who assaults another pupil shall be subject to appropriate disciplinary action, including suspension or expulsion and/or legal action. This is to include physical or verbal assault.

D. Disrupting the Educational Process: HC Board Policy 09.426

Behavior which is disruptive of the educational process shall not be tolerated and the offending pupil or pupils shall be subject to appropriate disciplinary action. For purposes of this section, behavior which disrupts the educational process shall include, but not be limited to:

1. Conduct which threatens the health, safety, or welfare of others;
2. Conduct which may potentially damage property;
3. Illegal activity; or
4. Conduct which interferes with, or hinders, the orderly administration of the school and school-related activities.

Discipline and Classroom Management Policy

At Bluegrass Middle School, we believe in providing students with a safe learning environment. Acts that disrupt the learning process will not be tolerated in our school. Students will abide by the Hardin County Code of Conduct, the Bluegrass Middle School Student Parent Handbook, CHAMPS/PBIS, and the following guidelines:

- Disrespect, abusive language, profanity and willful disobedience are not allowed.
- Class disturbances and/or disruptions are not allowed.
- Threats toward others are not allowed.
- Horseplay or roughhousing in the halls, classrooms or any other place inside the building or on school grounds is not allowed.
- Fighting is not allowed.
- Students will be held accountable for their conduct. Constructive penalties will be imposed for failure to follow the rules.
- Administrators, teachers and staff will be responsible for correcting any rule infraction they observe in any area of the school building or school grounds.
- Parents/Guardians are expected to support school personnel in their efforts to enforce the above.

At the beginning of each school year the staff and faculty will review the Hardin County Code of Conduct, the Bluegrass Middle School Student Parent Handbook and CHAMPS/PBIS rules. The Discipline Committee will review and make recommendations to the SBDM Council for amendments to the School Discipline Policy each year.

Students who violate any of the school policies will be dealt with by the teacher team or by Administration. Students who are sent to the principal will have a discipline form and the event will be documented in Infinite Campus.

In-school suspension or Zone will be during school – periods 1 – 8. The in-school suspension room provides the opportunity for students to be in school when their behavior does not allow them to remain in the regular classroom setting. Students will complete classroom assignments while in Zone. Refusal to comply with rules while in Zone may result in an out of school suspension and a student being placed back in the Zone when they return.

Expected Behaviors

RESPECT YOURSELF AND OTHERS WITH YOUR WORDS AND ACTIONS.

1. Refer to Hardin County School Board Policy regarding the possession or use of cell phones.
2. No electronic devices are permitted unless the classroom teacher gives permission to use items such as cell phones or hand held devices with mobile operating systems. Please refer to the SBDM Electronic Devices Policy. Laptops or other devices with MAC or Windows Operating Systems are not allowed even with teacher permission.
3. Items which violate the policy or students who do not have permission to use devices above will be confiscated and returned at the end of the day to the student on the first offense. This includes students charging devices like cellphones. The second offense a parent or guardian will pick up the device and future offenses require meetings with parents or guardians.
4. The school will not be responsible for lost or stolen electronic devices and academic time will not be sacrificed searching for them.
5. Students are not to possess tobacco products, matches or lighters on school property.
6. Students will place backpacks, book-bags, purses, etc. in their lockers at the beginning of the school day. Students may retrieve any item in their locker after 7th period.
7. Any student, who deliberately activates a fire alarm under false pretenses, may appear before the Board for an expulsion hearing.
8. Running in the hallways is not permitted. Bluegrass always fosters respect, responsibility, and safety at all times.
9. Students are expected to be in their designated area when the bell rings and ready to begin class promptly. (Refer to Tardy Policy). To be ready means in seat and beginning bell ringer assignment.
10. Students are not to bring valuable items or large sums of money to school. **The school is not responsible for the loss of these items.**
11. Only Bluegrass 8th graders will attend the 8th grade dance. Before purchasing a ticket prior to the dance, a student must have administration approval. The approval process will be discussed with the sponsor. Any ticket purchased can be revoked if the student has a severe incident which must be dealt with by administration.
12. Students may be denied participation in any extracurricular activity due to misconduct or incomplete assigned work.
13. Extracurricular pickup – Activities are a privilege and not a requirement. Students, who are not picked up within 20 minutes of the conclusion of the event, will not be allowed to attend any future events until the principal or assistant principal approves the return of extracurricular activities.
14. Individual teams may have rules and expectations that apply to only that team. Parents and students need to be knowledgeable of particular team rules.
15. No inappropriate public display of affection.
16. No students will be allowed in the doors prior to 7:20 am. Students may wait in the car under supervision of the parent/guardian prior to the doors opening for the school day.
17. All students must be off school property by 3:15 PM unless accompanied by parent/guardian due to liability. Students who are not picked up on time will either be required to ride the bus home or return to their home schools if they are out of district.

18. Students are not to sell any items at school that are not specifically approved by the school administration.
19. No food or drink may be consumed in the classroom or hallways except the school provided breakfast in the morning. Students who bring drinks into the school must have them in a factory sealed/unopened container.
20. Students are not allowed to create petitions or to develop surveys without the principal's permission.
21. Students are not allowed to have gum in any room at Bluegrass. Please see Gum Policy.
22. Profanity is not permitted at Bluegrass Middle School and students who use profanity will receive an office referral.
23. Students should leave ALL laser pointing devices at home because it will disrupt the learning environment. If a student has a laser pointer, it will be confiscated and a parent must pick it up from the principal.

Discipline Referral Process

Minor Behaviors including but are not limited to the following:

Language, initial non-compliance, preparedness, initial harassment verbal or nonverbal, initial refusal to work, classroom behaviors that interrupt instruction of self or others, public displays of affection, eating or drinking in the classroom or hallway, or use of electronic devices. Offenses related to minor infractions will be handled by the teacher team, counselors, or a principal. Depending on the frequency or intensity of the event(s) will influence the discipline result.

Major Behaviors including but not limited to the following:

Assault, use or possession of alcohol, drugs or drug related materials, weapons, verbal or nonverbal disrespect to any adult, sexual harassment, continued non-compliance, continued minor infractions, vandalism, continued bullying of individual or group.

There will be an immediate office referral form with any discipline issue and with major behaviors; there may not be a prior communication due to the time frame and serious nature of the offense.

Student Dress Code

According to Hardin County School Policy 09.427, the wearing of any attire, cosmetics, presentation of extraordinary personal appearance, or any unsanitary body conditions which in the judgment of the principal or principal designee significantly disrupts school work, interrupts scholastic endeavors, or threatens the health of other pupils is prohibited.

The objective of this dress code is to provide an appropriate educational environment while allowing students to dress comfortably within limits to facilitate learning. Students' attire can have a positive or negative effect on the learning process, contribute to students' success, and generate a safe and positive learning environment. We expect students to maintain the type of appearance that is not distracting to students, teachers, or the educational process of the school. Parents and children are equally responsible for the appearance of the child. There is appropriate and inappropriate attire for all of life's activities. Keeping this in mind, please help your student adhere to these guidelines. Bluegrass Middle School's SBDM Council has developed the following Dress Code Policy:

1. Pants may not be baggy or drag the floor. Pants must be secure at the waist. Undergarments are to be covered.
2. No spandex shorts, spandex pants, pajama bottoms or leggings are permitted. Anything that is questionable SHOULD NOT be worn.
3. Pants, shorts, skirts must be three inches above the knee or longer. Essentially no showing of skin three inches above the knee specifically holes in jeans.
4. Any clothing below the waist which shows skin or is too revealingly tight is a violation.
5. No tops that are too tight or too revealing may be worn. Undergarments are to be covered.
6. No Under Armor type shirts without a sleeved shirt on top.
7. No hat, caps, picks, gloves, combs, bandanas or sunglasses during regular school hours.
8. Shoes must be worn at all times. No bedroom slippers.
9. No sleeveless shirts of any type to include tank tops, spaghetti straps, tube tops, halter tops, or bathing suit tops, along with no belly tops. No clothing with displays of alcohol, tobacco, illegal substances, wording and /or pictures sexual or suggestive in nature.
10. Chains to secure wallets will not be worn. Only one chain may be worn around the neck.
11. Winter coats must be placed in lockers at the beginning of the school day. Lightweight jackets may be worn in class.
12. Although body piercing and coloring the hair is discouraged, if any piercings or coloring of the hair becomes a **distraction to the educational process as determined by the principal or principal designee he/she will be asked to rectify the situation.**
13. Students may not put writing or drawings on their hands, arms, or any other visible body parts with ink or marker. Any other dress code concerns will be addressed by the administration, and if deemed inappropriate, students will be asked to change or make the necessary adjustments to be appropriate.

