

# **BLUEGRASS MIDDLE SCHOOL**

**2020 - 2021**



# **Student Handbook**



## Welcome

The faculty and staff of Bluegrass Middle School wish to take this opportunity to welcome each of you back or welcome you to Bluegrass if you are a new student. We anticipate this year 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



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## **Bluegrass Middle School Vision Statement**

In a collaborative partnership with students, parents, staff, 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 2020-2021 School Calendar**

JULY 27 .....PROFESSIONAL DEVELOPMENT  
JULY 28 .....PROFESSIONAL DEVELOPMENT  
JULY 29 .....PROFESSIONAL DEVELOPMENT  
JULY 30 .....PROFESSIONAL DEVELOPMENT  
JULY 31 .....PROFESSIONAL LEARNING DAY  
AUGUST 3.....PROFESSIONAL LEARNING DAY  
AUGUST 4..... OPENING DAY  
AUGUST 6.....FIRST DAY FOR STUDENTS  
SEPTEMBER 7..... (HOLIDAY #1) LABOR DAY  
OCTOBER 5 – 9 ..... FALL BREAK  
OCTOBER 12 ..... SCHOOL DISMISSED (PLD)  
NOVEMBER 2..... SCHOOL DISMISSED (FDEA)  
NOVEMBER 3.....SCHOOL DISMISSED (ELECTION DAY)  
NOVEMBER 25..... SCHOOL DISMISSED  
NOVEMBER 26..... (HOLIDAY #2) THANKSGIVING  
NOVEMBER 27..... SCHOOL DISMISSED  
DECEMBER 21 – JANUARY 1..... WINTER BREAK  
DECEMBER 25 .....(HOLIDAY #3) CHRISTMAS  
JANUARY 1 ..... (HOLIDAY #4) NEW YEAR’S  
JANUARY 4 ..... SCHOOL RESUMES  
JANUARY 18 ..... SCHOOL DISMISSED (MLK DAY)  
FEBRUARY 12..... SCHOOL DISMISSED (PLD)  
FEBRUARY 15SCHOOL DISMISSED (PRESIDENT’S DAY)  
MARCH 12 ..... SCHOOL DISMISSED  
APRIL 5 – APRIL 9.....SPRING BREAK  
APRIL 30 ..... SCHOOL DISMISSED  
MAY 19.....LAST DAY FOR STUDENTS  
MAY 20.....CLOSING DAY  
MAY 31..... MEMORIAL DAY

*MAKE -UP DAYS WILL BE TAKEN IN THIS ORDER:*

February: 12 & 15, March: 12, May: 20, 21, 24, 25, 26 & 27



## 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 61.5 minutes shall be considered tardy. "Full day" absence is defined as a pupil who is absent 61.5 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 schoolwork 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) and six (6) 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 attendance incentives 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 attendance incentives.

## Late Arrivals or Leaving School Early

1. Students arriving to 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 a parent or parent designee on the pickup 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 of 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 the 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 tardy in the tardy tracker by the teacher team.

The SBDM Council agreed that in order to reduce tardies, students needed more opportunities to use the restroom versus the few minutes between classes. Here are the approved supports:

1. At the discretion of the teacher, students will have an opportunity to have a restroom break during the blocked math classes preferably during lab time.
2. Students will receive eight restroom passes at the start of each nine weeks by all grade levels. These passes will be of the same color across all grade levels and will change color each 9 weeks.
3. If a student receives his or her 7<sup>th</sup> tardy in a semester then they cannot come to any extracurricular activities including participation in a sports program (see athletic policy).
4. At each 9-week interval, the first tardy a student has will drop from the list.  
(Responsibility of Facilitator)
5. Students who are new to the school will be given a restroom pass by the guidance office. Students must sign they received their pass.
6. Dawg Dollars can be used to purchase no more than three tardy passes per quarter in the Dawg Store. Dawg Store tardy passes can be used to remove past tardies.
7. At the start of the spring semester, the tardies for all students will reset to zero.

Tardies are per class period. 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. Use of passes are not tracked in the tardy tracker.