The SBDM Council considered a uniform policy but decided that a stricter dress code could serve the same purpose and allow for individuality. If cooperation becomes difficult in our efforts to maintain our dress code policy, we will review the dress code and reconsider a uniform policy.

DRESS CODE VIOLATION CONSEQUENCES

1st Warning Student will do what is necessary to become compliant with our dress code per administration.

2nd Warning After School Detention and parent contact

3rd Warning Saturday School and parent contact

4th Warning Student will remain in the Zone until a parent conference takes place or is scheduled to rectify problem.

Curriculum and Class Schedule

The schedule will be based upon eight class periods – consisting of blocked and period classes. Students released to the next period will have four minute breaks between classes. Restroom and locker use are scheduled to occur during breaks and can be changed by grade level teams.

In order to meet the expectations of the state Common Core Standards and the NCLB Waiver (No Child Left Behind) in reading and math, the school day will consist of the core classes: Science, social studies, math and language arts classes. Encore classes (band, PE, careers and technology, and art) will meet the Program Review requirements.

Textbooks

Textbooks are provided at no cost to students in grades 6-8. Students are required to sign for books. A fine is assessed to cover replacement costs when books are lost, damaged or destroyed.

Review of Policies and Procedures on Lost or Damaged Textbooks:

1. Monies must be collected for lost or damaged textbooks. The collection scale shall be 25% of **initial cost** per Hardin County Board Policy 08.232.
2. Each student, or their parent/guardian, shall be responsible to the teacher for all books not returned by the student. A student not returning all books delivered to him/her shall not be entitled to the benefits of KRS. 157.000 to 157.180 until books are paid for by the parent/guardian.

Counselor's Office

Our counselors at Bluegrass Middle School are there to assist students throughout the year in many areas including scheduling, testing, academics, personal problems and school/career goals. If you have a question concerning your child's academic performance, records or would like to schedule a conference with your child's teacher, please feel free to call the counselor's office. All conferences are scheduled through the counseling office or front office depending on the situation.

Youth Service Center

The Bluegrass Youth Service Center offers a variety of services to help students and families remove any barrier that may keep children from learning and performing at the highest level possible. The center has a unique blend of activities designed to promote the flow of available school and community resources. The center is located in a mobile unit adjacent to Bluegrass Middle School. The center hours are Monday - Friday, 7:30 AM - 3:00 PM. For more information, call the youth services coordinator, (270) 234-1204.

Make-Up Work Procedure

1. Students having absences, excused and unexcused, shall make-up work. Credit for unexcused work is up to the individual teacher.
2. It is the student's and parent/guardian's responsibility to contact the office concerning make-up work if absent 3 (three) or more days. If absent only 1 (one) or 2 (two) days, the work can be made up after returning to school as instructed by teachers.

3. For every day the student misses, he/she will receive the same amount of days to complete the make-up work.
4. The counting of days for make-up work shall start the 2nd (second) day after the student has returned to school following the period of absence.
5. Unexcused absences resulting in truancy will be dealt with as is appropriate in the district and school policy.
6. Six unexcused absences shall result in a referral to the Hardin County Juvenile Court.

Homework Policy

Bluegrass Middle School is set up by departments. However, grade levels will work in collaboration to determine the homework policy for their grade level. The grade level must be consistent in their approach and consequences to homework assignments. Homework must not be used as a punishment. It is to be done as a review of already learned material or preparation for assessment. Consideration by the team is to be given to the length of the assignment and other assignments/assessments planned on the student's team during that time frame. Flexibility in *Bluegrass Middle School's Homework Policy* will allow for professional decision making by the grade level teachers based upon student needs and abilities.

Academic Detention

Students may attend academic detention to complete missing assignments. Academic detention will be held Thursday of each week from 3:00 pm to 4:00 pm. Parents must contact their child's teacher to make arrangements. If a student misses a scheduled academic detention, the parent needs to make arrangements to reschedule. Please note that students' continual disruptive behavior, failure to stay on task, or failure to be picked up promptly at 4:00 pm may result their not being able to take advantage of this opportunity in the future. Academic detention must be set up prior to the child staying after school.

9th Period (if there is funding)

Students may attend 9th period with their own teacher to complete missing assignments, get help on assignments, or take tests. Ninth Period will be held each week from 3:00 pm to 4:30 pm and a bus will bring the student home. Information about 9th period (if there is funding) will be given to your child and/or through the One Call System when and if it is up and running.

Showing Movies Policy

The showing of movies can be a productive integral part of instruction. However, due to the breadth of movies and content in which they show teachers must fill out a request and get it approved by the principal or assistant principal before showing any movies which are not in the library's collection. It is encouraged that teachers fill out such requests at the beginning of the school year or unit. Any showing of movies which have the PG or PG-13 rating must have parental approval in addition to the approval request from the administration. No R movies will be shown at Bluegrass Middle School.

Cheating Policy

Cheating on a test, homework or other assignment(s) is/are strictly against the student code of conduct. Students at Bluegrass should know that cheating not only can affect your grade, but will get any student expelled from any post-secondary school. It is important that students understand and know the consequences of such actions. In the event a student decides to cheat, below are the guidelines teachers will follow:

- a) Students will receive a zero on the assignment, unless the teacher and principal agree otherwise.
- b) If the assignment is allowed to be re-done, it may be entered as an additional grade which would average a zero and the re-done assignment together. For example: In the event a student cheats on a test, then they would receive a zero. If it is agreed by the principal and teacher to give the student a re-do, then the grade the student received on the 2nd test would be entered not replacing the original zero. This grade would be entered as an additional grade.
- c) Students who cheat will also receive a day of zone in addition to the lowered grade or zero grade on the assignment.

Gum Policy

Gum is not allowed at Bluegrass. Students with gum will be asked to spit it out as the first offense. The teacher will document the offense with a gum referral. Additional offenses turned into the office will have the following consequences:

- 1) Lunch Detention
- 2) After School Detention 30 Minutes
- 3) After School Detention 60 Minutes
- 4) Saturday School
- 5) Zone and Referred to Behavior Specialist

Plagiarism Policy

Rationale

The faculty at Bluegrass Middle School is committed to teaching students how to become ethical users of information and ideas. It is our responsibility not only to educate students in the research process and mechanics of writing and proper documentation, but also to hold these students accountable for honest work. Whether an assigned project is in a visual, written or spoken format, students are expected to accurately reference all sources of information consulted for the project. Plagiarism is regarded as a serious offense and will not be tolerated by BGMS or any other institution of higher learning. It is an expectation that all departments and students adhere to and enforce this policy.

Definition of Plagiarism

Plagiarism is defined as:

- Copying of another person's ideas and/or works, whether intentional or not, in whole or in part, from a print or non-print source, and using those ideas or works as one's own.
- Deliberate and/or consistent lack of proper documentation and citation in the project or paper.
- In-text documentation that is not reflected in the Works Cited page.

Teacher Responsibilities

Bluegrass Middle School teachers are to provide the following at the beginning of the paper or project:

- an assignment sheet with detailed instructions;
- A rubric outlining final product;
- Clear guidelines regarding acceptable amounts of help from peers or other adults.

In addition, teachers are responsible for:

- Assisting students who are having difficulty in the location and evaluation of information;
- Assisting students in how to manage time and deadlines throughout the research process;
- Explaining to students on formatting and composing the project or paper.

Student Responsibilities

- Submit authentic work;
- Follow the project instructions and deadlines assigned by the teacher;
- Ask questions and seek help from appropriate persons (teachers, the librarian, peers);
- Cite in-text or in-project sources correctly and accurately;
- Format Works Cited pages correctly and accurately.

Plagiarism Violations

If a teacher has sufficient reason to believe that a student has plagiarized, the teacher must determine the level of plagiarism according to the criteria below. A committee comprised of the principal, guidance counselor, department chair, library media specialist and teacher involved then has the option to meet to determine what actions, if any, will be taken.

DEGREES OF PLAGIARISM

2. A first-degree violation may occur due to ignorance or inexperience on the part of the student. An example of plagiarism at this level may involve a student's using a paragraph or a few lines of text without citing the material properly; however, most of the paper is the student's own work.
3. Recommended procedures for first-degree violations are outlined below; any one or more procedures may be chosen:
 - a) Re-do the assignment at the discretion of the teacher.
 - b) A grade reduction on the original assignment.
 - c) A second degree violation is a severe case of plagiarism and indicates the majority of a student's work has been taken from another source or sources and not referenced. An example may be the use of a purchased term paper or other materials as one's own. Also, this violation may involve improperly acquiring information and/or intentionally altering it, i.e. citing sources that are not actually sources
4. Recommended procedures for 2nd degree violations are outlined below; any one or more procedures may be chosen:
 - a) A recommendation that no credit be given for the original assignment.
 - b) Student will be given the Zone by the administration and parent will be notified.

Authority of Faculty and Staff Members Policy

All faculty and staff members of this school have the authority over all students. A student is under the authority of the school and its employees while the student is in school, on the way to and from school and during all school sponsored activities, whether they are at BGMS or another school.

Substitute teachers require the same respect as does the regular classroom teacher. All substitutes have the same authority as the regular teacher and any disrespect or lack of cooperation will be dealt with in strong disciplinary manner.

This school will not tolerate any mass disturbances or disruption from the student body in any form for any reason. Disruptions of the learning environment will result in disciplinary action. Willful defiance of the authority of the teachers or administrators may lead to suspension or expulsion. Use of profanity or vulgarity is strictly prohibited. Assault or battery (or the threat of such) of students or school personnel constitutes cause for strict discipline. Law enforcement agencies will be contacted in the case of serious offenses (KRS 158.150). Insult or abuse of a teacher constitutes cause for serious disciplinary action (KRS 161.190).

Cafeteria Policy

Students who are using the cafeteria must deposit all litter in the proper containers and are to leave the table and area around them clean. **Students are not allowed to leave the cafeteria for any reason without permission during your lunch shift nor are they allowed to take food or drinks from the cafeteria unless they have teacher permission.** Students are not permitted to enter the kitchen or cooking area due to safety concerns.

Students are asked to wash tables so that the lunch program can efficiently serve our students by keeping a clean environment. Students may be assigned by teachers and/or administration to help with this process.

After School Detention Policy

After School Detention will be held in the Zone from 3:00 – 5:00 PM and will be assigned by administration. Detention will be held on Tuesday and Thursday of each week. Students must furnish their own transportation home. Accumulation of excessive detentions may result in suspension or zone time. Failure to serve detention within one week of assignment will result in other consequences including Saturday School, zone, etc.

DETENTION RULES:

1. No talking, getting out of seat without permission, etc.
2. Students must bring their own books, supplies, study materials, etc.
3. Students must report to the front office immediately after dismissal.
4. NO SLEEPING
5. Students must leave the detention room clean and orderly.

Fighting During School Hours or During School Sponsored Activities Policy

Bluegrass Middle School makes every effort to keep our school safe for our students. Fighting is something the school will not tolerate in any form. To help deter such activities within our school or at school functions, the SBDM Council has developed clear policies about fighting and the intensity of that act. Bluegrass Middle School has defined fighting as the following. **Fighting: A purposeful attempt to harm or gain power by using physical force.** Bluegrass Middle School believes that students reserve the right to exercise self defense. Self defense has been defined as the following. **Self defense: The act of defending one's person when physically attacked, only to the point of being able to escape the attack and or seek help from faculty or staff.**

If a student engages in or has engaged in a fight during school hours or on school grounds, which would include any Hardin County School campus, after a thorough investigation, the level of intensity of the fight will be categorized as a Level 1 or a level 2 by the principal. Once disciplinary action has been determined, this record will remain on file and will not reset while the student attends Bluegrass.

Level 1 Severe Physical Hurt/Harm

The following actions are considered violent, aggressive and or harmful may include but are not limited to: assault with or without a severe injury, punching (closed fist) or hitting, kicking, the use of a weapon or weapons, or the use of a prop such as a book, chair, stapler etc. for the intent to inflict harm.

1st Offense: The student will be placed in the Zone (in-school suspension room) for up to four (4) days. Parent contact will be made by the administration. Out-of-school suspension may be used at the discretion of the administration depending on the intensity of the event.

2nd Offense: The student will be placed in the Zone (in school suspension room) for up to six (6) days. Due to the repeated offense, the student will have a threat assessment completed before he/she can return to school, as well as a meeting with parents, counselor, and /or principal to understand the severity of fighting at Bluegrass. Out-of-school suspension may be used at the discretion of the administration depending on the intensity of the event.

3rd Offense: The student will be placed in the zone (in school suspension room) for up to eight (8) days. Out-of-school suspension may be used at the discretion of the administration depending on the intensity of the event. Due to the pattern of violent behavior, another threat assessment will be completed before he/she can return to school, as well as a meeting with parents, counselor, and /or principal. This disciplinary action could result in a change of placement and or additional corrective actions. The authorities may be contacted based on the intensity of the situation. **Based on the intensity of the event the principal or Board of Education could place a student at Brown Street Education Center with one incident.**

Level 2 Physical Mischief

The following actions, pushing, shoving, horseplay, or other actions, are considered mischievous and troublesome and could lead to physical injury and or harm to students. If the intensity of the action or action requires administrative assistance, teachers should use the office discipline referral form. This means a warning or a referral may be given for a more severe offense. The principal may also override the warning and follow a more severe punishment based on the situation or a series of situations concerning a student. A combination of these actions and or the level of intensity of these actions could move the incident from a level 2 to a level 1.

*Students are allowed to make up the work missed from a suspension.

The Zone Policies and Procedures

The Zone is a classroom in the building where students are in strict confines in the room, under a teacher's supervision. Not only will they be required to keep up with what is missed in their regular classroom, but they must work at all times. The student will be allowed to talk only to the teacher. A student will be given the Zone for a variety of disciplinary reasons. The intention of the Zone is to curb classroom discipline and help students and teachers continue the educational process of learning. The Zone has the following policies and procedures.