Students who are tardy will have the following disciplinary actions:

- 1<sup>st</sup> Tardy tracked by the teacher team of the student.
- 2<sup>nd</sup> Tardy tracked by the teacher team of the student, teacher entering the 2<sup>nd</sup> tardy is to send the attendance clerk an email concerning the 2<sup>nd</sup> tardy, and an automated call will go to parents.
- 3<sup>rd</sup> Tardy tracked by the teacher team, teacher entering the 3<sup>rd</sup> tardy is to send the attendance clerk an email concerning the 3<sup>rd</sup> tardy, automated call to parents, and lunchroom detention in the Zone to be entered into the lunch detention tracker.
- 4<sup>th</sup> Tardy tracked by the teacher team and an office referral sent to the assistant principal, teacher entering the 4<sup>th</sup> tardy is to send the attendance clerk an email concerning the 4<sup>th</sup> tardy, automated call to parents, and loss of breaks for one day.
- 5<sup>th</sup> Tardy tracked by the teacher team and an office referral sent to the assistant principal, teacher entering the 5<sup>th</sup> tardy is to send the attendance clerk an email concerning the 5<sup>th</sup> tardy, automated call to parents, and loss of breaks for two days.
- 6<sup>th</sup> Tardy tracked by the teacher team and an office referral sent to the assistant principal, teacher entering the 6<sup>th</sup> tardy is to send the attendance clerk an email concerning the 6<sup>th</sup> tardy, automated call to parents, and ½ day in the zone will be assigned.
- 7<sup>th</sup> On the 7<sup>th</sup> and subsequent violations of the tardy policy, administration will continue with Zone days and/or Saturday School 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.
- 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 can 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 8<sup>th</sup> 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.

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 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. This 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 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 administration. Students who are sent to the principal will have an electronic referral 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 handheld devices with mobile operating systems. Please refer to the SBDM Electronic Devices Policy. Laptops, phones, 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 cell phones. The second offense a parent or guardian will pick up the device and future offenses require a meeting with parents or guardians and the principal.
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, vapes, juules, 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 7<sup>th</sup> 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.
9. Students are expected to be in their designated area when the bell rings and ready to begin class promptly. (Refer to Tardy Policy).

10. Students should not bring valuable items or large sums of money to school. **The school is not responsible for the loss of these items. The school is not responsible for personal items which are damaged.**
11. Students may be denied participation in any extracurricular activity due to misconduct or incomplete assigned work.
12. 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 to extracurricular activities.
13. Individual teams may have rules and expectations that apply to only that team. Parents and students need to be knowledgeable of the team's rules.
14. No inappropriate public display of affection.
15. **No students will be allowed in the doors prior to 7:30 am. Students may wait in the car under supervision of the parent/guardian prior to the doors opening for the school day.**
16. All students must be off school property by 3:15 PM unless accompanied by a 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.
17. Students are not to sell any items at school that are not specifically approved by the school administration.
18. 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 ~~open~~ container.
19. Students are not allowed to create petitions or to develop surveys without the principal's permission.
20. Students are not allowed to have gum in any room at Bluegrass. Please see Gum Policy.
21. Profanity is not permitted at Bluegrass Middle School and students who use profanity will receive an office referral.
22. 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:**

~~Open~~ 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

classroom behaviors that interrupt instruction of self or others, 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 schoolwork, 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, shorts and skirts must be no more than 3 inches above the knee. Essentially, there should be no showing of skin three inches above the knee specifically holes in jeans.
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, lounge pants, or pajama bottoms.
3. Leggings or leggings like material may be worn but must have a shirt or dress/skirt which covers the buttocks.
4. No Under Armor type shirts without a sleeved shirt on top.
5. No hat, caps, picks, gloves, combs, bandanas, sunglasses, or blankets during regular school hours.
6. Shoes must be worn at all times. No bedroom slippers.
7. 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.
8. No tops that are too tight or too revealing may be worn. Undergarments are to be covered.
9. 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.



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**

- 1<sup>st</sup> Offense** Verbal conference with the student; Student will become compliant with the dress code.
- 2<sup>nd</sup> Offense** After School Detention; Parent contact
- 3<sup>rd</sup> Offense** Saturday School; Parent contact
- 4<sup>th</sup> Offense** Student will remain in the ZONE until a parent conference takes place to rectify the 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 ~~two~~ three-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 Students will also take Encore classes: PE, careers and technology, art and/or band.