1. A student who is sent out of class will be in the Zone for the rest of the day or as the administration sees the need.
2. Student will be placed in the zone with a certified teacher. Teachers will be responsible for sending class work down to be completed in the Zone. If a student finishes their regular class work early then they may be assigned more assignments or activities from archives.
3. A student who leaves early during their time in the Zone will finish starting the next day. For example, if a student leaves from the Zone at 11:00 a.m. the following day or at the next opening they will be placed back in the Zone at 11:00 a.m. to finish their time.
4. Students who refuse to work or sleep in the Zone will be given additional time in the zone or additional disciplinary consequences.

Hall Pass Policy

Students in the hall after the tardy bell must have a valid hall pass issued by the appropriate teacher. Students are expected to take care of personal business between classes or during lunch. Students who do not have a hall pass will be escorted back to their class and/or will be assigned detention by the teacher or principal.

Off-Limit Areas of School Grounds Policy

1. Gymnasium locker rooms (unless you are in a PE class at that time).
2. Gymnasium is closed to all students during the school day unless they are supervised by a school official.
3. Mechanical room, janitor's closets, cooking area of the kitchen, stairwells, etc.
4. Audio Visual room
5. Teacher's offices, workrooms, faculty restrooms.
6. Students should not enter the area behind the counter in the office, unless given specific permission.
7. **TEACHER'S WORKROOM IS OFF LIMITS TO ALL STUDENTS.**

Anti-Bullying & Harassment Policy

Bluegrass Middle School does not tolerate harassment or bullying of any type – please refer to the district code of conduct, student handbook and bullying laws passed in 2009.

If a student is being harassed or bullied they or a parent may report to a teacher, counselor or principal. When a report is made a board approved statement of events will be used to document the incident. If the student or parent's statement meets the harassment or bullying criteria, then the following disciplinary actions will be taken:

- | | |
|-------------------------|--|
| 1 st offense | The offending student will be made aware of the consequences of subsequent behavior outlined in this policy and they will be asked to stop the harassment or bullying. The parent of the victim and the parent of the offender will be contacted as well as the Anti-Bullying / Harassment Policy explained. |
|-------------------------|--|

UNACCEPTABLE BY ANY NAME

Bullying	Peer Cruelty	Harassment	Sexual Harassment
A student is being bullied or victimized when he or she is exposed repeatedly over time to negative actions by one or more other students. Bullying usually includes threat or intimidation as a result of an imbalance of power between individuals.	Peer Cruelty is when students are mean to other students. Students may be equals in terms of peer relationships. Peer cruelty may be a single severe event or episodic. Bullying may be a form of peer cruelty, but not all peer cruelty is bullying.	To annoy or torment repeatedly and persistently. To wear out, exhaust. To impede by repeated attacks or raids.	Any unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. Harassment differs from flirting. Flirting may illicit feelings that are positive, complimentary, flattering, wanted and reciprocated.
Bullies may be physically stronger than classmates or may perceive personal power. They may have a need to dominate or subdue others. May be generally oppositional, aggressive, tough, hardened, show little empathy and hot tempered.	Peer cruelty may include teasing, name calling, ridicule, hitting, laughing at, making fun of, or exclusion. Students may be picked on, shoved, pushed, alone at recess and not included in peer and related activities.	Harassment refers to a wide spectrum of offensive behavior. Refers to behavior intended to disturb or upset or threaten. Types of harassment include bullying, psychological racial, religious, sexual, stalking, mobbing or hazing.	Spreading rumors or pictures of sexually explicit behavior, sexual name calling, touching, grabbing, dirty jokes, body comments, pictures, threats, demands, insults, staring, graffiti, explicit language, nagging and bra-snapping.
Victims have difficulty defending themselves and may suffer bruises, injuries, cuts, scratches, torn or disordered clothing. They may be excluded from a peer group, have few friends and be anxious, insecure, unhappy, distressed or tearful.	Peer cruelty contributes to students feeling worthless, unhappy, depressed or angry. Students feel that something is wrong with them and they may begin to have feelings of hopelessness. Students may be absent a lot or ask to go to the sick room often.	Effects on the victim vary according to level of severity and type of harassment. Legal action may be taken as victims can suffer severe physical, emotional and mental consequences from harassment	Victims of sexual harassment may experience shame, fear, humiliation, self-doubt, embarrassment, guilt, anger, pain, stress, withdrawal. Isolation, confusion, hopelessness, powerlessness, and feelings of being dirty and degraded.
Establish effective intervention programs, provide support and protection for the victims. Communicate clear and consistent enforced behavior standards, closely supervise students, deal with misbehavior, notify parents.	Empower students to stand up for others, keep open communication with students. Listen and believe students when they report unkind acts or words.	Some types of harassment may be criminal in nature so proper authorities must be notified. Every effort must be made to stop the harassment. Document, monitor and notify proper authorities. Protect victims, consequences for perpetrators.	Educate students about sexual harassment and set forth clear expectations and consequences. Take sexual harassment seriously. Make every effort to stop the harassment. Take action, Investigate, document. Notify proper authorities.

An offender should know that depending on the frequency or intensity of the harassment especially if the offense is of a sexual nature, the disciplinary actions could jump from a 2nd offense to a 5th offense. (See Chart Below)

2 nd offense	Lunch Detention. The parent of the victim and the parent of the offender will be contacted as well as the Anti-Bullying / Harassment Policy explained.
3 rd offense	Conference with parent(s) and after school detention. The parent of the victim and the parent of the offender will be contacted as well as the Anti-Bullying / Harassment Policy explained.
4 th offense	Saturday School. The parent of the victim and the parent of the offender will be contacted as well as the Anti-Bullying / Harassment Policy explained.
5 th offense	Suspension. The parent of the victim and the parent of the offender will be contacted as well as the Anti-Bullying / Harassment Policy explained.
6 th offense	A pre-expulsion/due process hearing may occur that could result in alternative school placement or expulsion. The parent of the victim and the parent of the offender will be contacted.

School Assemblies Policy

Assemblies are a regularly scheduled part of the curriculum and are designed to be educational as well as entertaining. They provide one of the few opportunities in school to learn formal audience behavior. Regardless of the type of program, courtesy demands that the student body be respectful.

In live entertainment, the performers are very conscious of their audience. Talking, whispering, whistling, stamping of feet or booing is discourteous. Yelling is only appropriate at Pep Rallies.

Search and Seizure Policy

In a search and seizure situation, the principal or his/her designee will follow the procedures below:

1. A student's locker may be searched when there is reasonable suspicion that the student is concealing evidence of an illegal act or school violation.
2. Illegal items (weapons, firearms, etc) or other possessions reasonable determined by the proper school authorities to be a threat to the student's safety and security may be seized by school officials.
3. A staff member may temporarily remove items, which may be used to disrupt or interfere with the educational process, from the student's possession.
4. A general inspection of school properties or items on school property such as lockers, desks, etc. may be conducted on a regular basis. During these inspections, such items, which are on school property, may be collected (example: overdue library books, etc.)
5. All items, which have been seized will be turned over to the proper authorities or returned to the true owner, depending on the situation.
6. The student will have the opportunity to be present when a search of personal possessions is to be conducted unless
 - I. The student is absent from school
 - II. School authorities decide that the student's presence could endanger his/her health and safety or interfere with the investigation.

Student Suspension Policy

A student may be suspended if he/she has violated the student policies, Hardin County's Board of Education student policies', has excessive Zone days, committed serious offenses, or has violated local, state or federal laws. The length of suspension will be determined by the principal or assistant principal and will reflect the offense committed. Parents/guardians will be notified in writing or in person of the action taken. A suspended student shall not be on school property or at any school sponsored event or activity. The student and/or parent are/is responsible for taking advantage of possible make-up work – not the teacher. The student and his/her parents will have to agree to a more satisfactory conduct with the administration before the student is readmitted to school.

Addendum to District Suspension, Expulsion, and Due Process

The Brown Street Education Center is a program for students who have continued behavior problems or severely violate our code of ethics and/or discipline policy such as coming to school or a school function under the influence of drugs or alcohol, threatening a student or group of students in a severe way, bringing any dangerous weapons to school (KRS 159.150), or fighting in a way where the administration sees a threat to other students. Students may be referred to the Brown

Street Education Center by the principal or assistant principal. The Brown Street Education Center program is to help students continue to get an education versus the consideration of expulsion. The students in the Brown Street Education Center must complete an 18 week program before returning to BGMS. Any student who shows no progress toward reaching program goals may have an extended stay past the 18 weeks or be referred to the Board of Education for expulsion. In addition to placing a student in the Learning Center students should also expect prosecution of the use of illegal drugs or alcoholic beverages on the school property or during a school sponsored activity will result possible legal prosecution (KRS 158.150).

Participation in After School Activities for Students Assigned to the Brown Street Education Center

Students assigned to the Brown Street Education Center or Out of School Suspension are not eligible to participate in or attend any extra or co-curricular activities (athletics, band, choir, plays, homecoming, clubs, field trips, awards ceremonies, etc.).

Tobacco Use Policy

KRS 438.050 expressly prohibits the use of tobacco products on school grounds at any time that students are present. For this reason *no smoking is allowed at Bluegrass Middle School*. This policy includes the use of tobacco in any form. Students breaking the no tobacco use policy at BGMS will be given the following disciplinary actions:

1. A student who is caught with a tobacco product will be given two days of the Zone.

In order to help prevent tobacco use at BGMS, students must also understand they do not have to physically have the tobacco product to be in violation, but can have assumed guilt. Assumption of breaking the no tobacco use policy at BGMS is as follows:

1. If two or more students are in the same bathroom stall.
2. If faculty or staff suspects tobacco use in the bathroom and requests the student(s) not to flush and they do flush.
3. If faculty or staff suspects tobacco use and asks to smell a student's breath and their breath smells of smoke or the student refuses the request.

Athletics

We feel that athletics make a worthy contribution to the overall program at Bluegrass Middle School. The primary purpose of the athletic program is the development of healthy minds and bodies and the cultivation of proper attitudes and good sportsmanship.

- Any student participating in athletics must secure valuables in accordance with school policy. The school will not be responsible for lost or stolen items. This includes any practice or game situations.
- To participate in sports, a student cannot be failing more than one (1) course, must have overall satisfactory effort, conduct, attendance, and a current KHSAA Physical form on file. If a student does not meet the academic criteria or follow the school-wide expectations, then the student will be ineligible to play for two competitive games. A second violation of this policy, will result in the student athlete to be removed from the team for the remainder of the season. The student will be allowed to play other sports only when they become eligible and

have not had a second violation in that sport as well. In addition to the season requirements listed, student conduct from the spring semester will be used at the start of the next competitive season to determine eligibility. For example, if a student has multiple referrals in the spring or shows poor conduct in the classroom, then the principal or assistant principal can deny trying out for the sport, practice time, or season playing time.

- If a student is not in attendance for the full day of school on a day the school has an athletic competition, then the student cannot participate in the event unless they have an excused absence. Please review our whole attendance policy in this handbook.
- Students will be ineligible for participating in extracurricular activities if they have failed the previous grade level.
- Student Athletes suspended from school for violation of school code of conduct shall be ineligible for one contest (or more) if other contests fall during time of suspension. Two school suspensions shall result in immediate dismissal from the athletic team.
- While the student is ineligible, he/she will not be allowed to travel or be in uniform for any extracurricular activity.

Academic Eligibility for Extracurricular Activities

Extracurricular activity: Referring, designation or pertaining to those phases of school activities not taught in the classroom, though functioning under the guidance of the faculty. Examples are clubs, marching band, field trips, etc.

Selection of extracurricular programs and determination of policies relating to student participation based on academic qualifications, attendance requirements, program evaluation, and supervision. Student who put forth a best faith effort in the following ways will be considered for eligibility to continue to play after consultation with coaches and involved teachers with final decision at the discretion of administration.

1. Students must turn in all assignments completed on time to the best of their ability, or ask for assistance prior to the due date.
2. Students must be respectful to students and adults at all times with their words and their actions.
3. Students must be willing and able to maintain a positive attitude and accept help in the following ways: by participating in before/after school tutoring, Saturday School, and/or Zone.
4. In addition, any student who participates in extracurricular activities is expected to maintain exemplary school citizenship. Any student who has behavioral violations (refer to Hardin County Student Code of Conduct) during a school year, may be suspended from participation in any extracurricular activity for the remainder of the school year.

After School Activities During State Testing Policy

Because of the importance of the state mandated tests neither homework nor tests will be given during the testing window to students. After school activities will be planned in such a way students will be home no later than 9:00 p.m. and athletic games will be restricted to the least amount of games possible.

Budget Policy

A Budget Committee will be developed to draft budgets from all funding sources to be approved by the SBDM council. The school budget shall consist of funds appropriated to the school for a period beginning July 1 and ending June 30 of the next year. Upon receipt of the school-based allocations from the Hardin County Board of Education, the budget committee will meet to discuss needs of the school to promote academic achievement. The budget recommendation will be brought before the SBDM council for approval.

The SBDM council has the responsibility of reviewing this budget and accepting, amending or rejecting as necessary. The SBDM council must approve the budget for the school. The Budget Committee shall be responsible for reporting the status of the budget to the SBDM Council throughout the school year. The SBDM council shall be responsible for monitoring the budget. Funds may be shifted along line items during the fiscal year by the principal, but the budget must balance at all times, and this must be reported to the Budget Committee to determine if future budgets need adjustment. A copy of the audit report shall be shared with the SBDM Council at the meeting after it is received.

Use of School Telephones Policy

The office phones are for school business only. Students are to communicate with their parents before coming to school. Office personnel will take messages from parents/guardians and the students or anyone other than the parent/guardian will not be taken. **Unnecessary phone calls will not be made from the office or classroom phones.** If a phone call is necessary, it can be made from a designated student phone in the office. Emergency calls will be allowed, at the discretion of the office staff.

Mid-Terms/Report Cards

Midterms are given to students four and one half weeks through the grading period to provide parents with the opportunity to assist students in need. Midterms are to be signed by the parent and the student will return midterms to their first period teacher within one week of receipt. Parents who have concerns about their child's grades or who would just like to touch base with teachers should call the school's counseling office for a conference with the team teachers. Parent-teacher conferences may be scheduled during the school day. Grading periods are approximately 9 (nine) weeks long.

Progress Reports and Grade Cards Policy

Grade cards will be issued every 9 weeks and progress reports will be issued in the middle of each nine weeks.

Honor Roll

At the conclusion of each 9 (nine) weeks, academic achievement will be recognized. Students honored will be those receiving all A's and all A's & B's.

Grading Scale

A	92 – 100
B	83 – 91
C	74 – 82
D	68 – 73
F	0 – 67

Promotion & Retention Policy

Middle school students are to be promoted according to the Hardin County District Policy. They are promoted according to the number classes passed. Students who fail two (2) or more core content classes (language arts, math, science, and social studies) are to be retained. Students who fail one (1) core class and one Encore class are to be retained. Exception to this provision of the policy may be appealed to the principal and then to the superintendent or designee for a final judgment. The principal then superintendent or designee will use criteria that include but not be limited to home / school communications, ESS referral, and intervention assistance team strategies. This policy does not address those students currently under an individual education plan.