### **Textbooks Policy**

Textbooks are provided as needed 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 available 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 in 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 be able to make-up work.
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 School's Director of Student Services.

## **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 in 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 support to complete missing assignments. Academic detention will be held on designated days 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 support, 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 in 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.

### **9<sup>th</sup> Period (if there is funding)**

Students may attend 9<sup>th</sup> 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 9<sup>th</sup> period (if there is funding) will be given to your child and/or through the One Call System.

### **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. Movies from 20<sup>th</sup> Century Fox cannot be shown at any time nor can rated R movies.

### **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 can 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 2<sup>nd</sup> 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.

### **No Open Containers Policy**

Students may not bring in any open containers when entering the school during normal school hours or on school sponsored events / trips. This includes students who attend after school activities and dances. Students who are involved in after school activities which require them to be hydrated, they may come to the office each day and get a school issued water bottle then drop that same water bottle off at the end of the day.

## **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 minor 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

Note: This policy applies to the situation where the student complies and spits out their gum; however, in the event a student refuses to spit the gum out, puts another piece of gum immediately back in to chew, or pretends to spit out the gum then this would result in a major referral as defiance.

## **Note Forging Policy**

Forging in any situation is not allowed at Bluegrass. Students who are caught forging notes, impersonating someone else, or writing something as if a teacher wrote it will result in a day of zone or a more severe consequence based on the circumstances around the forgery.

## **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**

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 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.

Recommended procedures for first-degree violations are outlined below; any one or more procedures may be chosen:

1. Re-do the assignment at the discretion of the teacher.
2. A grade reduction on the original assignment.

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.

Recommended procedures for 2nd degree violations are outlined below; any one or more procedures may be chosen:

1. A recommendation that no credit be given for the original assignment.
2. Student will be given 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 a 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 College View. 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 on designated days from 4:00- 5:00 PM and will be assigned by administration. 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 – If a student is sleeping during detention, then time served does not count.
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.

Students and parents must understand that the School Resource Officer (SRO) operates in conjunction with Hardin County Schools. Our SRO may file charges based on the intensity of the fight and WILL file a felony charge if a staff person is hurt in the fight.

### **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.

**1<sup>st</sup> 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.

**2<sup>nd</sup> 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.

**3<sup>rd</sup> 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 and charges could be filed. **Based on the intensity of the event the principal or Board of Education could place a student at College View 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.

## **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 missing in their regular classroom, but they must always work. 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 curve 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. 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.
3. If a student is absent the day they were to serve their zone time, then they will be assigned an alternate date.
4. Students who refuse to work or sleep in the Zone will be given detention the next available detention date. The next school day, the student will be placed back in the Zone until the student complies with the Zone rules or until the Administration deems necessary.

## **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. Behind the teacher's desk
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 bullying / harassment form will be used to document the incident. A copy of the report will be placed in both the reporter and who the report is about to better track incidences. If the student or parent's statement meets the harassment or bullying criteria, then the following disciplinary actions will be taken:



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

An offender should know that depending on the frequency or intensity of the harassment the disciplinary actions could jump from a 2<sup>nd</sup> offense to a 5<sup>th</sup> offense.

Students should know that sexual harassment is defined by the creation of an intimidating, hostile, or offensive environment using words, gestures, pictures, representations, physical contact, and/or action of a sexual nature. In the event the harassment is of a sexual nature then disciplinary actions outlined above will be amended including the offense level.

Students and parents must understand that the School Resource Officer (SRO) operates in conjunction with Hardin County Schools. Our SRO may file charges based on the intensity of the bullying / harassment.

# UNACCEPTABLE BY ANY NAME

	Bullying	Peer Cruelty	Harassment	Sexual Harassment
<b>Definition</b>	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 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 episode. 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. Request for sexual favors and other verbal or physical conduct of a sexual nature. Harassment differs from flirting. Flirting may inflict feelings that are [positive, complimentary, flattering, wanted and reciprocated.
<b>Behaviors</b>	Bullies may be physically stronger than classmate 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 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.

<b>Effects</b>	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 a 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.
<b>What can we do?</b>	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. Act, investigate, document. Notify proper authorities.

## **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.

If the school assembly is a private event (public is not invited to attend), then students are not to have cell phones out - no picture taking and no videoing.

Students who violate this policy will be disciplined at the discretion of the administration which follows the guidelines of Cell Phone Policy 3 and general guidelines of defiance.