Birth Certificate

Kentucky State Law requires any person enrolling a student for the 1st (first) time in a Kentucky school shall provide within 30 (thirty) days either:

1. A certified copy of the student's birth certificate.
2. Other reliable proof (i.e., uncertified birth certificates, health records, hospital records, etc.) of the student's identity and age plus an affidavit stating the reasons why you cannot obtain a certified copy of the birth certificate.

Immunization / Physical

Kentucky State Law requires that all immunization records be kept up to date and that a valid certificate is kept on file. In compliance with this law, the Hardin County Schools will be enforcing this requirement. Any child enrolling in Hardin County School must present a valid immunization certificate upon enrollment or it must be on file within 2 (two) weeks of the student's enrollment in school.

A certificate of immunization may be obtained from your family doctor or from the Hardin County Health Center. The Health Center is open M-F from 8:00AM - 4:30PM. You must call to make an appointment at (270) 765-6196 or (270) 765-6197. The Health Center is located at 580 Westport Road in Elizabethtown.

All students entering the 6th grade must have an updated immunization certificate which includes two doses of measles/mumps/rubella vaccine (MMR), a complete series of Hepatitis B (HBV) vaccine and an additional dose of Tetanus/diphtheria (Td) if at least 5 years have elapsed since their last dose of DPT. All 6th graders must have a physical examination documented on the *Preventive*

Health Care Form within 1 (one) year prior to entering 6th grade or within 30 (thirty) days of enrollment.

All students enrolling for the first time in a Kentucky school must present a preventive health care exam (Physical) (704 KAR 4:020) dated within 1 year prior to initial admission to school. If the exam is not on the *Preventive Health Care Form* required by Hardin County Schools, the physical exam must be transferred to the *Preventive Health Care Form*. If a student is enrolling from another Kentucky school, a preventive health care exam (Physical) dated within 1 year must be in the transferring records from the previous school or a new exam must be completed and presented on the *Preventive Health Care Form* within 30 (thirty) days of enrollment.

School Insurance

A school accident basic plan of insurance is available at a cost per student. All students are urged to subscribe to the student accident insurance program. **This is well worth the money spent even if you already have medical coverage for your child.** Neither the Hardin County Board of Education nor the schools are liable for accidents that occur during the school day; therefore, the parent must be responsible for the cost of damage or medical expenses. A 24-hour protection plan with dental benefits is available for students as well. The entire sum goes to Scholastic Insurers, Inc. and forms are sent home at the beginning of the year.

Injuries/Illnesses

It is important that we have a phone number on file to reach parents/guardians plus an emergency phone number in case we need an alternative means to contact the parent/guardian. If you have an unlisted number, that number will be kept confidential.

Medications

Students who use prescribed medication(s) during the school day **MUST** bring all medication(s) and instructions to the office. A medication sheet must be filled out and signed by the parent/guardian indicating the type and dose of medication(s) prior to administering. Over the counter medication(s) needing to be dispensed on an occasional or temporary basis must also be accompanied by a medication sheet from the parent/guardian indicating type and dosage prior to administering. Students should only bring limited amounts of medication(s) needed for use. Medication brought to the school office will be kept in a secured area. **Only authorized personnel will dispense medication(s).**

Breakfast and Lunch Programs

Breakfast will be served on a daily basis at no cost to the students. Lunches are \$2.50 and adult lunches are \$3.40. Lunch charges can be paid in the morning outside the front office and/or be paid from the Hardin County online site. The school lunch program is maintained as a vital part of the health program of the school. Each student is provided with a lunch period each day. We ask that students do not bring glass containers to the lunch area. Students who bring their lunch will be allowed to purchase milk in the lunchroom.

Students may charge only a limited number of times for their lunch. All requests for charges or lunch tickets must be made to the lunchroom manager before school. A student who charges a lunch should pay the charge before seeking any additional charges. Due to the time involved with

collecting outstanding charges, students may not charge for lunch the last two weeks of the school year.

Your personal check is welcome at our school to pay fees and purchase student items. **CHECKS CANNOT BE CASHED AT THE SCHOOL.** In the unlikely event your check is returned unpaid, you understand and agree that your check may be electronically re-deposited or if necessary, re-deposited by paper draft. You understand and agree that we may collect a returned check processing charge of \$25.00 by the same means and as allowed by state law. If you have any questions regarding our check acceptance policy, please call **(270) 769-8800**.

School Bus Safety Rules and Practices

Students should observe the following safety rules and practices:

1. Students will obey and respect the requests of the driver.
2. No part of the body is to be extended outside the bus at any time.
3. Students should always cross the road 10 (ten) feet in front of the bus and look both ways before crossing.
4. Students should help the driver keep the bus neat and clean.
5. Students should conduct themselves properly at all times and not do anything that would distract the driver.
6. No pets or animals are allowed on the bus.
7. Objects that are large enough to take up seating space are allowed on the bus only with the principal's permission.
8. Students should take their seats when available and not change seats after the bus is in motion.
9. Students should be ready to get on the bus when it arrives at their particular stop. They should not cross the highway until the bus stops.
10. Students are not to change their regular pattern of riding and stops without a request from home and approval of the principal. Bus notes must be presented to the office to be signed before the end of 5th (fifth) period. **BUS NOTES WILL NOT BE ACCEPTED OR SIGNED AFTER 1:10 PM.**
11. Students are never to leave the bus by the emergency (back) door except in case of emergency or emergency drills.
12. No "florist" helium balloons will be allowed on the bus.
13. No food or drinks will be consumed while the bus is in operation.
14. No sports bags will be allowed on the bus.
 - I. The 1st (first) discipline offense as reported by the bus driver may result in a warning and/or suspension for a number of days.
 - II. The 2nd (second) discipline offense as reported by the bus driver will result in the suspension of bus privileges.
 - III. The 3rd (third) offense will be treated as a chronic bus offender (see below).

Remember: Bus transportation is a privilege. This privilege can be denied based upon inappropriate behavior.

The following acts of serious misconduct on the bus may be given automatic bus suspensions of a minimum of 3 (three) days:

1. Damage to bus property
2. Fighting
3. Use of alcohol, drugs or tobacco
4. Profanity and/or disrespect to the driver and/or students

Chronic bus offenders shall be considered for a long term bus suspension. The parent shall be responsible for getting the student to school during any bus suspension.

Kentucky Missing School Children Program

Bluegrass Middle School, through the Kentucky State Department of Education, has developed the Kentucky Missing School Children Program. This program gives the students and educators of every Kentucky school access to the names and identifying data of missing Kentucky school children. Each month, a list of missing children is mailed to every school in the state of Kentucky. If you have or know of a missing child, please notify your school immediately.

Communication

Weekly Newsletter via Email

Each team will send a weekly newsletter via email with expectations, long and short term assignments, school activities, and content covered. Parents may also view current and past newsletters at our website – bgmsdawgs.org.

School Wide Emails:

Often, collective emails may be sent throughout the year with school wide events or concerns. If your email addresses changes, please contact the school so we can change the address in our data base in order to not miss out on important information.

One Call Now Use:

The One Call Now system is an efficient system to keep parents informed quickly via the telephone/cell phone. A teacher or administrator can create a message for parents, students or staff and in a matter of minutes the entire group receives the message. This is often used for school cancellations or informing parents of school activities. In order for this to work properly, the school MUST have a current phone number on file. Please make sure when you change your phone number you inform the school as well.

SBDM Council Meeting

The SBDM Council meeting is held the 3rd Wednesday of each month at 3:30 pm in the school's Media Center unless changed by the new council in July (see our website). The SBDM Council sets council policies while the principal enforces policy. The SBDM Council Meetings are open to the public and you may contact the office manager at **(270) 765-2658** to be put on the agenda to speak about school policies at any council meeting. You may also contact any council representative to address concerns on your behalf during council meetings.

Student Safety Telephone Line (Hardin County Crime Stoppers)

The safety of students is our first priority. The Hardin County School District has formed a partnership with Hardin County Crime Stoppers to provide a student safety telephone line. Students and others may now anonymously call Crime Stoppers at **1-800-597-8123** and report school safety concerns. The caller's identity is strictly protected. These reports will then be given to the proper school officials for investigation. Those who provide information that leads to an arrest and indictment will receive a monetary reward.

Zero Tolerance Policy for Alcohol and Drugs

Bluegrass Middle School has the highest respect for our school and school pride. There is a zero tolerance for the possession, use of or under the influence of drugs or alcohol.

If a student is under the influence, has possession of, and/or use of alcohol during the school day or at school sponsored activities then a student will fall under the district policies.

Skipping Class or Skipping School

Students are required by law to be at school unless they have a valid absence (see attendance policy). If a student or students is/are caught skipping school or skipping class he/she will receive disciplinary consequences ranging from Zone to suspension. Skipping class is defined as being more than five minutes late to class without a note from a staff member.

Public Display of Affection

Public Display of Affection is not permitted at Bluegrass Middle School. Public Display of Affection is defined as kissing or inappropriate contact for example: sitting in laps, hugging in a corner, holding hands etc. regardless of gender.

If a student is in PDA violation they will be given the following discipline:

1 st	30 minutes detention
2 nd	45 minutes detention
3 rd	Zone & parent conference

Cell Phone Policy

The office is a very busy place during the school day, therefore students are asked not to use the office phones unless it is an emergency. We ask students and parents to communicate at home to avoid excessive phone calls and disruption of the learning process. Office personnel will take messages for students from parents/guardians and will deliver the message at lunch or the afternoon break. Please do not use workroom phones, as they are for school business only.

Student cell phones are permitted in the building, but are not to be used or out during the regular school day. Students often times need cell phones to communicate changes in schedules or to coordinate a pick-up after school. Having cell phones at school is a privilege. If a student uses a phone or has the phone out during the regular school day, faculty and staff will do the following:

1 st Offense	The cell phone is taken from the student and turned into the principal or assistant principal. The student may pick up the cell phone at the end of the day.
2 nd Offense	The cell phone is taken from the student and turned into the principal or assistant principal. The student's parents pick up the cell phone.

- 3rd Offense The cell phone is confiscated for an indefinite amount of time and disciplinary actions will be taken after a meeting with the parents and the administration. Future offense will follow the same process as the 3rd offense.

Technology / Internet Safety and Acceptable Use Procedures

Each student attending Hardin County Schools will be given an account in order to access the district's computer network. Once the appropriate privileges are granted by the parent and/or guardian, this account will also allow the student to access either the Internet, E-Mail (Electronic Mail) or both. This access is a privilege and not a right. Should a student violate any of the rules and/or policies outlined within this document, these privileges may be suspended or revoked. Permission must be granted each school year by the parent and/or guardian. Permission may also be revoked by parental and/or guardian request at any time throughout the school year. Parent/guardian permission requests must be made in writing via the Certification Statement Card which is available in the school's office. All computers are the property of the Hardin County School system and all data stored on this is the property of the school system.

Access to Inappropriate Material

Access of materials deemed as inappropriate, including but not limited to, sexually explicit and/or obscene is strictly prohibited. The District utilizes Internet filtering technology in order to limit access to such sites and materials. All internet traffic is logged and archived. If a faculty member suspects that a student has accessed an inappropriate website, a request can be made of the district technology staff to retrieve the logs for a particular student for a given period of time. The local administrative staff at the school will then evaluate the data and take the appropriate action. This action may include the suspension of the student's internet access up to total denial for the remainder of the school year. This policy is in accordance with *701 KAR 5:120 Prevention of Objectionable Material Transmitted to Schools via Computer*.

Internet Safety and Security

The safety of our students is of utmost importance to the District. The access of social websites from the District network by students is expressly forbidden. Electronic chat rooms, Internet Relay Chat, Skype, etc are not permitted by students without strict faculty supervision. These types of sites are filtered by our Internet filtering system. The only E-Mail system that may be accessed via the District's network is the Kentucky Department of Education's approved system. Access to any other Email system via our network is strictly prohibited. These sites are also filtered by our Internet filtering system. This is in accordance with *701 KAR 5:120 Prevention of Objectionable Material Transmitted to Schools via Computer*. The District provided E-Mail system is for educational purposes only.

Unauthorized Access

Access of the District network and/or a school owned computer may only be permitted with a student's personal login and password. A student may not reveal their password to anyone nor may they use another student's password to access a district computer or the network. The use of any software in the attempt to gain access to a computer and/or network, obtain another user's password, or interfere with the flow of information on the network is strictly prohibited.

The downloading and use of Port Scanners, hacking software, etc., is strictly prohibited unless authorized in an IT class and monitored by a faculty member. *KRS 434.520 Unlawful access to a*

computer in the second degree states that unlawful access to a computer is a Class D felony. Any student found in violation of this statute may, at minimum, lose their network/computer privileges and at most, be brought up on criminal charges.

Misuse of Computer Information

Any student who accesses any information, software and/or records, or assists another in doing same, is in violation of *KRS 434.845 Misuse of Computer Information*. Examples of this type of information include, but are not limited to, Infinite Campus for student records and data and MUNIS and CPA for financial records. Gaining access to these types of information and redistributing to other, changing information (such as student grades or attendance records) constitutes violation of this statute. *KRS 434.845* states that Misuse of Computer Information is a Class C felony. Any student found in violation of this statute may, at minimum, lose their network/computer privileges and at most, be brought up on criminal charges.

Use of Proxies and Utilities to Bypass Network Security Policy

Bluegrass Middle School and the Kentucky Department of Education make every effort to keep the Internet safe for our students. As an educational institution the need for Internet access is necessary to promote the educational process; however in our efforts to block inappropriate and questionable sites, students sometimes use proxies or bypass programs to get around the safety procedures we have in place. By bypassing these safety procedures the student is putting himself or herself at great risk as well as the integrity of the school network. The following disciplinary action will be followed if a student chooses to use proxies, bypass utilities, or accesses inappropriate websites:

1 st Offense	Loss of Internet for 9 weeks, 1 day of Zone, parents meet with principal
2 nd Offense	Loss of Internet for 18 weeks, 2 days of Zone, parents must meet with discipline committee and a written agreement be made.
3 rd Offense	No Network Access Until Discipline Committee Agrees to Allow Access

Other Policies

Students are also not permitted to engage in the following:

Harassing, insulting or attacking others, Damaging computers, computer systems or computer networks, Violating copyright laws, Trespassing in another's folders, work or files, Intentionally wasting limited resources (playing unauthorized games, etc), Employing the network for commercial purposes, Intentionally loading viruses onto computers, diskettes, flash drives or networks.

Summary

Outlined here are various activities that are prohibited by District policy. Access to the computer systems and network is a privilege for our students, not a right. Any student found in violation of these policies may result in immediate termination of computer/network privileges, other disciplinary actions as deemed by the School/District administrative staff, and/or criminal prosecution. The primary manner in which these rules will be enforced will be through teacher/faculty supervision. Automated safeguards have been put into place to limit the number of simultaneous computer logins by a student, and filters to guard against inappropriate Internet sites and materials. The District also has appliances in place that "watch" the network for inappropriate traffic. This traffic can be traced to a single workstation and the user of that machine can be identified.