## **Search and Seizure Policy**

In a search and seizure situation the following procedure shall be followed:

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 reasonably 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.

Based on what is found in the locker, students could face no discipline all the way to expulsion. Also, students should know that if the item(s) found are illegal or illegal activity then the School Resource Officer will be informed, and charges could be filed against that student or students.

## **Student Suspension Policy**

A student may be suspended if he/she has violated school 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 during the time of the suspension. 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 College View Educational 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 College View Educational Center by the principal or assistant principal. The College View Education Center program is to help students continue to get an education versus the consideration of expulsion. The students in the College View Educational Center must complete a four-stage 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 in possible legal prosecution (KRS 158.150).

### **Participation in After School Activities for Students Assigned to the College View Educational Center**

Students assigned to College View or who are serving an out of school suspension at the time of the event 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/Vaping/Juul Use Policy**

KRS 438.050 expressly prohibits the use of tobacco products on school grounds at any time that students are present. The Hardin County Board of Education policy prohibits the use of tobacco products on school grounds at ANY TIME. For this reason, *no smoking, dipping, vaping, or other addictive products are 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 Zone.

In order to help prevent tobacco use at BGMS, students must also understand that 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. Parents and students must remember that Bluegrass athletes are students first and then athletes.

To participate in sports, a student

- a) must have a current KHSAA Physical form on file (or)
  - Students who do not have a physical form on file for the current school calendar year will not be eligible to practice or play in any athletic events.
- b) Cannot be failing more than one class during weekly grade check. A weekly grade check will happen each Monday. Students with more than 1 F will be ineligible to PLAY or PRACTICE in any athletic events from Monday to Sunday of the following week.
- c) cannot fail more than one (1) course in a 9-week period
  - Students who fail more than one course in a 9-week period will be ineligible to PLAY or PRACTICE in any athletic events from Monday to Sunday of the following week. If a student has a second violation while at Bluegrass (meaning have failed more than one courses in two 9-week periods) then they will be subject to consequences such as dismissal from the athletic program by administration.
- d) must be in attendance for the full day of school to participate in an athletic competition or practice, unless they have an excused absence. Please review our whole attendance policy in this handbook.
- e) cannot have failed the previous grade level.
- f) must meet school wide PBIS expectations
  - If a student is suspended from school, he or she will be ineligible to play for one contest (or more) in the event other contests fall during time of suspension.
  - If a student is in Zone and Zone is counted as in-lieu of suspension, then he or she will be ineligible to play for one contest (or more) in the event other contests fall during time of suspension.
  - Behavior referrals from the previous semester(s) can be used to determine eligibility of the next competitive season. 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. In addition to using office referrals for determination of eligibility, they will and can be used to determine if a student continues to play/represent Bluegrass even after play begins.
  - If a student receives his or her 7th tardy in a semester then they cannot come to any extracurricular activities including participation in a sports program (see tardy policy).
- g) while ineligible, he or she will not be allowed to travel or be in uniform for any extracurricular activity.
- h) in instances where players quit a team, or are dismissed from a team, the inactive player will not be allowed to participate in practices, scrimmages, or games for another sports' program until the competitive season of the program that he/she quit (or was dismissed from) ends. Tryouts are included in these guidelines per Hardin County Athletic Handbook.

In addition to eligibility requirements, a non-athletic student who wants to attend a ballgame after school, regardless of location, must leave and be transported back to the school by a parent or guardian. Students are not allowed to stay after until the game begins. 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.

### **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.

Students 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 MAP and State Testing Policy**

Because of the importance of MAP and 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 a student 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 the 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 always balance, 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 of 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 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 & lunch will be served on a daily basis at **no cost to the students**. In the event a student brings their lunch, we ask that students do not bring glass containers to the lunch area. Students who do bring their lunch will be allowed to purchase milk in the lunchroom.

### **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.

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

Students who violate bus rules will have the following consequences:

1. On the 1<sup>st</sup> offense, as reported by the bus driver, student(s) will receive a warning and/or suspension from the bus for a number of days.
2. On the 2<sup>nd</sup> offense, as reported by the bus driver, student(s) will have their bus privileges suspended for a number of days.
3. On the 3<sup>rd</sup> offense, as reported by the bus driver, student(s) will be treated as a habitual bus offender and result as a serious misconduct.