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.***
2. 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.
3. ***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.***
4. 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.
5. 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 him/her 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.
6. ***The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.*** One exception that permits disclosure without consent is 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 therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks.
7. 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.
8. Upon request, the District shall disclose education records without consent to officials of another school district in which a student seeks or intends to enroll or to other entities authorized by law.
9. 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.
10. Unless the parent or eligible 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.

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.

Title I – Parent Involvement Policy

PURPOSE

This policy and the plan to implement it have been developed jointly and in agreement with, and will be distributed to, parents of students at Bluegrass Middle School (BMS). Parents shall be notified of the policy in an understandable and uniform format and, to the extent practicable, provide in a language that parents can understand. This policy shall be made available to the local community and updated periodically to meet the changing needs of parents and the school.

EXPECTATIONS FOR PARENT INVOLVEMENT

Contingent on confirmation of resources and other necessary information being provided by State and Federal authorities, it is the intent of BMS that parents of its students shall be provided with flexible opportunities for organized, on-going, and timely participation in the planning, review, and improvement of the Title I program, including opportunities to suggest modifications, based on the changing needs of students, parents, and the school.

All survey data and comments indicating parents' opinions of the Title I Policy and School Wide Plan (SWP) shall be collected and submitted along with the SWP to the District's Director of Title I Services.

The Title I program shall be designed to assist students to acquire the capacities and achieve the goals established by law, as well as, the goals and standards established by the Hardin County Board of Education. These goals and standards shall be shared with parents in a manner that will give them: (1) timely information about the programs offered; (2) a description and explanation of the school's curriculum, the forms of academic assessment used to measure student progress, the proficiency levels students are expected to meet; the achievement level of their child on each of the State academic assessments; and, (3) if requested, opportunities for regular meetings to formulate suggestions and to participate in decisions relating to the education of their children.

SUPPORT FOR TITLE I PROGRAM

Parents of students at BMS shall be provided the opportunity to help decide how the parent involvement portion of the Title I funds will be allotted for parent involvement activities.

BMS will plan and implement effective parent involvement activities to improve student academic achievement and school performance. These measures may include, but shall not be limited to the following:

1. Designation of resources to assist in communicating with parents, scheduling meetings at various and/or multiple times to encourage all parents to participate, providing child-care for meetings, encouraging parents to use available parent resource centers, and working with parents to improve parenting skills, particularly those that will assist them in working with their child to improve his/her educational achievements. Resources may include individuals, agencies, materials, and services.
2. Sharing options for coordinating and integrating Title I program strategies with services of other community programs, businesses, and agencies.
3. Invite parents to staff professional development activities and committee meetings to demonstrate the value of parent involvement and successfully engage parents as equal partners in their child's education.

4. Conduct regular quarterly meetings at convenient times to which all parents shall be invited and encouraged to attend for the purpose of discussing BMS's participation in and requirements for Title I programs and of their rights to be involved. These meetings shall also educate parents on (1) reading and interpreting MAP and KCCT scores; (2) use of the Infinite Campus portal; and (3) online resources available to all students to increase academic achievement.

5. Designing and conducting an effective annual evaluation survey whereby parents can share their ideas about the content and effectiveness of this policy in improving the academic quality of schools receiving Title I funds, and the plan designed to implement it. The process shall focus on the following questions:
 - Does this policy increase parent participation?
 - What barriers to parent participation still exist, and how can they be reduced or removed?The findings produced by the annual evaluation survey shall be utilized to design strategies for school improvement and for revising this policy, if necessary.

6. In the design of activities and materials for parents, particular attention shall be given to reaching and involving those who are economically disadvantaged, disabled, limited English proficient, limited literacy, or are of any racial or ethnic minority background.

SCHOOL POLICY

BMS shall submit to the District Director of Title I Services, for review and comment, its Title I Parent Involvement Policy, which must meet all legal requirements, including a School-Parent Compact developed in keeping with legal requirements. This policy shall be developed jointly with, and distributed by the school to ALL parents of students attending BMS.

A copy of BMS's Parent Involvement Policy, School-Parent Compact, and accompanying checklist shall be kept on file in the School's Title I box and at Central Office.

REFERENCES:

Section 1118 of Improving America's Schools Act (IASA) of 1994
P.L. 107-110 (No Child Left Behind Act of 2001)
KRS 158.645, KRS 158.6451

RELATED POLICIES:

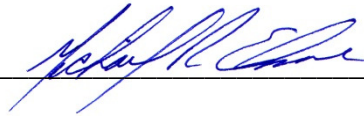
HCS Policy 03.112, 08.1345, 09.11

School Administrative Team Agreement

We, the undersigned, as leaders in the education of children at **Bluegrass Middle School**, pledge to the following:

- Provide an environment that allows for positive communication between the teacher, parent and student.
- Stress to teachers the importance of providing regular homework assignments to reinforce course content.
- Support teachers in providing quality professional development to sustain high quality classroom work and homework.
- Support parents and teachers in upholding school discipline plans.
- Provide a safe environment that encourages positive communication between the teacher, parent and student.
- Attendance of students and teachers will be monitored and applauded in various ways.
- Ensure implementation of a strong academic program using focused and congruent instructional plans.
- Provide parent activities to support our instructional program and enhance student academic achievement.
- Provide a high-quality curriculum and instruction to all students.
- Parents will be given reasonable access to staff, to volunteer, participate and observe their child's class.
- Hold annual parent/teacher conferences to discuss compact as it relates to their child's achievement.

Principal's signature



Date May 1, 2016

Student Agreement

I pledge to do the following to the best of my ability:

- Attend school daily and complete class assignments.
- Come to school every day with supplies needed for classroom work and ready to learn.
- Complete and return homework assignments on time.
- Work diligently on content knowledge and skills that promote growth towards academic success all of my classes and on my MAP and KPREP tests.
- Follow the Student Rules of Conduct at Bluegrass Middle School, as well as the school-wide rules and procedures.

Student's Signature _____ Date _____ Grade: _____

Parent/Guardian Agreement

I, the undersigned, a partner in the education of my child, pledge to the following:

- See that my child is punctual and attends school every day.
- Work cooperatively with, and support the school in its efforts to maintain proper discipline.
- Establish a time and place for homework and review homework and other papers on a daily basis.
- Encourage my child's efforts by being aware of what my child is learning and by being available to answer questions.
- Check the Infinite Campus Parent Portal on a regular basis (if I have access to the internet).
- Volunteer for various school activities as my time permits.
- Dress my child in according to the Bluegrass Dress Code.
- Provide a safe and loving environment and being a positive role model.
- Provide supplies and necessary materials for school.
- Return signed progress reports and report cards within two days.
- Attend parent teacher conferences, Open House, Parent Data Night, and other informational programs and activities that the school provides.
- Assist my child in following the rules and procedures stated in the BGMS Student Handbook.

I have read and understood the rules, regulations and guidelines in this handbook and I pledge to support this document.

Signature of Parent/Legal Guardian Signature of Student Date Grade

Sign and return this document with your child to be turned into their **first period teacher**.

Discipline Referral Agreement

I have read and understand the Discipline Referral Process for Bluegrass Middle School for the 2016-2017 school year.

I have also read and understand my options to request Academic Detention for my child when, he or she needs additional assistance to complete assignments.

Students have options such as Academic Detention, Saturday School, 9th Period or they may work something out with their teachers to make up missing assignments according the Make-up Work Policy. If these options are unsuccessful, the last resort will result in your child receiving 0's in missing assignments and could result in a failing grade for your child's progress report or report card.

Signature of Parent/Legal Guardian Signature of Student Date Grade