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

1. Habitual bus offender
2. Damage to bus property
3. Fighting
4. Use of alcohol, drugs or tobacco
5. 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.

### **Dances**

#### **General Dances (not 8<sup>th</sup> grade formal)**

Students who have 5 or more unexcused absences and/or have 5 or more behavior referrals will not be allowed to attend any dances. In the event a student feels they have a valid reason for absences or discipline, they can appeal in writing to the principal two weeks before the day of the dance.

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

Only 8<sup>th</sup> grade students who attend Bluegrass, do not have 5 or more unexcused absences, and/or do not have 5 or more behavior referrals will be allowed to attend the 8<sup>th</sup> grade dance. A Bluegrass student who attended College View during their 8<sup>th</sup> grade year will be allowed to

attend if they meet the attendance requirement and do not have referrals relating to previous behavior or a total of 5 or more referrals since attending College View. In the event a student feels they have a valid reason for absences or discipline, they can appeal in writing to the principal two weeks before the day of the dance.

## **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](http://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 database in order for you 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 3<sup>rd</sup> 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 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.

Students and parents must understand that the School Resource Officer (SRO) operates in conjunction with Hardin County Schools. Our SRO may file charges based on illegal activity & intoxication.

### **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 no kissing or inappropriate contact for example: sitting in laps, hugging in a corner, etc. regardless of gender.

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

- 1<sup>st</sup> – 30 minutes of After School Detention
- 2<sup>nd</sup> – 60 minutes of After School Detention
- 3<sup>rd</sup> – Saturday School & 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 workrom phones, as they are for school business only.

Student cell phones are permitted in the building, but only at specific times. Bluegrass understands students often need cell phones to communicate changes in schedules or to coordinate a pick-up after school; however, they are a privilege. Students are permitted to have phones out before school begins at 8:05 am, during lunch, and at approved times which parents will be alerted to one week before. In the event a student cannot follow these guidelines, then the following consequences will happen:

- 1<sup>st</sup> Offense      The cell phone (SIM/Memory Card included) is taken from the student and turned into the office. The student may pick up the cell phone at the end of the day. However, the next FIVE consecutive days, he/she will turn the phone into the office when they arrive at school and pickup at the end of the day when they leave. Parents may call the office if there is an emergency.
  
- 2<sup>nd</sup> Offense      The cell phone (SIM/Memory Card included) is taken from the student and turned into the office. The student may pick up the cell phone at the end of the day. However, the next TEN consecutive days, he/she will turn

the phone into the office when they arrive at school and pickup at the end of the day when they leave. Parents may call the office if there is an emergency. If a student does not possess the phone at school any of the TEN days, the student still must check in with administration upon arriving so that it can be documented and counted as one of the referral days. In addition to the TEN days they will also be assigned one 60 minutes after school detention. Students who are found in possession of their cell phone or someone else's phone will receive further consequences.

3<sup>rd</sup> Offense The cell phone (SIM/Memory Card included) is taken from the student and turned into the office. The student may pick up the cell phone at the end of the day. However, the next 30 consecutive days, he/she will turn the phone into the office when they arrive at school and pickup at the end of the day when they leave. Parents may call the office if there is an emergency. If a student does not possess the phone at school any of the 30 days, the student still must check in with administration upon arriving so that it can be documented and counted as one of the referral days. In addition to the 30 days they will also be assigned three days of Zone. Students who are found in possession of their cell phone or someone else's phone will receive further consequences.

4<sup>th</sup> Offense The cell phone (SIM/Memory Card included) is taken from the student and turned into the office. The student may pick up the cell phone at the end of the day. However, for the REMAINDER of the school year, he/she will turn the phone into the office when they arrive at school and pickup at the end of the day when they leave. Parents may call the office if there is an emergency. If a student does not possess the phone at school, the student still must check in with administration upon arriving so that it can be documented and counted as one of the referral days. In addition to the remainder of the school year, they will also be assigned five days of Zone. Students who are found in possession of their cell phone or someone else's phone will receive further consequences.

### **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 <sup>st</sup> Offense	Loss of Internet for 9 weeks, 1 day of Zone, parents meet with principal
2 <sup>nd</sup> Offense	Loss of Internet for 18 weeks, 2 days of Zone, parents must meet with discipline committee and a written agreement be made.
3 <sup>rd</sup> 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 on 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.



## **Club and Sports at Bluegrass**

Bluegrass believes students should be involved in extracurricular activities and try to offer as many as possible at the middle school level. Below are the activities in which students can be involved:

### Clubs

1. BETA
2. Kentucky Youth Assembly (KYA)
3. Kentucky United Nations Assembly (KUNA)
4. Yearbook
5. Academic Team
6. Principal Advisory Council
7. Vex Robotics
8. Student Technology Leadership Program (STLP)

### Sports

1. Volleyball
2. Football
3. Basketball
4. Cheerleading
5. Various JHHS Sports (JHHS Coordinator)

## 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 US 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.

BGMS 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

BGMS 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 BGMS.

A copy of BGMS'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

## **Health Services at School**

A school nurse is assigned to each school's Healthy Kids Clinic and is able to provide basic screenings as well as assess students who may be ill and administer first aid when needed. Over-the-counter medications (**OTC's**) may be administered by the school nurse, **if** the parent has completed appropriate authorizations. Additionally, the school nurse will collaborate with a Healthy Kids Clinic Nurse Practitioner to assess your child for a virus or other more complex medical complaint **if** your child has more severe symptoms **and** parent permission is given. For emergency situations, the school nurse, HKC Nurse Practitioner or school staff may deem it necessary to call 9-1-1 for emergency medical services to be dispatched.

More intensive health services are available, if needed, with written authorization/order from a student's healthcare provider. Parent/guardian should notify the school nurse of any health concern(s) that could require emergency services, interfere with the student's education process or require interventions throughout the school day.

Students requiring medical accommodations throughout the school day (including, but not limited to, physical education, dietary conditions, physical limitations and medical interventions) must ensure an authorization form provided by the school nurse is completed by the student's healthcare provider & signed by the parents stating the need for such accommodations each school year. Examples of this include catheterization, blood sugar checking, seizure precautions, and other medical needs. The school nurse will provide specific forms for the healthcare provider and parents to complete in order for the student to have further interventions/accommodations while at school.

With parent permission, additional services which can be provided by a Healthy Kids Clinic healthcare provider include Well Child Examinations, dental services, immunizations, and behavioral health services.

## **Medication at School**

If a student has a need for medications during the school day (either over the counter or prescription), the child's healthcare provider must complete and sign the "Administration of Medication" form, parents must also sign this form as well as provide the medication in its original container and make arrangements for the medication to be delivered to/picked up from school by an adult (not the student).

Students are not allowed to transport medication to or from school, unless emergency medications are specifically ordered by a healthcare provider to be available during bus transport. All prescription medication requires the label from the pharmacy to be written in English and be on the container/box.

In the school nurse's absence, only students with specific forms (Authorization to Give Medication) on file will be able to receive medication from trained school staff. All medicine must be picked up by a parent/guardian at the end of the school year. Medicine not picked up will be disposed.

## **Emergency Medication at School**

Students with known health conditions which require emergency medication may have their medications brought to school to be stored in the nurse's office for administration as needed. The medication must be provided by the parent and must include the label written from the pharmacy written in English and on the box/container.

Parents will need to speak with the school nurse to ensure that the correct authorization forms are completed by the student's healthcare provider and returned to the school nurse.

### **Self-Administration of Medication at School**

Students will only be permitted to carry medication (emergency or otherwise) with them or in their personal belongings with an authorization to self-carry/self-administer medication from their healthcare provider. The school nurse will provide this form to the parents/guardians. These completed forms should be returned to the school nurse **before** the student begins carrying the medication at school.

### **Illness and Injury**

A student should not be in attendance and will be sent home with any of the following:

- Temperature 100.4 degrees or greater, or with incidents of vomiting and/or diarrhea. Student may return to school when free of above symptom(s) for 24 hours without any fever reducing medication or other medication to relieve symptom(s).
- Symptoms related to possible communicable diseases.
- Live lice bugs (not nits per HCS Board Policy 09.213 AP.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: August 1, 2020

## 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 Middle School 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 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 2020-2021 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, 9<sup>th</sup> Period or they may work something out with their teachers to make up missing assignments according to 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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Grade